CAREER GUIDANCE POLICY

Policy Owner	Career Guidance Counsellor
Approved by	Ms Sapna Changrani (Head of School)
Review Date	June 2026
Next Review Due	June 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. OBJECTIVE

At Dubai Scholars Private School, our objective is to offer students a solid basis by supporting them in their journey from adolescence to responsible members of society. We strive to ensure successful transitions for students at various stages, such as moving from Key Stage 3 to Key Stage 4, at the age of 16, or when entering work-based training or university. These transitions are crucial in enhancing students' lives, and we believe in facilitating smooth and rewarding experiences that enable them to make informed decisions regarding their higher education aspirations.

2. STATUTORY REQUIREMENTS

At Dubai Scholars Private School, our career counselling programme is dedicated to assisting students in addressing their concerns regarding career and educational choices. We support them in discovering their true selves and identifying their aspirations in education, career and life. Through individual sessions, we conduct personal assessments of their thoughts, emotions and decisions, allowing us to understand their interests and abilities. We ensure that students are well-informed about the wide range of career options available, providing them with a strong foundation as they embark on their professional journeys. These sessions empower students with a deeper understanding of their career goals and enhance their self-awareness, offering essential support and bolstering their motivation.

Moreover, we guide students throughout the application process, assisting them in determining their next steps for admission.

a. Career Fairs:

As part of our commitment to students' holistic development, we organize yearly career fairs where they have the opportunity to engage with universities and educational centres in the UAE, as well as institutions from different countries. These events take place both within and outside the school premises, and while attending without a counsellor may sometimes be required, it provides valuable opportunities for students,

parents, and teachers to interact and gather information about various courses worldwide. The aim is to raise students' awareness of international universities within and outside the UAE, including entry requirements, admission processes, and more.

b. Individual Counselling:

We offer personalized one-on-one counselling sessions conducted by our career counsellors. These sessions assist students in creating and implementing their own career plans while fostering a deeper sense of self-awareness relevant to their career development journey. Additionally, we provide support for personal essays, help with application forms, and ensure that all necessary documentation.

We, at Dubai Scholars also conduct psychometric assessments for Stream Selection and Careers in collaboration with our career pathway planning platform partners for our students from Year 8 onwards. These standardised assessments evaluate cognitive abilities, personality traits, and aptitudes to provide insights into their strengths, weaknesses, and potential career paths and help students make informed decisions about subject selection, academic planning, and career choices.

c. Career-related Workshops and Opportunities:

Throughout the academic year, our school organizes a series of interactive workshops and sessions designed to equip students with essential skills and prepare them for higher education and future career paths. These opportunities are thoughtfully curated to support students in making informed decisions about their post-secondary options.

Some workshops may take place off-campus, and students are expected to take responsibility for their attendance and participation.

- University application procedures for both local and international
- Portfolio building for creative and design programs
- Development of academic CVs and professional skills
- Preparation for standardized tests such as IELTS, SAT, ACT, UKCAT, BMAT, EMSAT
- Understanding university admission processes across different countries
- Guidance on global application platforms such as UCAS, Common App, OUAC, CAO, and others
- Internship opportunities and career exploration programs during academic breaks
- Career talks and industry panels with professionals and university representatives

In addition, students will be encouraged to engage in activities that build skills, such as teamwork, leadership, critical thinking, and digital literacy skills highly valued by universities and employers alike.

