

# YAA University & Career Guidance Policy

ACADEMIC YEAR 2024-25



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## **Yas American Academy College and Careers Policy**

### **1.0 Mission of Career Guidance Policy**

At Yas American Academy (YAA), our mission is to empower and inspire the next generation of leaders, equipping them with the knowledge, skills, and mindset needed to shape a brighter future.

We offer college and career counseling for High School and senior students as they near the end of school. Our College and Career Counselor is available to assist students and families with testing information, college applications, and leadership opportunities through our service-learning curriculum. We are committed to nurturing their personal and professional development, fostering a sense of purpose, and preparing them for successful transitions into the workforce or further education.

### **2.0 Policy Elements & Framework**

#### **2.1 Implementation**

##### **2.1.1 Structure**

College counseling stresses the importance of high school performance and involvement; students receive classroom guidance throughout the ninth and tenth grades. Beginning in the eleventh grade and continuing through the twelfth grade, students and parents meet with the counselors individually to discuss and develop action plans for college applications. Over the course of their high school years, there are several programs in place to ensure that students are progressing toward preparation for college success.

##### **2.1.2 Grade 9-10 Guidance**

Guidance in the ninth and tenth grades will predominantly be through the Microsoft Teams page for parents and students to access optional information links and events, in addition to scheduled assemblies, keynote speakers, and college and career fairs.

##### **2.1.3 Grade 11-12 Guidance**

The eleventh and twelfth grades will receive the above support and guidance, in addition to more intensive and personalized support, and will have a personal advisor through their homeroom teachers.

##### **2.1.4 Teaching Staff Expectations**

Implementation will follow a team-based approach, tailored to specific activities and grade levels as specified. All staff are responsible for incorporating career-related elements into their teaching to inspire students to have higher aspirations. Staff members have undergone Career Professional Development (CPD) related to integrating careers into the curriculum.

##### **2.1.5 External Organizations**

The College Career Counselor (CCC) will collaborate closely with external organizations, including universities, colleges, training providers, and educational service providers like UniFrog, Uni Plus, IDP ZU emSAT preparation test. This will be achieved through various methods, including workshops, whole-class discussions, and both internal and external events.

## 2.2 Objectives

Activities associated with career guidance and counseling programs include:

- **Career Exploration:** To help students explore and understand various career options, industries, and job roles.
- **Self-Assessment:** To assist students in identifying their strengths, interests, values, and goals related to their future careers.
- **Goal Setting:** To support students in setting clear and achievable career goals based on their self-assessment and exploration.
- **Decision-Making Skills:** To equip students with decision-making skills and strategies for choosing educational paths and career opportunities.
- **Education and Training:** To provide information about educational and training programs, including colleges, universities, vocational schools, and apprenticeships.
- **Job Market Awareness (Employability Skills Development):** To keep students informed about current job market trends, labor market demands, and emerging career opportunities.
- **Workforce Skills:** To develop students' employability skills, including communication, teamwork, problem-solving, and adaptability.
- **Internship and Work Experience:** To guide students in finding and benefiting from internships and work experiences relevant to their career interests.
- **Job Search and Application:** To assist students in job searching, resume writing, and interview preparation.
- **Post-Secondary Planning:** To help students plan for post-secondary education, including applications, financial aid, and scholarships.
- **Special Populations Support:** To address the unique needs of special student populations, such as those with disabilities, non-traditional students, or English language learners.
- **Feedback and Evaluation:** To regularly assess the effectiveness of the career guidance program through feedback from students, parents, and stakeholders.
- **Flexibility and Adaptation:** To remain adaptable to changing career landscapes, emerging industries, and evolving educational pathways.
- **Community Engagement:** To promote community involvement and social responsibility among students through service learning and civic engagement.

## 2.3 Guidance Program Access and Availability

Students can reach and utilize the guidance and counseling services offered by YAA counselors. They can easily connect with counselors and access the support they need through:

- Appointment Scheduling (during elective courses)
- Walk-In Hour- during breaks
- Referral Process
- Online Resources like UniFrog, Teams, email
- Confidentiality Assurance the discussions and information shared in counseling sessions will be kept confidential within legal and ethical boundaries.

### 7.1 Individual and Group Counseling

Individual and group counseling must be formally arranged by the student(s) and the college counselor through the YAA booking form. Students are not permitted to leave any core subjects for counseling and any disruption to lessons must be agreed with the subject teacher in advance of the counselling session(s).

- **Self-awareness Development:** Empower students with the tools and resources they need to gain insight into their values, capabilities, and personality traits. This involves granting access to personality and interest assessments.
- **Promoting Career Awareness:** Enhance students' understanding of various career pathways, both locally and globally. that might influence career choices, and making sure students understand the economic, cultural, and social factors that affect career paths.
- **Career Exploration and Higher Education Access:** Provide students with the opportunities to explore careers that align with their interests, values, and skills. This includes facilitating visits to universities, organizing career expos, providing information about the university application process, and ensuring students understand the requirements for university admission.
- **Personal and Career Branding:** The Social and Emotional Learning (SEL) counselor may guide personal branding and developing a professional online presence.
- **Mental Health and Well-being:** The emotional and psychological aspects of career decisions, providing support to students dealing with career-related stress, anxiety, or other mental health issues

### 3.0 Regulations and Guidelines

Following the compulsory standards set by ADEK and Aldar Education, Yas American Academy guarantees a comprehensive Careers and University Guidance program. YAA regularly hosts sessions, workshops, and consultations for parents, ensuring they are well informed and actively involved in shaping their child's future career Path through:

- **Integration into the Curriculum/ Career Platform – UniFrog:** Integrating career guidance into the school curriculum to help students develop essential skills and knowledge and teachers maximize the platform resources.
- **Career Exploration Opportunities:** Providing opportunities for students to explore different careers through internships, job shadowing, or career fairs.
- **Entrepreneurship Guidance:** The counselors help aspiring entrepreneurs with business planning, funding, and launching their ventures.
- **University Fairs:** YAA organizes and takes part in a minimum of one university fair each year

to provide information and interact with prospective students. These fairs offer students an opportunity to explore a wide range of higher education institutions and gather information about academic programs, admission requirements, campus life, financial aid, and other aspects of college life.

