

## CAREER AND UNIVERSITY GUIDANCE POLICY

### AMITY MISSION STATEMENT

*It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalised educational programme, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.*

*Amity International School aims to serve all its pupils by preparing a diverse range of courses, programmes, resources and facilities that serve pupils' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.*

### RATIONALE

Supporting students with career and university (CU) guidance to enable students to make informed decisions about future pathway and careers postsecondary destinations.

### ROLES AND RESPONSIBILITIES

#### Parents will:

- Support and encourage the student's exploration of post-secondary options and career aspirations.
- Participate in guidance meetings and career-related events organised by the school, providing input where appropriate.
- Foster open communication with school staff, specifically the CU Guidance Counsellor, to stay informed on the student's progress and needs.
- Emphasise the importance of independence and decision-making for the student to build confidence in their chosen pathway.

#### Students will:

- Actively participate in career guidance activities, including one-on-one sessions, workshops, and events provided by the school.
- Take ownership of career exploration and research, proactively engaging in self-assessment and academic planning to align with career goals.
- Meet all academic and extracurricular requirements set forth by the school to ensure eligibility for post-secondary options.
- Respect deadlines and actively seek support from school staff, such as the CU Guidance Counsellor, for application processes, standardized testing, and personal development.

#### CU Guidance Counsellor will:

- Take responsibility for the implementation of the school's CU guidance policy and programme.
- Look to understand the career aspirations of all student starting in Year 10 and onwards and provide guidance on the planning and alignment of student portfolios to meet these aspirations (e.g., choice of subjects, academic and extracurricular profile, etc.).
- Guide students to the most suitable or "best-fit" local and international postsecondary options and institutions, based on their career aspirations.
- Support students in meeting graduating requirements relevant to the student's curriculum and in accordance with the MOE equivalency requirements.
- Engage with parents during the CU guidance process.
- Provide support to students in preparation for their postsecondary applications and pathways. Examples include writing recommendation letters, reviewing personal statements, and compiling relevant documents (e.g., transcripts, portfolios, attestations, etc.).

Authorised by: Executive Principal  
Maintained by: College Counsellor  
Review date: December 2027

**Head of Sixth Form will:**

- Provide targeted support for students pursuing specific application pathways (e.g., UK UCAS, US Common App) and ensure the timely submission of recommendation letters.
- Coordinate with subject teachers to facilitate the timely submission of required documentation and support student preparation for interviews, assessments, and exams, including subject references.
- Support and where appropriate, organise Sixth Form-specific career and university events, ensuring consistent student participation and preparation.

**Head of Secondary School will:**

- Ensure that CU guidance services are embedded into the broader curriculum and pastoral care for all secondary students, from early career awareness to postsecondary planning.
- Support the integration of career learning platforms (e.g., Unifrog) into regular lesson plans, ensuring consistent student access to career resources.
- Oversee and direct the delivery of career lessons across secondary year groups, supporting the transition to Sixth Form and beyond.
- Facilitate open communication with students, parents, and teachers to maintain a supportive environment for career exploration and planning.
- Monitor the effectiveness of the guidance program through regular assessments, student feedback, and career placement outcomes.

**Vice Principal will:**

- Support the implementation of the CU guidance program by coordinating resources and schedules to integrate guidance services seamlessly into the school's calendar.
- Address student or parent concerns regarding the guidance process, ensuring that school policies are followed.
- Oversee compliance with ADEK standards and provide regular updates to the Principal on program effectiveness and engagement levels.

**Principal will:**

- Ensure the allocation of resources, including a qualified CU Guidance Counsellor, to meet the guidance needs of students.
- Promote an environment of collaboration among staff, students, and parents, supporting transparency and accessibility in the guidance process.

**SUPPORTING EVENTS AND PROCESSES**

**University Fair:**

Amity organises at least one university fair for students and parents annually among which we ensure diverse representation of local and international postsecondary options (including universities, community colleges, foundation programmes, academies, TVET, military service, and direct employment). In addition, we ensure to take students to at least one regional university fair in Abu Dhabi or Dubai in order to introduce students to a larger set of local and international options.

**Career Day:** Amity aims to organise at least one Career Day annually inviting professionals from diverse fields to foster awareness of broad career concepts. Pre-event sessions (Assemblies) are conducted to prepare students with workplace-relevant soft skills.

**University Trips:** Each academic year, Amity is committed to facilitate at least three visits to regional universities, schedule visits to align with university open days or special tours to provide students with comprehensive insight. Amity invites university representatives from around the world to talk to students on a regular basis during lunchtime or Sixth Form assembly.

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**University Application Guidance:** Amity provides structured guidance on the university application process to Year 12 and 13 students through bi-weekly Horizon lessons and one-to-one post-18 consultations. Career Counsellors assist students in understanding application timelines, requirements, and offer personalised guidance based on student aspirations.

