

Ras Al Khaimah American Academy				
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Career Guidance Policy

I. Introduction

The Ras Al Khaimah American Academy (RAKAA) Student Support Department aims to give our students career education and guidance towards the realization of their goals and aspirations in life. The school is committed to give them with experiences that will hone their potentials and will assist them for the successful transition to their college life. We advocate our students to develop their skills so that they can be a productive contributor to their chosen profession and to the success of their business or institution they will be employed.

Furthermore, all our staff are encouraged to collaborate to achieve this purpose as stated in our mission and vision.

RAKAA undertakes different activities to provide comprehensive information about career education, placement, and guidance.

II. Rationale

The Ras Al Khaimah American Academy (RAKAA) believes that career education and guidance programme play a vital role in preparing our students to become more responsible and ready for taking college life experience. Thus, a planned progressive programme of activities supports them from Grade 5 - 12 to ensure that they develop their skills and potentials for work that suits their interests and abilities.

III. Aims

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

- ❖ To create a progressive career 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 on the job training (ojt) /leadership hours for our students
- ❖ To support students to obtain work experience placements starting at Grade 9 to Grade 12 (in and out of school)
- ❖ To guide the students on the right choice of their career path through career counselling
- ❖ To provide personal guidance to students on career education

IV. Outcomes

Ras Al Khaimah American Academy (RAKAA) expects to achieve the following outcomes:

- ❖ To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- ❖ To continuously encourage participation in various school endeavours that would develop students' awareness on several opportunities for higher education
- ❖ To develop enterprising and employability skills in students
- ❖ To ensure that all students are equipped with the necessary skills need for their higher education
- ❖ To encourage the involvement of the school staff as well as parents and carers for the career education of the students 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** aims to assist the students in identifying their aspirations or goals in life. It provides them with insights to overcome the challenges or barriers to their personal and career development as well as guide them in their career decision making. **Career Online Assessment** is given to the students to provide them discernments on their career choice and planning.
- ✚ An **individual career plan (ICAP)** is a live document that they must fill-out when they reached Grade 5 and will serve as their guide to their academic and career journey. It provides them questions that will guide them on their career and academic plan. This plan will begin in Grade 5 while introducing to them career choices and pathways. The **ICAP** is reviewed and updated yearly to check their changing goals and academic status.
- ✚ **Relevant and Quality Information about Career Pathways** are provided to the students through Career Fairs participated by Grade 9 -12 and Campus visit of Grade 12 to various chosen universities annually to inform them about in demand career and strong employability market.

Due to COVID-19 pandemic, virtual Career Fair and virtual visit to various universities are attended by the Grade 12 students to guide them in the choice of their universities. The invitation for the Career Fairs is also made available to G10 and G11 students.

- ✚ **Workplace experience** through their ojt (on the job training) where students can experience real work situations that will give them reality check on the right choice of their career. Through this approach, students can develop skills and good attributes which are essential tools for employability.
- ✚ **Progression support** is provided to ensure that students can implement their next step plan for their career. This is done by taking all the possible opportunities to make applications, writing their CVs and personal statement essay.
- ✚ **Enhancement of personal attributes and skills** by encouraging the students to be more productive in their learning journey thus developing a well-rounded personality full prepared for college life. Students can take Personality **test** so that they will have full awareness of their attributes, skills, values, etc.
- ✚ **Career lessons** are provided to the students to guide them in the choice of their career.

VI. Implementation

Career Education and guidance is provided all throughout the year. Through the leadership lesson from Grade 5 to 12, 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 given motivation to follow career paths that match their interests, skills, and strengths. Furthermore, Grade 10 to 12 students are provided with elective choices in preparation to their career path.

Parents are encouraged to be involved through the process of their children's career journey. Parents are informed regularly with career information through letters, website, PTC meetings and/or newsletters. They are also invited to attend Career Fairs and Information meetings regarding their children's ICAP.

Development

The policy was developed and will be reviewed every two years by the Career Counselor/Social Worker and the Principal. When reviewing the policy, the School Improvement Plan (SIP) will be used to ensure that it will be properly monitored and implemented.

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