# Model Private School, Abu Dhabi

## Career and University Guidance Policy

*(Aligned with ADEK CU Guidance Policy 2024)*

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| **Review Date:** | March 2026 | | |
| **Next Review Date:** | March 2027 | | |
| **Acting Principal** | Mr. I J Nasari | | |
| ***Signature*** |  | ***Date:*** | 31-March-2026 |
| **MPS Board of Governors** | Haji. Meethalakath Mehmood | | |
| ***Signature*** |  | ***Date:*** | 05-April-2026 |

### 1. Introduction

Model Private School, Abu Dhabi, in alignment with the Abu Dhabi Department of Education and Knowledge (ADEK), is deeply committed to preparing students for successful and purposeful transitions into higher education, vocational pathways, and the evolving world of work.

The Career and University (CU) Guidance Program is designed to nurture self-awareness, academic preparedness, and informed decision-making. By integrating ADEK's Career and University Guidance Policy (Version 1.2, September 2024) and the Rize University Preparation and Career Guidance (UPCG) Framework, the school seeks to empower students to become confident, adaptable, and future-ready global citizens.

### 2. Policy Objectives

The objectives of this policy are to:

- Provide equitable access to high-quality CU guidance services for all students in Cycle 2 and Cycle 3.
- Develop a comprehensive and progressive CU guidance program aligned with ADEK's policy and quality standards.
- Equip students with the knowledge, skills, and attitudes to identify their interests, strengths, and aspirations.

- Facilitate informed decision-making regarding postsecondary pathways including universities, technical and vocational institutions (TVET), employment, and entrepreneurship.
- Strengthen partnerships with universities, industries, alumni, and parents to ensure students are exposed to real-world opportunities.
- Ensure continuous evaluation and improvement of the CU guidance program based on quantitative and qualitative outcomes.

## 3. CU Guidance Program Structure

### 3.1 Alignment with ADEK Requirements

- The CU guidance program shall adhere to all provisions outlined in the ADEK CU Guidance Policy 2023, ensuring full compliance by AY 2024/25.
- The school shall employ a full-time CU Guidance Counselor (1 FTE) by 1 September 2026.
- The program shall integrate the Rize UPCG framework, aligning school activities with ADEK's benchmarks for university and career readiness.
- The CU Guidance Counselor must hold at least a Bachelor's Degree and fulfill Continuous Professional Development (CPD) requirements annually.

### 3.2 Organizational Structure

- Career and University Guidance Counselor – Oversees all guidance initiatives, student counseling, data management, and reporting.
- Grade-Level Career Coordinators – Collaborate with the Counselor to deliver stage-appropriate activities and support.
- Career Development Committee – Comprising faculty, leadership, and parent representatives to oversee implementation, quality, and evaluation.

## 4. Program Implementation

### 4.1 Cycle 2 (Grades 6–8)

- Early exposure to career awareness and personal strengths through self-assessment activities and interest inventories.
- Participation in career fairs, guest speaker sessions, and virtual field experiences to explore various career domains.

- Orientation on subject selection and its connection to potential future pathways.

### 4.2 Cycle 3 (Grades 9–12)

- Development of individualized career plans (ICPs) aligned with each student's academic goals and aspirations.
- Guidance on university selection, standardized testing (eg: IELTS), and scholarship opportunities.
- Support in personal statement writing, interview preparation, and recommendation letters.
- Regular university fairs, alumni interaction sessions, and internship/volunteer placements to enhance real-world readiness.
- Parent workshops to promote joint planning and understanding of postsecondary options.

### 4.3 Additional Enrichment Opportunities

- Industry visits and job shadowing programs in collaboration with ADEK-approved institutions.
- Mentorship programs connecting students with alumni and professionals from relevant industries.
- Access to digital career exploration platforms recommended by ADEK.
- Inclusive support for students of determination, gifted learners, and those with additional learning needs to ensure equitable opportunities.

## 5. Roles and Responsibilities

### 5.1 CU Guidance Counselor

- Guide all students in Cycle 3 to develop an understanding of their career aspirations and align subject choices accordingly.
- Ensure every graduating student submits at least one postsecondary application.
- Engage parents through counseling sessions, workshops, and individual consultations.
- Build partnerships with local and international universities, colleges, and industry bodies.
- Maintain an updated CU Guidance Calendar in alignment with ADEK's CU Guidance Policy Guide.

- Participate in at least 25 hours of CPD annually, including training in inclusive guidance practices.

### 5.2 School Leadership

- Ensure provision of adequate resources, staffing, and facilities for effective CU guidance delivery.
- Support data-driven decision-making through regular program evaluation and ADEK reporting.
- Encourage faculty collaboration and parental involvement in all CU-related initiatives.

## 6. Monitoring and Evaluation

The effectiveness of the CU Guidance Program will be measured through the following indicators:

- Student Coverage Rate – Percentage of students receiving CU guidance services.
- Counselor–Student Ratio – To ensure personalized support.
- Graduate Destinations – Percentage of graduates entering higher education, TVET, or employment.
- Top Choice Admission Rate – Percentage of students admitted to one of their top three preferred institutions.
- Stakeholder Feedback – Periodic surveys from students, parents, and staff.

Annual reports shall be submitted to ADEK as per regulatory requirements, and program improvements will be implemented based on feedback and data analysis.

## 7. Communication and Collaboration

Model Private School recognizes the importance of collaboration and open communication among all stakeholders:

- Regular dissemination of CU guidance information through school newsletters, website updates, and parent sessions.
- Annual Career and University Week featuring higher education institutions and industry partners.
- Parent engagement workshops on supporting student transitions and postsecondary planning.

- Strategic Memoranda of Understanding (MoUs) with universities, corporate partners, and professional organizations to expand opportunities for students.

## 8. Compliance and Review

- The policy is effective from 1 September 2024 and in full compliance with ADEK CU Guidance Policy (Version 1.2, September 2024).
- The school shall ensure the continuous professional development and certification of CU Guidance personnel.
- Non-compliance will be addressed according to ADEK's regulations and monitoring procedures.
- The policy shall be reviewed biennially or as required to align with updated ADEK directives.

## 9. Conclusion

The Career and University Guidance Policy of Model Private School, Abu Dhabi reflects the school's dedication to empowering students to become independent, informed, and capable of navigating their educational and professional journeys.

Through structured support, continuous guidance, and collaborative partnerships, we prepare our learners not only for higher education but for lifelong success, adaptability, and contribution to a global society.

**Reviewed and modified on: 31 March 2026**

(to be implemented in the academic year 2026-2027)

**Approved by:** Principal – *Model Private School*
**Effective Date:** March 2026
**Review Cycle:** Annual or upon new ADEK amendments