



Bright Riders School – Abu Dhabi

Career & University Guidance (CU) Policy

Introduction

At Bright Riders School, we believe that education extends beyond the classroom; it is about preparing students for life. Our Career and University (CU) Guidance Program is designed to raise aspirations, empower informed choices, and support a smooth transition to postsecondary pathways.

We aim to develop confident, responsible, and future-ready learners who are equipped with the skills, values, and mindset necessary to thrive in world of work and higher education.

Rationale

The CU Guidance Program at Bright Riders School aims to:

- Provide age-appropriate, structured career guidance from Grades 8 to 12.
- Empower students to make informed and confident decisions regarding their academic and career choices.
- Promote inclusion and equal access to opportunities regardless of background or learning needs.
- Engage parents and the wider school community as partners in career education.

Definitions

Career

The lifelong journey of learning, working, and personal growth undertaken by an individual.

Career and University (CU) Guidance

A structured process that supports students in exploring career paths, setting personal goals, and preparing for postsecondary options including university, vocational, and employment pathways.

CU Guidance Counsellor

A qualified professional responsible for implementing and monitoring the CU guidance program through group and individual counselling, workshops, and partnerships with higher education institutions.

Continuing Professional Development (CPD)

Ongoing training and professional learning undertaken by staff to enhance their knowledge, skills, and effectiveness.

Higher Education

Post-secondary education provided by universities, colleges, or academies leading to recognized qualifications.

Additional Learning Needs (ALN)

Individualized support or accommodations required by students with specific educational, social, or emotional needs (including students of determination).

Gifted and Talented

Students who demonstrate exceptional potential or performance in one or more areas of ability.

Cycle

A cycle is a stage in the primary and secondary educational process. Private schools teaching Ministry of Education (MOE) curriculum follows MOE cycles: KG, Cycle 1 (G1-G4), Cycle 2 (G5-G8) and Cycle 3 (G9-G12).

CU Guidance Program Structure

Our Career and University Guidance Programme is built around the 3 Es — Explore, Experience, and Engage — which form the foundation for effective, student-centered career development.

1. Explore

Students are guided to explore their interests, skills, and aspirations while gaining awareness of the wide range of career and university options available locally and globally. Such as:

- Career interest assessments and self-reflection activities
- Awareness sessions on diverse industries and emerging careers
- Information sharing through university fairs and guest speaker sessions
- BRS offers Grades 10–12 students elective options and a 6th subject for career exploration

2. Experience

Students are encouraged to apply their learning through hands-on experiences that develop employability skills and deepen their understanding of real-world work environments.

- Work experience placements, volunteering and community service programmes
- Internship opportunities and project-based learning
- Skill-building workshops (CV writing, portfolio creation, interview preparation)

- Soft skills development such as communication, collaboration, and time management through different activities, leadership roles.

3. Engage

Students take active ownership of their career journeys by engaging with the school, parents, and the community to make informed and confident decisions about their future.

- One-on-one counselling and mentoring sessions
- Parental involvement through meetings and information sessions
- Continuous engagement with higher education institutions and career networks

CU Guidance Counsellor Responsibilities

The CU Guidance Counsellor shall:

- Initiate career guidance programmes from Grade 8 onwards, ensuring early awareness of career pathways.
- Assist students in selecting academic subjects aligned with their future goals.
- Guide each student to their best-fit university or career pathway — ensuring at least one postsecondary application per student.
- Conduct individual and group counselling sessions to address student needs.
- Provide administrative support for applications — including recommendation letters, transcripts, and statement reviews.
- Engage parents throughout the guidance process to ensure a shared understanding of student aspirations.
- Build and maintain partnerships with local and international universities and organizations.
- Maintain an up-to-date CU guidance calendar of events, deadlines, and visits.
- Provide specialized support for Students of Determination and Gifted and Talented students.

Monitoring and Evaluation

- The CU Guidance Counsellor will conduct an annual internal review to evaluate program effectiveness.
- Outcomes (e.g., university placements, career readiness indicators) will be analysed for improvement.
- Surveys

Review

This policy will be reviewed annually. Input will be gathered from all key stakeholders and aligned with updates from ADEK and global higher education trends.

Approved by:

Rachna Prakash

Principal

Bright Riders School-Abu Dhabi

Reviewed: AY 2024/2025(Fall term)

Next review: AY 2026-2027