

Career Guidance Policy

Policy Reviewed – March 2026

Date of Next Review – March 2027

Purpose

The Academic and Career Guidance Policy at The Indian Academy Dubai (TIAD) provides a structured, inclusive, and student-centred framework that supports students in making informed career decisions. It guides learners to identify their strengths, interests, and aspirations while developing the skills, confidence, and resilience needed for higher education, training, and future employment.

Vision

To provide an inclusive, developmental career guidance framework that enables every student to recognize their potential, explore opportunities, make thoughtful decisions, and successfully navigate transitions into education, training, and careers.

Scope

This policy applies to:

- Students
- Parents and guardians
- Career Counsellor
- School Counsellor and Inclusion Team
- Teachers and school leadership
- External universities, training providers, and industry partners

Guiding Principles

Academic and Career Guidance at TIAD is:

- Student-centred – Respecting individual aspirations, abilities, and learning profiles
- Inclusive – Ensuring equitable access for Students of Determination
- Evidence-based – Informed by psychometric and aptitude assessments
- Experiential – Enhanced through university visits, competitions, internships, and industry exposure
- Collaborative – Involving students, parents, staff, and external partners

Definitions

- **Career Counselling** – A structured professional process supporting students in making informed academic and career decisions.
- **Career Counsellor** – A trained professional providing academic and career guidance.
- **Student Career Profile** – A confidential record of interests, abilities, counselling discussions, and action plans.
- **Pathway** – Any academic, vocational, or alternative route taken during or after school.
- **External Education Partner** – Any university, training provider, or organisation providing post-school opportunities.

Career Guidance Process



Programme Structure

The Career Counselling Program at TIAD is structured in progressive phases. Career activities for Phases 1–3 are integrated into class activities, while Phase 4 involves targeted guidance by the Career Counsellor for academic, career, and transition planning.

Phase	Focus
Phase 1	Awareness, curiosity, communication, confidence
Phase 2	Exploration, creativity, teamwork, self-awareness
Phase 3	Career awareness, interests, decision-making, skill development
Phase 4	Career planning, subject/stream choice, university applications, soft skills, group counselling, workshops, industry visits, experiential learning

Psychometric & Aptitude Assessments

TIAD uses standardised tools to:

- Identify interests, abilities, and personality traits
- Align academic and career pathways

Experiential Learning & Real-World Exposure

Activity / Program	Purpose	Key Elements
University Engagement Programs	Introduce students to higher education options, inspire aspirations	University visits, guest lectures, workshops
Industry Visits	Build awareness of professional environments and career pathways	Visits to companies, job shadowing, career fairs
On-Campus Collaborative Programs	Hands-on learning and exposure within school	Collaborative projects with industry or universities, innovation labs
Internships	Develop real-world skills and career clarity	Short-term internships, work experience programs
Career Skill Development Workshops	Enhance employability and soft skills	Communication, leadership, teamwork, critical thinking, problem-solving, career planning

Alumni Engagement

TIAD will:

- TIAD recognises alumni as valuable role models and mentors. The school will:
- Invite alumni to career talks, panels, and mentoring sessions
- Use alumni pathways to inspire current students
- Support networking and real-world insights into higher education and careers
- Maintain an alumni database

Parent Partnership

Parents are regarded as key partners in career planning.

The school provides:

- Parent counselling sessions
- Information workshops
- Transparent communication about options and timelines

Final decisions always remain with the student and family.

Students of Determination (SoD)

Provision includes:

- Collaboration with Inclusion Team and parents
- Differentiated assessments
- Academic, vocational, and supported pathways

Gifted & Talented Students

TIAD provides:

- Early identification
- Enrichment and competitions
- Elite university guidance
- Mentoring and research exposure

Ethical Standards

TIAD prohibits:

- Commission-based counselling
- Promotion of institutions for financial gain
- Pressure on student choice

Confidentiality & Record-Keeping

- Records are confidential and secure
- Shared only with consent
- Ethical counselling practices maintained

Monitoring, Review & Impact

Effectiveness is measured through:

- Student and parent feedback
- Participation levels
- University offers and destinations

This policy is reviewed annually or in response to KHDA, CBSE, and labour-market changes.

Regards,

Prarthana Kale
Principal

