

# Career Counselling Policy

**2020-2021**



مدرسة جيمس متروبول  
**GEMS Metropole School**  
MOTOR CITY

**Approved by:** [Name]

**Date:** [Date]

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## 1. Aims

At GEMS Metropole School, we aim to provide students with a strong foundation by guiding them through the transition from youth to adult members of the society. Successful transitions – whether from lower secondary to upper secondary; at age 16; into work-based training or university; are life-enhancing for every student. We believe that each transition is smooth and enriching for students, which help them to make a wise decision about their higher education goals.

## 2. Statutory requirements

The career counsellors helps students discuss their concerns about career and educational choices. We help them figure out who they are and what they want out of education, career, and life. Students have individual sessions where a personal analysis of their ideas, feelings and choices is done. These sessions help us to assess their interests and abilities. Students are made aware of the new and diverse career options available to get a great start in their professional lives. These sessions empower the students to have a deeper perspective and a sense of career self-awareness. It provides essential support and boosts the morale of a student and builds their motivational level. In addition to this students are also guided through the application process and to determine next steps related to the admission process.

**Career Fairs:** Students are given the opportunity to meet Universities and Educational centres across UAE, as well as Universities from different countries, throughout yearly fairs. These events will take place within school and off campus, and is at times the responsibility of the student to attend without the counsellor. Students, parents and teachers get an opportunity to meet, interact and extract information about different courses across the globe. This aims at increasing students' awareness about international universities within and outside UAE along with their entry requirements, admission process, etc.

**Individual Counselling:** One-on-one sessions offered by the Career counsellor and Head of Careers to help students in creating and implementing their own career plans and in developing a greater sense of self-awareness relevant to the career development process. This also includes support for personal essays, support when required for the application forms and assisting to ensure all necessary documentation and additional (external) tests required for the application is complete.

**Career-related Workshops:** Throughout the academic year, the school arranges a range of interactive workshops to equip students with the needed skills and to prepare them for higher education. At times, there will also be opportunities off-campus where it will be the responsibility of the child to attend. Workshops may include:

- University Application Procedure
- Portfolio building (various kinds)
- Professional skills and academic CV development
- Preparing for IELTS, SAT, ACT, UKCAT, EMSAT etc.
- Insight into Admission from University Perspective and Information about UCAS/OUAC/CAO/Common App, etc.
- Entry-level examination

**Universities Presentation** – Different universities visit the school to orient students about their universities, the courses and service offered by them. Also, information about eligibility criteria, entrance exams, expenditure and time of application is given to students.

**Careers Day-** In upper KS3, students will be given the opportunity to participate in a careers day where external visitors present to students about their jobs, careers, pathways and personal experiences.

**Community service/ Work Experience:** Students are involved in a variety of activities like organising events, volunteering at special needs centres and teaching junior students' example, peer tutoring that enables them to get an overview of working in a professional environment. Participation in extra-curricular activities such as the Model United Nations, community service, internships, etc. are also highly encouraged, where they have the opportunity to hone their interpersonal skills and to put to good use.

**In-house Support** – Students are assisted if required in their application for UCAS, OUAC, Common Application, etc. Personal statements and essay drafts done by the students go through a process of reviewing and proof-reading to ensure that the documents portray the most accurate representation of each individual student – student organised.

### **3. Student entitlement**

All students in years 8 to 13 at GEMS Metropole are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers program which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

### **4. Management of provider access requests**

#### **4.1 Procedure**

All university officers/representatives and education providers are in constant communication with the Career's Support Team. In order for the providers to visit the school, they should have made prior contact with the team. They then will have to confirm their visit one day before. Then in turn, the team will inform the reception prior to their arrival.

A provider wishing to request access should contact: Mrs. Elise Hunkin – Head of Sixth Form and Ms. Rajone Karmarkar - Career and Student Counsellor.

Telephone: +971 4 550 7200

Email: [e.normanhunkin\\_mts@gemsedu.com](mailto:e.normanhunkin_mts@gemsedu.com) and [r.karmarkar\\_mts@gemsedu.com](mailto:r.karmarkar_mts@gemsedu.com)

#### **4.2 Opportunities for access**

A number of events, integrated into our careers program, will offer providers an opportunity to come into school to speak to students and/or their parents/guardians:

	Autumn term	Spring term	Summer term
<b>Year 8</b>	Careers workshop	Careers workshop	Careers workshop
<b>Year 9</b>	Careers Day; GCSE Marketplace	Key Stage 4 options event	
<b>Year 10</b>	Presentations - employability skills BMI University Fair Alpha university Fair	Second BMI University Fair MOCK Exams	MOCK Exams
<b>Year 11</b>	A Level Marketplace BMI University Fair Alpha university Fair MOCK Exams	Second BMI University Fair Sixth Form options evening Apprenticeships – support with applications MOCK Exams	GCSE Exams
<b>Year 12</b>	BMI University Fair Alpha university Fair Internships/Work Experience and community service MOCK Exams	Second BMI University Fair University application workshops Internships/Work Experience MOCK Exams	Small group sessions: future education, training and employment options AS Level Exams
<b>Year 13</b>	BMI University Fair Alpha university Fair University Applications Internships/Work Experience and community service Mock Exams	Second BMI University Fair University Applications University application workshops MOCK Exams	University Applications Presentation on Student visas A-Level exam

Please speak to our Career Counsellors to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

It is mandatory for students to access the Career Counselling Support from Year 9 to Year 13. Exposing the mentioned years to the university courses, entry requirements, various fairs and presentations will only be conducted for Key Stage 4 and Sixth Form.

#### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

#### **4.5 Premises and facilities**

The school will make the main hall (multi-purpose hall), Sixth Form common room or private meeting rooms available for discussions between the provider, career counsellor, career advisor and students, as appropriate to the activity. The school will also make audio-visual (AV) and other specialist equipment available to support providers during presentations. This will all be discussed and agreed in advance of the visit with Senior Leaders and/or a member of the Career Guidance team. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Sixth Form common room and library which is managed by the Career Guidance team

### **5. Links to other policies**

- Safeguarding/child protection policy
- Health and Safety policy
- Curriculum policy

### **6. Monitoring arrangements**

The school's arrangements for managing the access to education and training providers to students is monitored by Mrs Amanda Dixon – School Operations Manager.

This policy will be reviewed by Ms. Rajone Karmarkar – Student and Career Counsellor, Mrs. Elise Hunkin – Head of Sixth Form annually. At every review, the policy will be approved by Mr. Naveed Iqbal – Principal and CEO