All communication related to career guidance, including details about workshops, university applications, internships, scholarships, and other future pathway opportunities, will be posted under the respective Year Group's Career channel on Microsoft Teams.

d. Universities Presentation:

The school arranges visits from different universities and their representatives, allowing students to gain insights into their institutions, courses, and services. During these presentations, students receive information about eligibility criteria, entrance exams, application timelines, and expenditure related to each university.

e. Careers Day:

From KS4 Onwards, students are given the opportunity to participate in a dedicated careers day. External professionals visit the school to present on their respective jobs, careers, pathways, and personal experiences, providing valuable guidance to students.

f. Community Service/Work Experience:

Students actively engage in a variety of activities, including organizing events, volunteering at special needs centres, and providing peer tutoring to junior students. These experiences enable them to gain exposure to a professional environment and develop a broader understanding of work. Encouragement is given to participate in extracurricular activities such as Model United Nations, community service, and internships, which foster the development of interpersonal skills and practical application of knowledge.

g. In-house Support:

Students receive assistance, if needed, in their application processes for platforms like UCAS, OUAC, and the Common Application. Personal statements and essay drafts are reviewed and proofread to ensure that each student's documents reflect their true abilities and aspirations. This process is student-driven, with support provided to help them present the most accurate representation of themselves.

3. STUDENT ENTITLEMENT

3.1 At Dubai Scholars Private School, students in years 8 to 13 are provided with the following entitlements:

- Access to comprehensive information about technical education qualifications and apprenticeship opportunities through our careers program. This program aims to equip students with knowledge about various education and training options available at each stage of their academic journey.
- Opportunities to hear from local providers who offer a diverse range of opportunities, including technical education and apprenticeships. These presentations allow students to explore different pathways and make informed decisions about their future.
- Guidance on the application processes for both academic and technical courses. Students receive support and information on how to navigate the application procedures for a wide range of courses, ensuring they have the necessary tools to pursue their desired educational paths.

3.2 Letter of Recommendation:

- Recommendation letters are often required or strongly recommended by colleges and universities as part of the application process. These letters provide insights into a student's character, academic abilities, and potential for success in higher education. They offer an external perspective on the student's qualities and achievements beyond what can be conveyed through grades and test scores alone.
- Physical copies will no longer be provided directly to students or issued as 'to whomsoever it may concern'. Instead, the school will issue these documents only upon specific request from university admission portals or websites, also, the students can request the LoR to be addressed to the concerned university by presenting the proof of document requirement.
- Letters of recommendation will be addressed exclusively to the institution making the request. For other instances, our school counsellor and subject teachers will ensure documents are uploaded to the required portals or communicated directly to the institution, for e.g. UCAS, Common App etc.
- To ensure prompt receipt of the letter, students should allow a minimum of three weeks for turnaround time. To obtain the Letter of Recommendation, students will be required to pay a fee of AED 25/- for each copy of Letter of Recommendation.
- Students are limited to a maximum of two letters of recommendation, which they can request from their chosen teachers. Additionally, they have the option to request a letter from the Career Guidance Counsellor.
- It is important to note that for Common App Applications, the Counsellor's recommendation is mandatory.
- To request a recommendation letter, students should directly send their request only to the Career Guidance Counsellor's desk at - dscareersinfo@Dubaischolars.com
- The eligibility criteria for requesting a recommendation letter are as follows:
  - ✓ students must be in Years 11, 12, or 13.

    The following documents need to be submitted by the students:
  - ✓ Personal Statement or CV
  - ✓ List of achievements supported by evidence (such as letters or certificates)

The recommendation letter will be provided on the school letterhead, stamped by the school, and to be collected from the Front Office.

3.3 Official Transcripts:

- Transcripts are a crucial component of college applications. Colleges and universities review transcripts to assess a student's academic abilities, rigor of coursework, and consistency of performance. Transcripts provide a comprehensive overview of a student's academic history, which helps admissions officers make informed decisions during the college admissions process.
- Transcripts include the grades earned by the student for each course, typically presented on a letter grade scale.
- To process the official transcript, kindly provide the following documents (Scanned copies).
  1) Year 9 consolidated grades
  2) Year 10 consolidated grades

3) Year 11 Term 1 OR Term 2 grades
4) IGCSE results (Board certificates)

- To receive their Transcripts, students must allow for a 3-week turnaround time. To obtain the Transcript, students will be required to pay a fee of AED 25/-.
- The Transcript will be provided on the school letterhead, stamped by the school, and to be collected from the Front Office.
- To request a transcript, students should directly send their request only to the Career Guidance Counsellor (dscareersinfo@Dubaischolars.com)

