



LEARNERS TODAY, LEADERS TOMORROW

Canadian International School

CU Guidance Policy

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CIS Abu Dhabi Career and University Guidance Policy

1. Policy Statement

The Canadian International School Abu Dhabi is committed to providing all students with structured, comprehensive, and developmentally appropriate career and university guidance. This program is designed to empower students with the skills, knowledge, and resources necessary to make informed decisions about their future educational and career pathways.

This policy is aligned with:

- **ADEK Private Schools Policy and Guidance Manual**, specifically “Career and University Guidance” expectations.
- **Alberta Education Career and Life Management (CALM)** curriculum and the Career and Technology Foundations (CTF) framework.

2. Objectives

- Equip students with essential career planning skills that promote lifelong learning and adaptability.
- Ensure access to accurate, up-to-date, and diverse post-secondary and vocational information.
- Facilitate individual exploration of educational and career options based on students’ strengths, interests, and values.
- Support students in the transition from school to post-secondary education, training, or employment.

3. Policy Scope

- This policy applies to:
- All students in Grades 6–12
- Career and guidance counsellors
- Teachers involved in career education
- School leadership and administration
- Parents and guardians (as key stakeholders)

4. ADEK Requirements & Compliance

In accordance with ADEK policy:

- "Private schools must provide students in the relevant grades with access to career and university guidance services."
- "Guidance must be age-appropriate, equitable, and free of bias or discrimination."
- "Qualified career counsellors must be available and accessible to students and parents."
- "The program must address academic advising, university application processes, scholarship guidance, and vocational/technical education pathways."

CIS Abu Dhabi ensures compliance through:

- A certified **Career and University Guidance Counsellor** with international university advising credentials.
- Scheduled career education classes and one-on-one student planning meetings.

- Parent workshops and university fairs in collaboration with **ADEK's RizeUp** platform.

5. Alberta Education Alignment

The CIS program follows Alberta Education standards:

- **Career and Life Management (CALM)** is mandatory for all high school students.
- **CTF** outcomes are embedded in junior high, promoting exploration across occupational clusters.
- Career competencies include:
 - Personal management
 - Learning and work exploration
 - Career building

6. Program Components

a. Career Education (Grades 6–12)

- Self-assessment tools (interests, skills, values)
- Exposure to global and local career trends
- Career fairs and industry speaker sessions

b. University Guidance

- Global university admissions advising (Canada, US, UK, UAE, Europe, Asia)
- SAT/UCAT/IELTS/TOEFL guidance and test prep referrals
- Application support: UCAS, OUAC, Common App, etc.
- Letter of recommendation and personal statement coaching

c. Scholarships & Financial Aid

- Information on merit-based and need-based opportunities
- Support with external scholarship applications

d. Vocational and Technical Pathways

- Guidance on UAE National Qualifications Framework (NQF) and TVET options
- Collaboration with local technical institutes and polytechnics

7. Counsellor Qualifications

Per ADEK policy:

- “Career guidance must be delivered by qualified professionals with up-to-date knowledge of national and international post-secondary requirements.”
CIS Abu Dhabi ensures the counsellor:
- Holds certification in school counselling and/or international university advising.
- Participates in ongoing PD through organizations such as **International ACAC**, **NCD**, and **UCAS Advisor Training**.

8. Access and Equity

- Services are available to all students regardless of academic standing, nationality, or language background.
- Individual sessions can be scheduled via school platforms or by request.
- Translation or EAL support is provided for parents as needed.

9. Monitoring and Evaluation

- Annual review of university acceptance rates and post-secondary outcomes
- Student and parent satisfaction surveys
- Compliance audits in line with ADEK inspections and Alberta Assurance Framework

10. Parent Involvement

- Regular parent information sessions
- Bi-annual academic and career planning conferences
- Resources available via school portal and newsletters

11. External Partnerships

- Collaboration with **ADEK RizeUp**, **UAE Ministry of Education**, and global admissions organizations
- Annual participation in international university fairs and local industry expos

12. Policy Review

This policy will be reviewed every **two academic years** or as required by regulatory changes from **ADEK** or **Alberta Education**.