



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

CAREER COUNSELLING



Reviewed by	Mr. Naveed Iqbal	Reviewed Date	August 2025
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1. Aims

At GEMS Metropole School, we aim to equip students with the knowledge, skills, and experiences necessary to make informed decisions about their futures. Our careers programme supports students in navigating key transition points, including:

- Moving from Active School to Futures School
- Progressing to further education, selecting appropriate A Level or BTEC pathways that align with career aspirations.
- Applying to higher education institutions in a global setting.

We aim to make transitions smooth, well-informed, and enriching, helping students set and achieve their higher education and career goals with confidence. Our programme promotes self-awareness, goal-setting, and decision-making to empower students in a competitive global job market.

2. Statutory Requirements and Careers Guidance

Our careers programme is designed to ensure that all students receive high-quality, impartial advice that empowers them to make well-informed choices about their futures. This programme is structured in alignment with the Gatsby Benchmarks, ensuring a broad and balanced approach to careers education. Through personalised guidance, exposure to diverse career pathways, and engagement with industry professionals, we support students in developing the skills, knowledge, and confidence needed to navigate key transition points. By integrating career-related learning within the curriculum and providing access to employer interactions, university engagement, and real-world experiences, we aim to equip students with the tools to make ambitious yet realistic decisions about their next steps.

2.1 Personalised Guidance

- Careers guidance starts in Year 8 and continues throughout a student's time at GEMS Metropole. Students gain access to UniFrog, which helps them explore and take ownership of their future aspirations.
- One-to-one career counselling sessions tailored to individual aspirations, interests, and strengths
- Assistance in identifying suitable career pathways and post-GCSE or post-A Level/BTEC options
- Guidance on alternative routes such as apprenticeships, technical qualifications, and gap year opportunities

2.2 Labour Market Awareness

- Access to up-to-date labour market information (LMI) to help students understand industry trends, salary expectations, and job availability
- Insights into the future of work, including emerging careers in technology, sustainability, and global business

2.3 Application Support

- Personalised assistance with university and apprenticeship applications, including UCAS, OUAC, Common App, and more
- Support with writing personal statements, motivation letters, and scholarship applications
- Workshops on CV writing, cover letters, and professional networking
- Interview preparation, including mock interviews and assessment centre practice
- Guidance on securing references and letters of recommendation

2.4 Skill Development

- Opportunities to develop essential employability skills such as:
 - Communication and public speaking
 - Teamwork and collaboration
 - Critical thinking and problem-solving
 - Leadership and initiative-taking
 - Digital literacy and technological proficiency
- Hands-on learning experiences, including project-based work and business challenges
- Integration of career-related learning into the academic curriculum

2.5 Employer and University Engagement

- Regular guest lectures from industry professionals and university representatives
- Workplace visits and work experience opportunities
- Virtual and in-person networking events with alumni and corporate partners
- Hands-on experience through employer-led challenges and real-world case studies

3. Careers Programme Overview

Our careers programme includes a range of initiatives designed to inspire, inform, and prepare students for their next steps.

3.1 Career Fairs and University Engagement

- Annual university and careers fairs featuring local and international institutions
- External university events, where students are encouraged to attend independently
- Presentations from higher education institutions covering:
 - Entry requirements and application processes
 - Scholarship and financial aid opportunities
 - Career prospects linked to various degree programmes

3.2 Individual Careers Counselling

Career counsellors provide tailored one-to-one sessions to support students in creating and implementing their career plans. This includes guidance on:

- University applications and choosing the right course
- Portfolio and supplementary material preparation for creative and technical degrees
- Additional application requirements such as external admissions tests (IELTS, SAT, ACT, UKCAT, EMSAT, etc.)

3.3 Career-Related Workshops

Throughout the academic year, the school arranges interactive workshops covering:

- University application procedures and portfolio building
- Professional skills and academic CV development
- Insights into different university admissions processes worldwide
- Interview preparation and assessment centre techniques

3.4 Employer and Alumni Engagement

- Regular visits from industry professionals to discuss career pathways, employment trends, and workplace skills
- Career Days for Years 9 and 11 featuring guest speakers from diverse industries
- Opportunities for networking and mentorship through alumni connections

3.5 Work Experience and Community Engagement

- Structured work experience placements in Year 12
- Community service projects, internships, and leadership opportunities
- Participation in extra-curricular activities such as Model United Nations, student leadership programmes, and enterprise initiatives

4. Student Entitlement

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

- Information on the full range of education, training, and career pathways
- Exposure to employers, universities, and training providers through structured events and workshops
- Support with applications to universities and employment.

5. Provider Access Policy

5.1 Procedure for External Providers

University representatives, employers, and training providers are encouraged to engage with students through:

- Careers fairs, presentations, and networking events
- Guest speaker sessions within the curriculum
- Interactive workshops and skills development programmes
- A provider wishing to request access should contact: Head of Senior School Telephone: +971 4 550 7200

5.2 Opportunities for Access

Our careers programme includes structured opportunities for students to engage with education and training providers at various stages:

Year Group	Autumn Term	Spring Term	Summer Term
Year 8	Careers Workshop UniFrog Careers Access and guidance	Careers Workshop UniFrog Careers Access and guidance	Careers Workshop UniFrog Careers Access and guidance
Year 9	Careers Day; GCSE Marketplace	Key Stage 4 Options Event; MTS Careers Fair	Careers Workshop UniFrog Careers Access and guidance
Year 10	Employability Skills Workshop; University Fair	Second University Fair; MTS Careers Fair UniFrog Careers Access and guidance	Mock Exams
Year 11	A-Level Marketplace; University Fair	Apprenticeship Support; Sixth Form Options Evening; MTS Careers Fair UniFrog Careers Access and guidance	GCSE Exams
Year 12	University Fair; Work Experience; Internships	University Application Workshops; MTS Careers Fair UniFrog Careers Access and guidance	A-Level Exams
Year 13	University Fair; University Applications	Application Workshops; MTS Careers Fair UniFrog Careers Access and guidance	Student Visa Presentation; A-Level Exams

6. Safeguarding

All external providers must adhere to the school's safeguarding and child protection policy to ensure the safety and well-being of our students. All visitors are required to present identification upon arrival and follow established safeguarding procedures.

7. Facilities and Resources

The school provides suitable spaces for presentations and one-to-one sessions, including:

- The Sixth Form Centre
- Meeting rooms
- The multi-purpose hall
- Audiovisual equipment and other resources available upon request Providers are welcome to leave promotional materials in the library and Sixth Form Common Room.

8. Links to Other Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Curriculum Policy

9. Monitoring and Review

The school's arrangements for managing careers education and provider access are monitored by the School Operations Manager. This policy will be reviewed annually by the Head of Future School and approved by the Principal of GEMS Metropole School.

Next Review Date: July 2027