

ACADEMIC & CAREER GUIDANCE POLICY

Policy revised by	SLT	Policy reviewed & monitored by	SLT and HODs	CEHS/ ACGP/2026-27
Date of review	17/03/2026	Approved by	Principal	
Academic year	2026-2027	Next review	16-03-2027	

RATIONALE

The purpose of this policy is to ensure that all students receive high-quality academic and career guidance that enables them to make informed decisions about their learning pathways and future career aspirations. This policy aligns with KHDA inspection framework, UAE Ministry of Education regulations, UAE national priorities and future workforce needs, UAE cultural values and Islamic principles. The school is committed to providing inclusive, student-centered guidance that supports academic achievement, personal wellbeing, and successful transitions beyond school. This policy applies to all students from Kindergarten to Grade 12, and to all staff involved in academic guidance, career counseling, and student support.

OBJECTIVES

- Equip students with the knowledge, skills, and confidence to make informed academic and career decisions.
- Ensure academic pathways align with students' abilities, interests, and aspirations.
- Support alignment with UAE priority sectors such as healthcare, technology, renewable energy, education, engineering, finance, and tourism.
- Promote personal development attributes including leadership, critical thinking, resilience, adaptability, and responsibility.
- Ensure equitable access to guidance for all students, including Students of Determination.
- Strengthen parental engagement in academic and career planning.
- Promote students' understanding of the cultural, economic, and social context influencing career choices within the UAE.

ACADEMIC GUIDANCE

Course Selection and Pathways

- Academic counselors shall support students in selecting appropriate subjects and pathways based on individual strengths, interests, and future goals.
- Clear guidance shall be provided on available school programs, curriculum options, post-secondary education or career options.
- Individualized academic plans shall be developed in collaboration with students, parents, teachers, and counselors.
- Reasonable adjustments shall be made to support Students of Determination and students requiring additional support.

Academic Performance Monitoring

- Monitor student academic performance systematically through ongoing assessment data, progress tracking, and teacher feedback to identify strengths and learning needs for all students.
- Implement timely, targeted interventions for students requiring additional academic support, including differentiated instruction, individualized support plans, and reasonable adjustments for Students of Determination.
- Provide structured enrichment opportunities for students demonstrating high academic potential, including extension activities, advanced coursework, and participation in external programs.
- Encourage high-achieving students to pursue advanced learning pathways such as early college programs, accredited external courses, and national and international academic competitions.
- Evaluate the effectiveness of interventions and enrichment programs through measurable outcomes, including improved attainment, accelerated progress, and increased student engagement.

CAREER GUIDANCE

Career Awareness Programs

The school will provide structured career awareness activities including:

- Career fairs
- University visits
- Guest speakers
- Industry talks
- Workplace exposure and internships (where appropriate)

Particular focus shall be given to high-demand and emerging sectors within the UAE.

Individual Career Counseling

Qualified counselors will provide individual career guidance sessions to help students:

- Identify strengths, interests, and career preferences
- Explore academic, vocational, and professional pathways
- Career guidance will align with the UAE's economic growth sectors, ensuring students are aware of emerging opportunities in the job market

Guidance shall include:

- Higher education options within the UAE and internationally
- Vocational and technical education pathways
- Scholarship and application guidance

Partnership with Employers and Universities

- The school will develop partnerships with universities, employers, and training providers to enhance student exposure to post-school opportunities.
- These partnerships may include internships, mentoring, scholarships, and career pathway programs.

Promotion of STEM and Entrepreneurship

- STEM (Science, Technology, Engineering, and Mathematics) education shall be promoted in alignment with UAE national strategies, future skills initiatives, and UAE Vision 2030.
- Entrepreneurship shall be encouraged through engagement with Skill and innovation hubs, student competitions, enterprise programs, and strategic external partnerships.

PARENTAL ENGAGEMENT

- Parents will be actively involved in the academic and career guidance process.
- The school will provide workshops, information sessions, and resources to support parental understanding of academic pathways and evolving career trends.
- Parents will receive regular updates regarding student progress, subject choices, and post-school planning, future opportunities.

CULTURAL CONSIDERATION

- All academic and career guidance will respect UAE cultural values, Islamic principles, and national identity.
- Students will be encouraged to contribute positively to the UAE's social and economic development.
- Guidance will promote values of leadership, responsibility, loyalty, and service to the community.

MONITORING AND EVALUATION

The effectiveness of the academic and career guidance program will be reviewed annually.

Key Performance Indicators (KPIs) include:

- Student academic progress and achievement
- Successful post-secondary placements (university, vocational training, or employment)
- Student and parent satisfaction survey results
- Alumni destination tracking data

Findings from monitoring and evaluation will inform continuous improvement and future planning.

RESPONSIBILITIES

School Leadership

- Ensure the policy aligns with KHDA and UAE educational requirements.
- Provide appropriate training and resources for staff involved in guidance and counseling.
- Monitor implementation and impact.

Academic Counselors

- Will deliver academic and career guidance tailored to individual student needs.
- Will maintain accurate and up-to-date records.
- Will provide comprehensive support to students by collaborating with teachers, parents, and external partners.
- Will follow safeguarding and wellbeing procedures whenever concerns arise.

Teachers

- Identify students who may require additional academic or emotional support.
- Refer students to counselors as appropriate.
- Support career education initiatives and mentor students.

DATA AND CONFIDENTIALITY

All information shared during academic and career counseling sessions shall be treated as confidential and managed in accordance with **UAE data protection laws, KHDA requirements**, and the school's safeguarding policies.

LINKS TO OTHER POLICIES

This policy links to our policies on Wellbeing Policy & Child Protection and Safeguarding Policy.

- Student Wellbeing Policy
- Child Protection and Safeguarding Policy
- Inclusion Policy

MONITORING & REVIEW

This policy shall be reviewed annually to ensure continued alignment with KHDA standards, UAE national priorities, labor market trends, and the evolving needs of students. Amendments shall be made as required.

Signed  _____

Dr. Saleem Jamaludhin (Director)

Date: 19/03/2026

Signed  _____

Dr. Sharafudeen Thanikatt (Principal)

Date: 19/03/2026