3.4 Predicted Grades:

- Predicted grades serve as a tool to assist colleges and universities in making provisional admission decisions before results are available. They provide an initial assessment of a student's capabilities and help institutions gauge the likelihood of a student meeting the entry requirements for their desired program of study.
- Physical copies will no longer be provided directly to students or issued as 'to whomsoever it may concern'. Instead, the school will issue these documents only upon specific request from university admission portals or websites, also, the students can request the Predicted Grades to be addressed to the concerned university by presenting the proof of document requirement.
- Eligibility:
  - ✓ Predicted grades will be in year 12 and year 13 only.
  - ✓ Predicted grades will be given only after Term 1. If there is a requirement from the university for the application process the student should show evidence of the same.
- Predicted grades will be at the sole discretion of the subject teacher and there will be no exception to this.
- To receive the Predicted Grade, students must allow for a 1-week turnaround time. To obtain the Predicted Grade, students will be required to pay a fee of AED 25/-.
- The Predicted Grade will be provided on school letterhead, stamped by the school, and to be collected from the Front Office.
- The request for Predicted grades, students should directly send their request only to the Career Guidance Counsellor (dscareersinfo@Dubaischolars.com)

3.5 Urgent Requests and Associated Fees:

- Urgent requests for student entitlements (LoR, Predicted Grades, Transcripts) will be charged an additional urgency fee.
- The processing time for urgent requests will be between 5 to 7 days. Students must pay the following fees to obtain the respective documents:
  - Letter of Recommendation: AED 50
  - Predicted Grades: AED 50

- Transcripts: AED 50

3.6 Request made during or close to holidays:

- During the Summer, Winter & Spring Breaks and any other holidays considering the application deadlines, all requests for student entitlements must be submitted by the specified deadline provided each year considering the university application submission deadlines. Any requests received after this deadline will be addressed upon the conclusion of the break.

4. MANAGEMENT OF PROVIDER ACCESS REQUESTS

4.1 Procedure:

Ongoing communication between university officers/representatives, education providers, and the Career Counsellor. Prior to visiting the school, providers must establish contact with the team and confirm their visit at least one day in advance. Career Counsellor will then inform the reception to ensure a smooth arrival.

To request access, providers should contact Mr. Tabrez Mandviwala – Head of Student Support Services, through the following:

Telephone: **+971-(04)-706-9029**

Email: ***tmandviwala@dubaischolars.com* and copy - *dscareersinfo@dubaischolars.com***

4.2 Opportunities for Access:

Various events integrated into our careers program offer providers the chance to come to the school and interact with students and/or their parents/guardians.

4.3 Granting and Refusing Access:

Access to career counselling support is mandatory for students from Year 9 to Year 13. However, exposure to university courses, entry requirements, fairs, and presentations will specifically focus on Key Stage 4 and Sixth Form students.

4.4 Safeguarding:

Our safeguarding/child protection policy outlines the school's protocol for verifying the identity and suitability of visitors. Education and training providers are expected to adhere to this policy.

4.5 Premises and Facilities:

Private meeting rooms will be made available for discussions between providers, career counsellor, career advisors, and students, as needed for the activity. The school will also provide audio-visual (AV) and other specialized equipment to support providers during presentations. These arrangements will be discussed and confirmed in advance with Senior Leaders and/or the career counsellor. Providers are welcome to leave copies of their prospectus or relevant course materials in the Sixth Form common room and library.

5. MONITORING ARRANGEMENTS

The school's procedures for facilitating access to education and training providers for students are overseen and monitored by the School Career Guidance Counsellor.

The policy regarding provider access will undergo an annual review conducted by the School Career Guidance Counsellor. Each review cycle will conclude with the policy's approval by the Head of School.

6. POLICY REVIEW

This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from the KHDA