



SAFA  
BRITISH  
SCHOOL

# Guidance Policy

Approved/reviewed by	
Head of Secondary	
Date of review	August 2024
Date of next review	August 2025

## Contents

1. Rationale
2. Aims
3. Implementation
4. Key Stage 3
5. Key Stage 4
6. Key Stage 5
7. Implementation of Careers Guidance
8. Internal Review of Careers Guidance
9. Useful Links for Year 10-13

## 1. Rationale

The programmes offer a multi-strand approach, where seeds of possibilities are planted through the ACHIEVES programme, where the development of work experience opportunities take place throughout the GCSE years and where ACHIEVES is central to the post-16 provision.

As the programmes develop it is the facilitation of learning opportunities whereby university experiences are sought out, both virtually and through summer opportunities globally. It is the hosting of careers and university fairs, ensuring that the school community is aware of all virtual and in person opportunities through the weekly newsletter. Students are met with in assemblies and through a series of in person one to one meeting where we will build a profile of the individual students' interests and aptitudes.

Our vision is to ensure students have the opportunity to engage with possibilities, have conversations and spend quality time reflecting on how they would like to make their mark on the world.

## 2. Aims

Safa British School has the following objectives when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education
- To educate our parents on the careers pathway for their child

## 3. Implementation

Careers Education is delivered during ACHIEVES lesson and Pastoral time in Years 7 – 11. All students are offered the same opportunities and all resources are shared on google classroom for them to access. The school will use the Unifrog platform for students to research and store information about themselves and their future career plans. Opportunities can include (but not limited too).

- **Work Experience / Internships:** An opportunity for students that will give them a heads-up on some of the career options that are available to them even before they become a university student. This is a huge plus-point in terms of university acceptance, and an important experience for them to understand the working world better.
- **Community Service and Volunteering:** Engaging in community service provides students with the opportunity to become active members of their community and has a lasting, positive impact on society at large. Community service or volunteerism enables students to acquire ACHIEVES skills and knowledge, as well as provide a service to those who need it most.
- **University Campus Visits (around the UAE):** In liaison with the various universities in the UAE (Abu-Dhabi, Dubai and Sharjah), faculty-specific campus tours for the students will be organized throughout the academic year.
- **Psychometric Testing (Unifrog):** An online assessment tool to help the students identify their interests, aptitude, learning styles, their strengths and weaknesses. This will be aimed for students in Year 11 and up.
- **Developing essential soft skills:** Group sessions or presentations on creating their personal statements/essays, developing/enhancing their academic CV, interview skills and presentation skills, etc.
- **Course and University selection:** Individual/group sessions and/or presentations on university choices
- **Enrichment Opportunities:** Regular exposure and participation at local and global events, such as The World Scholars Cup, Duke of Edinburgh and IPQ.
- **University Applications:** On-going submissions of university application and comprehensive one-to-one career counselling sessions

## 4. Key Stage 3

The ACHIEVES programme will facilitate and help to deliver an entire careers module to the students.

- Years 7 and 8 will investigate employability skills, interests and work preferences to match against suitable occupations, an enterprise challenge and a series of finance modules including saving and utilising funds.
- Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths. They will also research into the labour market, their expectations of job availability and learn about borrowing money.

## 5. Key Stage 4

Students in year 10 will have exposure to employers and employees to provide impartial careers advice and options. Students will have dedicated sessions to explore their future career options. They will write Cover letters with CVs, have mock interviews and they will be introduced to personal statement writing

in preparation for year 12. They also have the opportunity to complete one week of work experience during term 1.

Students in Year 11 will focus on post 16 personal statements and applications. Individual action plans and interviews will be available for those who require it. Mock interviews for different pathways and institutions will also be available for those who require it.

## 6. Key Stage 5

Students in the sixth form will be focussing on their personal statements and UCAS applications and they search for viable University and further education opportunities. The school careers counsellor will help facilitate this process along with the Pastoral Heads of Year. Year 12 students will partake in the ACHIEVES programme which provides them with work experience opportunities.

## 7. Implementation of Careers Guidance

- **Microsoft Teams** – tutor groups from year 9 upwards are provided with an online Careers classroom which is a digital platform to guide and support the Careers Curriculum and update them on a variety of Careers and Enterprise opportunities.
- **Independent Careers Advice** – the school careers counsellor will provide independent and impartial Careers advice and guidance. This service is primarily available for year 12 students.
- **Careers Lessons** – Careers lessons via the school ACHIEVES program.
- **Unifrog** – each student will have an individual login for the careers platform that will be theirs for the entirety of their schooling at Safa. This is where they can log all their research and advisors make notes, attached references and CVs.

## 8. Internal Review of Careers Guidance

School provision is constantly reviewed against the Gatsby benchmarks for effective school provision. This review ensures that the school provision is relevant, detailed and updated in line with market trends and developments.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## 9. Useful Links for Year 10-13: General Careers and Examination Information

[www.unifrog.org](http://www.unifrog.org) for research and shortlisting of universities and courses worldwide. This tool can also be used for personality tests, career/subject research, logging community service, MOOCs and completing the university application process.

[www.careerswales.com](http://www.careerswales.com) click on Tools and Resources

[www.brightknowledge.org](http://www.brightknowledge.org) for careers information

[www.ucas.ac.uk](http://www.ucas.ac.uk) useful for researching career pathways and suitable higher education courses in the UK

[russellgroup.ac.uk/informed-choices/](http://russellgroup.ac.uk/informed-choices/) Guide to choosing A-Level options

[oxbridgeapplications.com](http://oxbridgeapplications.com) For students applying to Oxford or Cambridge Universities

[prospects.ac.uk/options\\_with\\_your\\_subject.htm](http://prospects.ac.uk/options_with_your_subject.htm) Information on graduate recruitment from a range of degree courses

[fulbright.co.uk](http://fulbright.co.uk) for students with British qualifications wanting to study in the USA

[collegeboard.com](http://collegeboard.com) to register for the SATs (required for entry to US universities)

[educationau-incanada.ca](http://educationau-incanada.ca) to research university and college courses in Canada

[studyoptions.com](http://studyoptions.com) covers Higher Education in Australia and New Zealand

[study-in-europe.org](http://study-in-europe.org) covers Higher Education options in Europe