



Careers Education and Guidance Policy

Purpose:

The purpose of this policy is for the career education and guidance to show its understanding of the career development needs and requirements of the TPSians, how they can meet, acquire them, and how they will achieve their responsibilities. This policy would be implemented in consultation with the members of the PS5, middle, and senior leaders for pivotal planning, executing, and revising the programme at all levels.

This policy purports to aid students in different grade levels to know instruments that can assist in assessing their interest as well as performance in various external examinations and classes. This would be their basis for a sound decision making as part of preparation for further education and career growth and development. Knowing oneself, preparing, making decision are very important steps to future success and to do these instantaneously must somehow be avoided.

This policy aims increase students' consideration on their own occupational interests: likes or dislikes and the subjects in which they are excelling, and the school to where they will acquire further education (junior, senior high school, and tertiary studies). As reading have shared students may enter in different periods or stages of life in which influences can affect their decisions more than their parents' advices and own preferences.

The transition from the world of school to the world of work in this fast changing times is quite challenging for the youth. The adjustment is being demanded from them in order to surpass it and achieve success. Adjustments must be resourceful, adaptable, and flexible amidst the change in trends in the occupational world. With this situation arising, career decision with strong and good basis could be developed by the young ones depending on their known interests and performances.

According to researches, career development is a lifelong process which is composed of psychological, sociological, educational, physical, economical and choice factors that aid to shape a young person's life. To be of help to the formation of the youth, schools and include career education or career development program in their goals.

Title: The Philippine School – Abu Dhabi Policy for Careers Education and Guidance (CEG)

Rationale:

A student's career is their pathway through learning and work. They need a program of activities to aid in making decisions and planning careers both in school and after they leave. The Policy 53: Counselling Services Corresponding to Article 58 of the Organizing Regulations of the Private Schools Policy and Guidance Manual s.2014-2015 says that, "Career guidance is intended to prepare students for the next stage of their lives whether in advanced educational studies or in the world of employment." The school endeavors to provide CEG to the TPSians while embracing the different career transitions in their lives.

Definitions:

Additional Learning Needs Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and



المدرسة الفلبينية THE PHILIPPINE SCHOOL

"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

P.O. Box 10483
Baniyas East 7, Abu Dhabi
United Arab Emirates

Phone: +971 2 5831044
Fax: +971 2 5831045

those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).

Career	The learning and work journey an individual will undertake in their professional lifetime.
Career and University (CU) Guidance	The process of guiding students in exploring the world of work, making informed decisions about their careers, discovering alternative learning pathways, and providing support in preparing applications for postsecondary education and careers.
Career and University (CU) Guidance Counselor	An individual who implements the school's CU guidance program by providing advisory and administrative CU guidance counseling services to students.
Continuing Professional Development	All activities undertaken by staff to improve their knowledge, skills, competencies, and performance on a regular basis. CPD includes in person training, online training (synchronous or asynchronous), coursework, short certificate and degree programs, mentorship programs, peer/ collaborative learning, academic conferences, research projects, observational visits, and community programs to share teaching best practices. CPD excludes planning hours and general staff meetings.
Cycle	A cycle is a stage in the primary and secondary educational process and is classified in Abu Dhabi as the following: Kindergarten (Pre KG/FS1-KG2/Y1), Cycle 1 (G1/Y2-G5/Y6), Cycle 2 (G6/Y7-G8/Y9) and Cycle 3 (G9/Y10-G12/Y13). Private schools teaching Ministry of Education (MoE) curriculum may follow MoE cycles: KG, Cycle 1 (G1-G4), Cycle 2 (G5-G8) and Cycle 3 (G9-G12).
Full-time Equivalent (FTE)	Total workload equivalent to that of a full-time workload for a position. For example, 1 FTE for a single position may be filled by 1 staff member taking on the entirety of the full-time workload or 2 staff members taking on half of a full-time workload each.
Higher Education	A type of postsecondary education based on academic learning, leading to a degree/certification issued by a higher education institution (e.g., university, colleges, academies, etc.).
Postsecondary	Describes the period that takes place following the completion of secondary school (Cycle 3). Postsecondary options include postsecondary education, employment, sabbaticals, etc.
Postsecondary Education	All educational pathways (higher and TVET education) following the completion of secondary school (Cycle 3).
Technical and Vocational Education and Training (TVET)	A type of postsecondary education based on occupational/technical learning, leading to an award/certification issued by a TVET institution (e.g., technical colleges, polytechnics, etc.).



المدرسة الفلبينية
THE PHILIPPINE SCHOOL
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

P.O. Box 10483
Baniyas East 7, Abu Dhabi
United Arab Emirates

Phone: +971 2 5831044
Fax: +971 2 5831045

Commitment:

The Philippine School Abu Dhabi is committed to providing a planned program of careers education, information and guidance for all students with the help of the various disciplines/ departments

Development:

This policy was developed and will be reviewed annually through discussions with the members of the PS5 team, selected middle (Head of the Departments) and senior leaders of the school, with the cooperation of the Supreme Student Council.

Links with other:

Policy 53: Counselling Services Corresponding to Article (58) of the Organising Regulations Private Schools Policy and Guidance Manual 2014-2015

Objectives:

The aim of this policy is to assist students acquiring knowledge and awareness about their own occupational field preferences and the importance of subject/course performance that may lead to enhancing their own life career development.

The career guidance program seeks to achieve the following objectives:

- Acquire increased awareness about one's interests specifically occupational preference;
- learn about the characteristics needed by the different occupational fields;
- increase knowledge regarding the importance of the subject performance to career development;
- know the fields of work connected in the various class subjects;
- and decide regarding one's career path based on occupational interests and subject performance.

Entitlement:

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students, parents, and teachers. This shall promote equality of opportunity and inclusion.

Persons involved:

PS5 Team/ Wellbeing Department

Different academic

department

Service staff

It Officers

Finance Officer

Activity Coordinator

Academic Coordinator

Vice Principal

Principal

Parents

Supreme Student Council

Class Adviser



المدرسة الفلبينية
THE PHILIPPINE SCHOOL

"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

P.O. Box 10483
Baniyas East 7, Abu Dhabi
United Arab Emirates

Phone: +971 2 5831044
Fax: +971 2 5831045

Career Day Activities

- Holland's Occupational Theme
- My Future is So Bright!
- Meet My Mom! Meet My Dad!
- Training by selected parents in secondary

Grade 12 Observership

Senior High School Career Orientations

Career Fair

Senior High School Career Talk

Monitoring, review

At the end of the school year the proposed activities together with their programs and evaluation and instructions will be reviewed by the PS5 members.

Reference:

<https://adek.gov.ae/-/media/Project/TAMM/ADEK/Downloads/Private-schools/Private-Schools-Policy-and-Guidance-Manual.pdf>

Approved by:

Jesus S. Ostos, Jr.
Principal

