



مدرسة سمارت فيجن
SMART VISION SCHOOL

SVS Careers Guidance Policy 2026/2027

Date of Original Policy: August 2025

Date of Next Review: August 2027

SVS - Careers Guidance Policy

1. Purpose

The purpose of this policy is to:

- Provide **high-quality careers guidance** to all students, preparing them for further education, training, and future careers.
- Ensure **students are informed, motivated, and supported** in making choices that align with their interests, skills, and aspirations.
- Integrate **careers education into the curriculum, pastoral support, and extracurricular activities.**
- Align with **KHDA guidelines, DSIB inspection criteria, and UAE National Agenda for Career Guidance.**

2. Vision Statement

At Smart Vision School, we believe that **every student should be empowered to explore their potential and make informed choices about their future.** Careers guidance is embedded in school life, enabling students to develop **self-awareness, ambition, resilience, and skills for lifelong success.**

3. Scope

This policy applies to:

- All students particularly in Secondary
- School counselors and pastoral team
- Teaching and non-teaching staff supporting career education
- Parents and guardians
- External partners (universities, career advisors, and industry professionals)

4. Careers Guidance Principles

1. **Student-Centered:** Careers guidance is tailored to each student's needs, interests, and abilities.
2. **Inclusive:** All students, including ELL, SEND, and G&T, have equitable access to guidance.
3. **Integrated:** Careers education is embedded across the curriculum and pastoral support programs.
4. **Evidence-Informed:** Guidance is based on labor market information, assessment data, and student aspirations.
5. **Forward-Looking:** Students are supported to develop skills for future study, work, and lifelong learning.

5. Roles and Responsibilities

Role	Responsibilities
School Counselors	Deliver one-to-one and group guidance, support student self-assessment, monitor career development, provide advice on pathways, track progress, liaise with parents and teachers.
Pastoral Team	Support the implementation of careers programs within the pastoral curriculum, monitor student wellbeing linked to career aspirations, identify students requiring additional guidance, liaise with SLT and counselors.
Teachers	Integrate career links into subject lessons, provide mentoring, encourage skill development, and raise awareness of potential career paths.
Students	Actively engage in career guidance activities, reflect on strengths and interests, participate in workshops, and maintain their UniFrog portfolio.

**Parents/
Guardians**

Support career exploration at home, attend guidance workshops, and engage in discussion about future options.

**Governors /
SLT**

Monitor implementation and effectiveness, ensure alignment with KHDA/DSIB standards, provide resources and strategic oversight.

6. Career Guidance Provision

6.1 Curriculum Integration

- *Careers education is embedded into **PSHE, English, Science, and ICT lessons**, with links to real-world applications.*
- *Cross-curricular projects include research on professions, skill-building activities, and entrepreneurship.*
- *Wellbeing and careers discussions are integrated, enabling students to link **emotional literacy and resilience** with career decision-making.*

6.2 Pastoral Program

- *Careers guidance is delivered through **form tutor sessions, assemblies, and mentoring programs**.*
- *The pastoral team monitors **student engagement, aspirations, and progress**.*
- *Targeted support is provided to students at key transition points (e.g., Year 6 → Year 7, Year 9 → High School pathways).*

6.3 UniFrog Platform

- *All students from Year 7 upwards are registered on **UniFrog**, a comprehensive careers platform.*

- *Students use UniFrog to:*
 - *Build a **portfolio of achievements and skills***
 - *Explore careers and pathways, including higher education and vocational options*
 - *Conduct self-assessments, set SMART goals, and reflect on learning*
- *Teachers, counselors, and the pastoral team monitor progress and provide guidance based on UniFrog data.*

6.4 External Partnerships

- *Partnerships with universities, employers, and local industry provide students with:*
 - *Careers talks, workshops, and mentoring*
 - *Work experience and insight days*
 - *University visits and career fairs*

7. Assessment and Tracking

- *Careers guidance is monitored through:*
 - **UniFrog engagement metrics**
 - **Pastoral check-ins** and counseling notes
 - **Student self-assessment surveys**
 - **Parent feedback**
- *Progress reports include insights on skills development, pathway planning, and future aspirations.*

8. Professional Development

- Staff receive regular **CPD on careers guidance**, including:
 - Using UniFrog effectively
 - Supporting SEND and ELL students in career exploration
 - Embedding careers links in subject teaching
 - Understanding UAE labor market and higher education pathways

9. Monitoring and Evaluation

- Careers guidance provision is reviewed **termly by the Careers Lead, Pastoral Team, and SLT**.
- KPIs include:
 - Student engagement in UniFrog
 - Participation in careers workshops and events
 - Successful completion of transition planning activities
 - Feedback from students and parents on relevance and impact
- Policy review ensures alignment with **KHDA / DSIB inspection standards and national guidelines**.

10. Policy Review

- This policy is **reviewed annually** or sooner if there are **changes in KHDA guidance, labor market needs, or school priorities**.