



Apple International School, Dubai

ACADEMIC AND CAREER GUIDANCE POLICY 2026-2027

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Purpose

The purpose of this policy is to ensure that students in Years 10–13 at Apple International School receive structured, impartial, and high-quality academic and career guidance. This guidance supports students in making informed decisions about subject choices, post-16 and post-18 pathways, and future careers, enabling successful transitions to higher education, training, apprenticeships, or employment.

The policy ensures that career guidance is developmentally appropriate, aligned with students' academic progress and aspirations, and responsive to changing global education and employment landscapes.

Scope

This policy applies to all students in Years 9–13.

The Career Counsellor leads the implementation of this policy in collaboration with:

- School Leadership Team (SLT)
- Teachers and Heads of Department
- Students
- Parents/Guardians
- External partners (universities, training providers, employers), where appropriate

Aims and Objectives

The policy aims to:

- Support students in identifying their strengths, interests, values, and aspirations.
- Enable students to make informed and realistic subject choices aligned with future pathways.
- Develop career readiness, employability skills, and decision-making skills.
- Increase awareness of a wide range of career options, pathways, and labour market trends.
- Support students with post-secondary planning, including higher education, vocational training, and employment.
- Ensure fair, unbiased, inclusive, and equitable access to career guidance for all students.
- Promote student independence, self-reflection, and responsibility for career planning.

Roles and Responsibilities

Career Counsellor

- Provide individual and group career guided sessions.
- Support students with subject selection, pathway planning, and post-secondary options.
- Administer, interpret, and discuss career assessments.
- Provide guidance on university applications, entry requirements, timelines, and documentation.
- Organize career-related activities, workshops, guest speakers, and career fairs.
- Liaise with teachers, leadership, parents, and external organizations.
- Maintain accurate, confidential records of guidance provided.
- Ensure guidance remains impartial and student-centred.

School Leadership Team

- Support the implementation of this policy.
- Allocate appropriate time, staffing, and resources.
- Ensure career guidance is embedded within the school's strategic priorities.
- Monitor the effectiveness and impact of career guidance provision.

Teachers

- Monitor students' academic progress and learning behaviours.
- Advise students on subject suitability and progression pathways.
- Support career awareness through curriculum links where appropriate.
- Refer students to the Career Counsellor for additional or targeted guidance.

Students

- Engage actively and positively in career guidance activities.
- Reflect on feedback, assessments, and guidance provided.
- Take responsibility for academic choices, planning, and decision-making.
- Meet deadlines and requirements for applications and related processes.

Parents/Guardians

- Support their child's career exploration and planning.
- Attend school-organised guidance events, workshops, and meetings.
- Engage in discussions with the school to support informed decision-making.

Career Guidance Provision

Career guidance provision includes, but is not limited to:

- Regular academic and career guidance sessions (individual and group).
- Structured support with subject choices at key transition points.
- Career assessments and reflective planning activities.
- Guidance on post-16 and post-18 pathways, including:
 - Universities (local and international)
 - Vocational and technical pathways
 - Apprenticeships and employment options
- Support with applications, including:
 - Entry requirements
 - Timelines and deadlines
 - Personal statements and documentation
- Career workshops, university visits, guest speakers, and employer talks.
- Frequent career fair to broaden exposure to pathways.
- Work experience or job shadowing opportunities, where feasible.
- Access to up-to-date careers information and resources.

Equality, Inclusion and Impartiality

- Career guidance is provided in a fair, inclusive, and non-discriminatory manner.
- No student will be disadvantaged based on gender, background, ability, culture, or personal circumstances.
- Guidance will be impartial and focused on the best interests of the student.
- Students are encouraged to consider a broad range of pathways, without bias or pressure.

Confidentiality and Safeguarding

- All career guidance discussions and records are treated as confidential.
- Information is shared only with appropriate staff and parents/guardians where necessary and appropriate.
- All practices comply with Apple International School's data protection, safeguarding, and child protection policies.

Monitoring and Review

- The effectiveness of this policy will be monitored regularly by school leadership.
- Student feedback, destination data, and outcomes will be used to inform improvements.
- The policy will be reviewed annually to ensure relevance and effectiveness.