



# New Indian Model School, Al Ain

## University and Careers Education, Information, Advice and Guidance Policy

### 1. Aims

#### 1.1

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To raise the aspirations of the School's pupils by ensuring that all pupils have access to high quality, independent, impartial careers education, information, advice and guidance to:

- Support future aspirations
- Assist pupils to manage their personal progress and career planning
- Develop essential employability skills
- To support pupils with their plans for university or other further or higher educational institutions to maximize their chances of securing admission to the course and institution of their choice

#### 1.2

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In keeping with the School's values, we will:

- Prepare our pupils for future opportunities and to be good citizens who will make a positive contribution to society
- Embed opportunities for developing pupil future skill sets within the curriculum

#### 1.3

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It is important that our pupils graduate from the School aware of themselves as individuals, aware of the opportunities available to them and to make informed decisions about their own life. They should be preparing for the transition from full-time education to the world beyond.

#### 1.4

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The key principles upon which this policy is based are that careers education, information, advice and guidance is:

- personalized, provides opportunities to identify and respond to the needs of the individual, and builds on previous learning and experience;
- is inclusive, recognizes and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background;
- is transparent, impartial and provides opportunities for confidentiality;
- is enhanced by strong networks and collaborative approaches involving all teaching



staff within the School, pastoral systems and external partners;

- contributes to increasing participation, retention and achievement by raising aspirations helping pupils to make informed choices and to develop career management skills.

## 2. Career Education Guidance

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In order to do this, New Indian Model School, Al Ain will:

### 2.1

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Ensure that pupils receive careers education guidance through accessing a range of activities. Some of these will be organized directly by the curriculum teaching staff, delivered as part of the Careers Programme which is facilitated by the Senior School Leadership Team, or through support from the pastoral team.

Curriculum based activities include:

- Hearing inspiring speakers that introduce learners to a world outside their regular communities and ideas of work
- Visits to real-world workplaces, skills-shows and higher education providers
- Facilitating work experience, community projects and volunteering placements.
- Raising awareness of these opportunities to enhance pupils' prospects

Pastoral activities (delivered through PSHE and the tutor programme)

- Identification of skills, knowledge and learning and matching these to work opportunities, Employability skills (job applications, CVs)
- Attendance at job fairs/university fayres, such as Najah AUH, NIMS Group Career Fares etc.
- Planning and delivery of cross College provision for Careers Education
- Understanding opportunities in the labour market of the local community and beyond and the skills needed to maximize employability



- Providing advice on options including apprenticeships, vocational pathways, gap years' higher education and employment
- Supporting pupils to create CVs and complete job application forms
- Simulate mock interviews and group interview sessions
- Working in partnership with external providers to increase awareness of the opportunities available.

Resources to support these activities are available in digital platforms. This includes links to many other sources of information.

Information about forthcoming events will be notified to teaching staff/pupils using email, Monday briefing, the School newsletter, the School's social media and/or paper-based notices such as posters.

## 2.2 Partnerships

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- The College will develop productive partnerships universities and local employers which
- help us to meet the needs of the economy, education and community
- Advice, help and support will be available to pupils and their parents prior to admission to School, during enrolment, at open days and parents' evenings.

## 3. University Guidance and Application Support

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The School will provide university guidance and application support by:

### 3.1

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- Ensuring that pupils know how to research university courses in their desired destination
- country
- Ensuring the pupils know how to access relevant, up-to-date and impartial information,
- guidance and advice on university applications and course availability
- Assisting Secondary pupils through the university and college application process, with equal support and guidance regardless of their desired destination
- Conducting information sessions for pupils and their parents, where they can learn about



the university application process in detail

- Providing all necessary documentation for all pupils, such as preparing transcripts and letters of recommendation
- Coordinating entrance examinations or tests where appropriate, or guiding pupils to external providers
- Providing individual and group university counselling for pupils and their families
- Meeting with parents on a regular basis and holding family support and information sessions
- Facilitating attendance at university and college fares, either online or in person
- Providing all reasonable support, as may be required, to any pupil or alumni in the process of applying to university, and doing so in a transparent and time-sensitive manner

#### 4. Monitoring and Review

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This policy is to be reviewed and checked annually by the Principal

#### 5. Approved by

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Principal on behalf of the School:

Version No.	Description of Change	Owner	Date of Issue
1.0	Annual Update – policy to be reviewed annually. Next review due: 01/02/2024	<b>Principal</b>	<b>April 2023</b>



## New Indian Model School, Al Ain Policies and Guidelines

### **Policy Statement**

New Indian Model School, Al Ain policies have been developed by the School Leadership Team (CLT) with input and guidance from the NIMS Group of Schools.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- ADEK School Inspection Supplement
- The School's Development Plan written for ADEK approval

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

### **Policy Structure**

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

### **Policy Development**

Policies will continue to be developed as strategic priorities are set.