

Career Guidance Policy

I. Introduction

The Ras Al Khaimah American Academy (RAK AA) provides students with career-focused education and guidance that raises aspirations and enables them to transition successfully along their career pathway. We ensure that all our learners are prepared to become talented employees who will contribute not just to the success of the businesses they work for, but to the economy as a whole.

The drive to support our students to become successful in their chosen career is embedded in our mission and vision as we trained them to become responsible, goal oriented and focused-driven.

Furthermore, all our staff are made aware of and work together in accordance with our mission and vision.

RAK AA is undertaking different activities to provide comprehensive career education, information, advice and guidance.

II. Rationale

The Ras Al Khaimah American Academy (RAK AA) recognizes that career education and guidance programmes make a major contribution to prepare young people for the opportunities, responsibilities and experiences of life. Thus, a planned progressive programme of activities supports them from Grade 6 - 12 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

III. Aims

The Ras Al Khaimah American Academy (RAK AA) Career Education and Guidance policy has the following objectives in line with the National Agenda parameters 2021 when delivering the career programme in school:

- ❖ To plan and provide a stable careers programme for our students
- ❖ To expose students to relevant labor market information (LMI)
- ❖ To address the needs of all students
- ❖ To link curriculum learning to careers
- ❖ To provide opportunities for student to encounter employers and employees through the ojt (on the job training)/leadership hours

- ❖ To support students to obtain work experience placements starting at Grade 10 to Grade 12 (in and out of school)
- ❖ To provide opportunities for students to encounter further and higher education
- ❖ To provide personal guidance to students on careers education

IV. Outcomes

Consequently, the Ras Al Khaimah American Academy is expecting the following outcomes as a result of the above stated objectives:

- ❖ To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- ❖ To encourage participation in continued learning including higher education and technical qualifications
- ❖ To develop enterprising and employability skills in students
- ❖ To significantly reduce to likelihood of any students leaving our school not properly educated, trained or employable
- ❖ To involve all school stakeholders in the career education of students, including parents and carers.

V. Approaches

Our Middle and High School students are provided with the following experiences and intervention with the collaborative guidance of the Career Counselor, teachers, HoDs, HoS, Vice – Principal and Principal.

- ✚ **Individual guidance** that raises their aspirations, challenges barriers and enables students to set and reflect on personal development targets, make decisions and plan short- and long-term career goals. Students are given **Career Online Assessment** to provide them insights on career planning.
- ✚ An **individual career plan (ICAP)** that is a live document throughout their learner journey. This plan will begin in Grade 6 while introducing to them career choices and pathways. The **ICAP** is reviewed and updated at least annually to reflect their changing ambitions and progression targets.
- ✚ **Good quality information about career pathways** and labor market information that expands their horizons and provides relevant information to raise sights and make informed choices. Students will be supported to identify and manage their career information needs, as a lifelong skill. This is done through Career Fair participated by Grade 9 -12 and Campus visit of Grade 12 to various chosen universities annually.

Due to COVID-19 pandemic, virtual Career Fair and virtual visit to various universities will be attended by the Grade 12 students to guide them in the choice of their universities.

- + **Workplace experience** through their ojt (on the job training) where students can gain first hand exposure to real work situations in order to find out about careers, test out career assumptions and develop skills and attributes that make them employable.
- + **Progression support** allowing students to implement their 'next step' plans by identifying opportunities (in learning and/or work), making applications, networking including on social media, presenting themselves in writing and in person.
- + **Development of attributes and skills** to make students become well-rounded and work ready candidates equipped to succeed in their careers. **Personality test** can be given to the students so that they will have full awareness of their attributes, skills, values, etc.
- + **Career lessons** is being provided to the students to guide them in the choice of their career.

VI. Implementation

Career guidance and Education is delivered at key appropriate points throughout the academic year. Equality and Diversity Career education is provided to all students and provision is made to allow all students to access the career guidance. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities. Furthermore, Grade 10 to 12 students are provided with elective choices in preparation to their career path.

Parental involvement is encouraged at all stages. Parents are kept up to date with career related information through websites, letters, newsletters and Parent Teachers Conferences. Parents are invited to attend Career Fairs and Information meeting is also set to provide them with more information regarding their children's ICAP.

VII. Development

The policy was developed and will be reviewed annually by the Career Counselor and the Principal. When reviewing the policy, the School Improvement Plan (SIP) is used to ensure that it will be properly monitored and implemented.

Policy created 13-06-2019

Updated: 11-08-2020



RAS AL KHAIMAH AMERICAN ACADEMY
أكاديمية رأس الخيمة الأمريكية