- **UK Applications:** CU Counsellors help students plan their application timeline, build their super-curricular and extra-curricular portfolios and choose five best-fit universities. Guide students through the UCAS process, providing feedback on personal statements and reviewing applications before submission. Oxbridge candidates start earlier due to early deadlines.
- **US Applications:** CU Counsellors help students create an application timeline, build portfolios, take standardised tests, and helping students choose universities. Assist with platforms like Common App, review personal statements and essays, and ensure deadlines are met for Early Action, Early Decision, and Regular Decision.
- **UAE Applications for Emirati Students:** CU Counsellors work with the students to check entry requirements, take standardised tests like EMSAT, apply for enrichment activities and select best-fit universities. Guide students through NAPO applications, scholarship opportunities and personal statement reviews.
- **Global Universities:** CU Counsellors help students plan their application timeline, build portfolios and select best-fit universities. Support students with country-specific application platforms, personal statement feedback, and application reviews.

**Post-16 Guidance:** Amity CU Counsellors actively support student transitions through a series of group and individual consultations, parent and student seminars, workshops and events where career pathways/concepts can be explored in detail and integrated into postsecondary preparation.

**Career Lessons and Career Platform Unifrog:** Amity integrates the Unifrog platform into our secondary career curriculum. Career lessons are offered in tandem with PSHCME lessons from Year 7 to Year 11, with the exception of Year 10 having separate timetabled careers lessons on a weekly basis, and are delivered by Head of Years, tutors, and CU Counsellors. Training sessions are provided to ensure students and teachers maximise the platform's resources.

**Standardised Testing:** Amity provides information and resources related to major standardised tests including SAT, EMSAT, IELTS, TOEFL, UCAT, among others.

**Career University Calendar:** School will provide a calendar of all university and career events shared with students, parents, and the school community.

**Alumni Connection:** Amity aims to connect with the alumni and larger school community to engage with students on CU guidance. The goal is to create a culture of community engagement, alumni connectedness, mentoring and networking to support the building of workplace-relevant skills.

## PROCESS FOR EVALUATING PROVISION

### 1. Collection and Acknowledgement of Exam Certificates

On and after A-level results day, CU Counsellors ensure Year 13 students receive their A-level statement of results in soft copy and/or hard copy formats and with appropriate school authority's signature and stamp if required, in time for university application and enrollment.

At any given point throughout the school year, CU Counsellors ensure to fulfill in a timely fashion students' request for exam certificates and/or school reports in soft copy and/or hard copy formats, and with appropriate school authority's signature and stamp if required.

### 2. CU Guidance Counsellor

**Qualifications and Experience:** The CU Guidance Counsellor at Amity meets the following minimum requirements, in line with the ADEK Staff Eligibility Policy

- a. At least a QFE 7 (Bachelor's Degree) in any subject and meeting Continuous Professional Development (CPD) requirements as per this policy OR
- b. At least a QFE 7 (Bachelor's Degree) in any subject and having been employed as a former or current teacher/educator.

Amity ensures that all new CU Guidance Counsellors employed after the issuance of the ADEK CU Guidance Policy effective from as of 1 September 2022, whereby schools are expected to be fully compliant with by AY2025/26 (Fall term), meet the requirements stipulated above prior to their appointment.

## MONITORING AND EVALUATION

Amity monitors and evaluates our CU guidance programme by developing internal qualitative and quantitative indicators and mechanisms to measure the adequate delivery of the programme's services.

**Programme Indicators for ADEK Reporting:** Amity reports the following indicators to ADEK annually

- a. **Student Coverage:** The percentage of who are receiving CU guidance.
- b. **Counsellor-Student Ratio:** The number of students being served by each FTE CU Guidance Counsellor.
- c. **Graduate Destination:** The percentage of graduates of the current academic year entering higher education, TVET, or employment by the start of the following academic year.

## CONTINUOUS PROFESSIONAL DEVELOPMENT:

Amity includes the following elements as part of our CU Guidance Counsellor's CPD

- Annual membership in at least one professional organisation for CU Guidance Counsellors, with recommended accountability measures to benefit from the membership.
- Completion of at least 25 hours of professional development annually (linked as much as possible to the role), at no cost to staff as per UAE Labor Law, with dedicated days to attend professional development events.  
All CU Guidance Counsellors undergo specific CPD on the provision of CU guidance for gifted students and students with additional learning needs.
- Access to peers through community groups to avail of local best practices, and measures are in place to safeguard and retain these best practices within the school's CU guidance programme.

## Appendix 1

### Definitions

The definitions below are based on ADEK CU Guidance Policy.

<b>Additional Learning Needs</b>	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access.
<b>Career and University (CU) Guidance</b>	The process of guiding students in exploring the world of work, making informed decisions about their careers, discovering alternative learning pathways, and providing support in preparing applications for postsecondary education and careers
<b>Career and University (CU) Guidance Counsellor</b>	An individual who implements the school's CU guidance programme by providing advisory and administrative CU guidance counselling services to students.
<b>Higher Education</b>	Postsecondary education based on academic learning, leading to a degree/certification issued by a higher education institution (e.g., university, colleges, academies, etc.).
<b>Postsecondary</b>	Describes the period that takes place following the completion of secondary school. Postsecondary options include postsecondary education, employment, sabbaticals, etc.
<b>Postsecondary Education</b>	All educational pathways (higher and TVET education) following the completion of secondary school.
<b>Technical and Vocational Education and Training (TVET):</b>	A type of postsecondary education based on occupational/technical learning, leading to an award/certification issued by a TVET institution (e.g., technical colleges, polytechnics, etc.)