

Reference number	C11	Policy name	Careers and University Guidance
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Person responsible	Chris Nitsche	Date of next review	June 2027
Policy links			

Vision, mission and values	Our mission is to empower every student to make informed, confident, and ambitious decisions about their future. Through personalised, inclusive, and globally-minded guidance, we aim to cultivate self-awareness, resilience, and lifelong learning. We value equity, integrity, and opportunity, ensuring that all students—regardless of background—are supported in achieving their academic and career goals. Our guidance programme reflects the school's commitment to excellence and global citizenship
Rationale	This policy establishes a structured and inclusive framework for delivering high-quality careers and university guidance to students at Uptown International School Dubai. As students navigate a rapidly changing global landscape, it is essential they are equipped with the knowledge, skills, and support to make informed decisions about their academic and professional futures. The policy ensures that all students—regardless of background or ambition—receive personalised, impartial guidance throughout their educational journey. By aligning with best practices and global standards, this policy reinforces the school's commitment to preparing students for successful transitions into higher education, employment, or alternative pathways.

WSLT sign off		Date	June 2026
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1. AIMS OF THIS POLICY

- To raise the aspirations of students by ensuring that all students have access to high quality, independent, impartial careers education, information, advice and guidance to:
 - Support future aspirations
 - Assist students to manage their personal progress and career planning
 - Develop essential employability skills
- To support students with their plans for university or other further or higher educational institutions to maximise their chances of securing admission to the course and institution of their choice and scholarships where applicable
- To prepare our students for future opportunities and to be good citizens who will make a positive contribution to society
- To embed opportunities for developing student future skill sets within the curriculum
- It is important that our students 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 prepared for the transition from full-time education to the world beyond.

2. KEY PRINCIPLES

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

- Personalised, providing opportunities to identify and respond to the needs of the individual, and building on previous learning and experience.
- Inclusive, recognising and promoting equality and diversity, challenging stereotypes and sensitive to faith, culture and background. Students with diverse learning need to receive equitable and personalised guidance and inclusive higher education options.
- Transparent, impartial and provides opportunities for confidentiality.
- Enhanced by strong networks and collaborative approaches involving all teaching staff within the school, pastoral systems and external partners, which contributes to increasing participation, retention and achievement by raising aspirations helping students to make informed choices and to develop career management skills.
- In alignment with KHDA and UAE Vision 2071 by supporting future-ready pathways and promoting awareness of national priorities, especially for Emirati students.

2. CAREER EDUCATION GUIDANCE

In order to do this, Uptown International School will:

Ensure that students receive careers education guidance through accessing a range of activities. Some of these will be organised 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 students' prospects
- Identification of skills, knowledge and learning and matching these to work
- Opportunities, includes use of Careers Exploration tool on Unifrog

- Employability skills (job applications, CVs)
- Attendance at job fairs/university fairs
- Planning and delivery of cross school provision for Careers Education
- Understanding opportunities in the labour market of the local community and beyond and the skills needed to maximise employability
- Providing advice on options including apprenticeships, vocational pathways, gap years higher education and employment
- Supporting students 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.

Career learning is integrated into the MYP and DP curriculum through Service as Action and CAS, helping students connect academic learning with real-world skill

3. PARTNERSHIPS

The school will develop productive partnerships between 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 students and their parents prior to admission to School, (for example at post 16 and careers events in school), during enrolment, at open days and parents' evenings.

4. UNIVERSITY GUIDANCE AND APPLICATION SUPPORT

The school will provide university guidance and application support by:

- Ensuring that students know how to research university courses in their desired destination country
- Ensuring the students know how to access relevant, up-to-date and impartial information, guidance and advice on university applications and course availability
- Assisting students through the university and college application process, with equal support and guidance regardless of their desired destination
- Conducting information sessions for students and their parents, where they can learn about the university application process in detail
- Providing all necessary documentation for all students, such as preparing transcripts and letters of recommendation
- Coordinating entrance examinations or tests where appropriate, or guiding students to external providers
- Assisting with SAT, TOEFL, ACT, UCAT, MBAT, IELTS and other applications
- Providing individual and group university counselling for students and their families
- Meeting with parents on a regular basis and holding family support and information sessions
- Facilitating attendance at university and college fairs, either online or in person
- Facilitating direct applications to UK universities through the UCAS application system
- Facilitating direct applications to US universities and college through the Common App, Coalition or other system
- Providing all reasonable support, as may be required, to any student or alumni in the process of applying to university, and doing so in a transparent and time-sensitive manner.

The Careers and University Guidance Counselor, Senior members of staff and teaching staff collaborate to deliver effective guidance, with support from pastoral teams and external partners.

5. ROLES AND RESPONSIBILITIES

Careers and University Counselor:

The Careers and University Counselor plays a central role in guiding students through career exploration and university pathways. They provide individualized advice, organize information sessions, support with applications, and ensure students have access to accurate and up-to-date resources that align with their aspirations.

Senior Staff:

Senior staff provide oversight and strategic direction for the implementation of the Careers and University Guidance Policy. They ensure that the program is well-resourced, aligned with the school's vision, and consistently evaluated to meet the diverse needs of all students.

Teaching Staff:

Teaching staff actively contribute to the Careers and University Guidance Policy by embedding transferable skills, encouraging subject exploration, and supporting students in linking their academic strengths to future career and study opportunities. They also collaborate with the counselor to identify and nurture student potential.

6. MONITORING AND EVALUATION OF THIS POLICY

The Careers and University Guidance Policy will be monitored and evaluated regularly to ensure it remains effective, relevant, and responsive to student needs. Feedback will be collected from students, parents, teaching staff, and university partners, and outcomes such as university placements, student satisfaction, and progression data will be reviewed annually. Senior staff will oversee the evaluation process in collaboration with the Careers and University Counselor, ensuring that recommendations for improvement are implemented and reported to the school leadership team.