

## UPS Academic counseling Plan 2024-2025

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## **1. Aims**

At United private School Al Ain, 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. Why is career counseling is important?**

Career counseling would be done in the school itself for class 8-12 students specifically because these are the levels where students choose a particular stream as their specialization and also, it will be helpful for them to decide the stream they should opt for. This is because many students are not satisfied with the stream they choose and tend to change it; this happens in absence of proper guidance about options available as per their interests and different education stream.



### ***2.1 With career counseling, students would be able to know***

- Their aptitude and interests
- Strengths and weaknesses of a particular interest
- Making the choice of the stream for education from class 10
- career options available in the market as per their academic choice
- Career options available as per their interest
- Some alternate career options if they decide to change their stream in future

### **3. Statutory requirements**

The career counselors help students discuss their concerns about career and educational choices. We help our students 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 these students is 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 centers 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 Counseling**

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, 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 grades, students will be given the opportunity to participate in a career's 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 organizing events, volunteering at special needs centers 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 own their interpersonal skills and put them 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 organized

## **4. Student entitlement**

All students from grade 9 to 12 at UPS 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

## **5. Counselor entitlement**

- Help students to figure out who they are and what they want out of their education, career, and life.
- Be someone for student to talk to about your thoughts, ideas, feelings, and concerns about your career and educational choices, which will help student sort out, organize, and make sense of student's thoughts and feelings.
- Help students identify their factors influencing career development, and help assess student's interests, abilities, and values.
- Help students locate resources and sources of career information.
- Help students to determine the next steps and develop a plan to achieve their goals.

## **6. Career Fairs**

Students are given the opportunity to meet Universities and Educational centers 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.

## **7. Individual Counseling**

One-on-one sessions offered by the Career counsellor 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.

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

### **Procedure**

All university officers/representatives and education providers are in constant communication with the Career's Support Team. For the providers to visit the school, they should have made prior contact with the team and get ADEK approval for the visit. 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: Mr. Mugtaba Mubarak – Academic and student Career Counsellor

Telephone: +971 3 781 9799

Email: mogtaba@unitedschool.ae

## **9. Referral and Evaluation process**

- Any student in grade 10 or above can self-refer.
- The section supervisor and assistant Principal must refer any pupil in grade 9 or below
- The SLT team may refer a pupil to the counselling service against their wishes due to their behavior.
- The students referred will be offered 1-2 counselling session with the counsellor.
- The student can then agree or disagree for another session with the counselor.
- Parents can refer their ward for counselling by meeting with the school counsellor.
- A member of the staff can self-refer by contacting the school counselor.

# 10. Students Counselling and career plan 2024-2025

Grade	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Month					
Sep	Integrated into classes	Integrated into classes	-Gathering students info and documents -Ru'ya career fair - MBZUAI Student Opportunities Fair	-Gathering students info and documents -Ru'ya career fair - MBZUAI Student Opportunities Fair	-Gathering students info and documents -Ru'ya career fair -MBZUAI Student Opportunities Fair -Emsat registration
Oct	Integrated into classes	Integrated into classes	-Najah Higher Education Fair -National Career Exhibition -Workshop about The important of Emsat, NAPO and SAT	-Najah Higher Education Fair -National Career Exhibition -Workshop about the important of Emsat, NAPO and SAT	-Najah Higher Education Fair -National Career Exhibition -Emsat exams preparations -SCO scholarships registration
Nov	Integrated into classes	Integrated into classes	-Workshop About HKUST -Career and personality quiz -Work shop about importance of Napo	Workshop About HKUST -Career and personality quiz on unifrog -Work shop about importance of Napo	Workshop About HKUST -Career and personality quiz onunifrog -Work shop about importance of Napo
Dec	Integrated into classes	Integrated into classes	-Connecting with our Alumni -visits from universities for student consulting sessions and career advising	-Connecting with our Alumni -Personal career session -visits from universities for student consulting sessions and career advising	-Connecting with our Alumni -Personal career session -visits from universities for student consulting sessions and career advising
Jan	Integrated into classes	Integrated into classes	-Workshop: Finding career, you love -pursue career in creative industries -Workshop about Volunteering in society and our school requirements for graduation	-Workshop: Finding career, you love -pursue career in creative industries -Workshop about Volunteering in society and our school requirements for graduation	-Workshop: Finding career, you love -pursue career in creative industries -Continue NAPO registration -Workshop about Volunteering in society and our school requirements for graduation
Feb	Integrated into classes	Integrated into classes	-DIFC Talent Week	-DIFC Talent Week	-DIFC Talent Week -Follow-Up with student NAP college application
Mar	Integrated into classes	Integrated into classes	-UAE global educational fair	-UAE global educational fair, 26 February	-UAE global educational fair -Following with NAPO Applications
May	Integrated into classes	Integrated into classes	-Abu Dhabi University's Career Fair -personal consulting session	-Abu Dhabi University's Career Fair -personal consulting session	-Abu Dhabi University's Career Fair -personal consulting session
Jun	Integrated into classes	Integrated into classes	-Workshop about Volunteering in society and our school requirements for graduation	-Workshop about Volunteering in society and our school requirements for graduation	-Workshop about Volunteering in society and our school requirements for graduation

## 11. CU Guidance Philosophy/Approach

At United Private School Al Ain, our counselling and guidance philosophy is built upon a student-centered approach that empowers learners to explore their potential, set academic and career goals, and navigate their personal and professional development with confidence. The counselling department is committed to fostering a supportive environment where students can develop self-awareness, resilience, and informed decision-making skills.

### Core Principles:

1. **Holistic Development:** We believe in addressing not just academic concerns but also the emotional, social, and career development of each student.
2. **Individualized Support:** Every student receives personalized guidance based on their unique skills, interests, and aspirations.
3. **Collaboration with Stakeholders:** Our approach involves working closely with teachers, parents, and external career experts to provide comprehensive support.
4. **Lifelong Learning and Growth:** We encourage students to view career planning as an evolving process that continues beyond their school years.
5. **Ethical and Inclusive Practices:** The counselling team maintains confidentiality, fosters an inclusive environment, and respects the diverse backgrounds of all students.

### Implementation Strategies:

- **Structured Career Sessions:** Regular one-on-one and group counselling sessions are conducted to support students in career planning and academic decision-making.
- **Skill-Building Workshops:** Various workshops are held throughout the year to enhance students' professional, academic, and personal growth.
- **University and Career Exploration:** Through career fairs, university visits, and guest speaker sessions, students gain insight into various career paths and higher education options.
- **Mentorship Programs:** A structured mentorship system connects students with alumni and industry professionals for guidance and inspiration.
- **Continuous Assessment and Feedback:** Students undergo regular self-assessment and progress reviews to refine their career goals and strategies.

This philosophy underpins all our counselling efforts, ensuring that every student receives the guidance necessary to thrive in their academic journey and future career endeavours.