- **University campus tours/Visits:** YAA is committed to facilitating university visits, particularly in regions visiting a university campus to explore its facilities, academic programs, and resources at least two or three visits a year.
- **Career Fair or Job Fair:** YAA organizes an annual event where professionals from diverse fields employers and organizations from various industries and sectors come together to interact with job seekers, students, and individuals interested in learning more about potential career paths.
- **Higher Education Application:** YAA offers organized assistance for the university application process. The CCC helps students comprehend application deadlines and prerequisites and provides tailored advice based on individual aspirations Common App, UCAS, NAPO, and direct university application.
- **Standardized testing:** Career Counselors provide information and help individuals choose the appropriate standardized tests based on their academic and career goals. This might include tests like the SAT, ACT, EMSAT, IELTS, TOFEEL, BMAT, UCAT, or other specialized assessments. Facilitate preparation with our Partners.
- **Alumni network:** the CCC is connecting with graduates tracking the alumni data and supporting alumni networks in various ways: like Career Development and Support, Mentorship Programs, Professional Development, Resume, and Interview Assistance, Career Events, and Lifelong Learning Opportunities.
- **The Career University Calendar:** the CCC creates and updates the Annual Calendar for universities and career-related activities that will be shared with students, parents, and the entire school community

#### 4.0 Student Entitlement

Each student at Yas American Academy has the right to receive personalized career guidance and university preparation that aligns with their specific requirements, interests, and ambitions. This guidance, tailored to their unique needs, interests, and aspirations, will enable students to make well-informed decisions about their future, nurturing a passion for learning and a dedication to personal and career growth.

#### 5.0 Roles and Responsibilities

##### 5.1 SLT

- Responsible for development of the guidance counseling program
- Ensuring its alignment with the school's vision, mission, values, and improvement plan.
- Monitor the effectiveness and impact of the policy.
- Provide leadership and advocacy for the counseling program.
- Approve counselor's membership.

##### 5.2 School Counselors

- Develop and implement counseling programs and services.
- Provide individual and group counseling to students.

- Assess students' academic, social, and emotional needs.
- Collaborate with teachers, parents, and other professionals.
- Stay up to date with best practices and ethical standards in counseling.

### 5.3 Teachers

- Collaborate with counselors to support students' academic and social development.
- Provide input on the counseling program.
- Promote a positive and inclusive classroom environment.
- Integrate career insights into their subjects.

### 5.4 Parents/Guardians:

- Participate in the counseling process, as needed.
- Communicate with counselors and school staff about their child's needs.
- Support and reinforce counseling goals at home.
- Attending meetings and workshops related to counseling services.

### 5.5 Students:

- Engage in counseling services when necessary.
- Be proactive in seeking help when facing academic, social, or emotional challenges.
- Participate in goal setting and planning with counselors.
- Respect confidentiality and privacy in counseling sessions.
- Attending counseling sessions, engaging in workshops, and providing feedback for continuous improvement.

### 5.6 Advanced Placement (AP) Coordinator:

- Overseeing and facilitating the implementation of AP programs and courses within a school.
- Provide information and guidance to students interested in AP courses.
- Work with students, teachers, and counselors to help students make informed decisions about which AP courses.
- Collaboration with school counselors, teachers, administrators, and parents is essential to ensure a successful AP program.
- Maintain data related to AP performance and participation.
- Oversee the administration of AP exams.

### 5.7 School Board (HQ):

- Review and approve counseling policies and procedures.
- Provide budgetary support for counseling services.
- Ensure that policies align with ADEK standards and Aldar Careers Framework.

### 5.8 Service-Learning Coordinator:

- Plan by integrating service-learning opportunities into the academic and personal development of students.
- Encourage students to participate in service-learning experiences that align with their interests and personal development needs.
- Build and maintain partnerships with local community organizations and nonprofits that offer service opportunities for students.
- Work with counselors to identify students who may benefit from service learning as a means of personal development, whether in terms of building social skills, self-confidence, or a sense of purpose.

## **6.0 Professional development**

There is a requirement for all career guidance personnel, to with a minimum of 25 hours annually. This mandate is in place to guarantee that they remain current with the most recent global educational and career trends.

## **7.0 Management and Evaluation**

The evaluation of the Career Guidance plan will involve close collaboration between the Head of Secondary, the Assistant Principal, the AP coordinator, the HQ team, and the College Career Counselor. This team will work together to ensure the successful implementation of the CC Plan. Additionally, they will maintain open communication with parents and external partners to achieve the stated objectives. The policy will undergo an annual review and assessment, involving SLT and other stakeholders.

Utilize the Aldar Careers & University Program Evaluation Rubric to appraise the effectiveness of our strategies. Conduct an annual review of our policy to ensure its alignment with global best practices, educational standards, and the evolving needs of our students. Foster a culture of continuous feedback from students, parents, educators, and industry experts to improve our methods.



