



Career and University Guidance Policy

Approved by:

Aysha Juma Al Khateri
Chairwoman

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Revision History

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1. Our mission, vision, strategy & targets.

As the only Spanish school in the UAE, SSAD takes pride in offering a unique and enriching educational experience that prepares students not only for university admissions but also for fulfilling and impactful careers. Through our inclusive and student-centered approach, we empower students to navigate their future with confidence, adaptability, and purpose.

Mission

At the Spanish School of Abu Dhabi (SSAD), we are committed to preparing students for a successful future by equipping them with the academic, personal, and professional skills needed for higher education and career success. Rooted in the strong cultural ties between Spain and the UAE, our mission is to provide a high-quality education aligned with the Spanish curriculum while fostering an inclusive and supportive environment. We aim to guide students in exploring career opportunities, making informed choices, and developing the skills necessary to thrive in an evolving global workforce.

Vision

Our vision is to be a leading institution in career and university readiness, where students receive comprehensive guidance and support to achieve their academic and professional aspirations. We aspire to cultivate a school culture that encourages ambition, curiosity, and lifelong learning. Through strong partnerships with universities, industry professionals, and the wider community, SSAD aims to provide students with the necessary tools to pursue higher education and meaningful careers that contribute positively to society.

Strategy & Targets

At SSAD, we employ a structured approach to career development and university preparation, ensuring that students are well-equipped for their future academic and professional endeavors. Our strategy focuses on:

- **Holistic Career Guidance:** Offering personalized career counseling and university guidance to help students explore their interests, strengths, and future opportunities.
- **University Readiness:** Supporting students in meeting the academic requirements for higher education institutions in Spain, the UAE, and globally, while providing assistance with university applications, admissions tests, and scholarships.
- **Skill Development:** Implementing programs that enhance critical thinking, problem-solving, leadership, and communication skills, ensuring that students are prepared for both academic and professional challenges.
- **Internships & Industry Exposure:** Collaborating with universities, businesses, and professionals to provide students with real-world experience through internships, mentorship programs, and guest lectures.
- **Parental Engagement:** Maintaining open communication with parents to support students in their decision-making process, career exploration, and university applications.



2. Purpose.

This policy is designed to:

- Establish a structured CU Guidance program across all school levels.
- Provide high-quality support tailored to the developmental stages of Kindergarten, Cycle 1, and Cycle 2.
- Ensure alignment with ADEK regulations and standards for CU guidance.

3. Recipients.

The CU Guidance Policy applies to all students at The Spanish School of Abu Dhabi, with particular focus on Cycle 2 (from Grade 5 to Grade 8), as students begin to consider future academic and career pathways.

4. Policy Objectives.

The Careers and University Policy at SSAD aims to provide a structured and comprehensive framework to guide students in their academic and professional journeys. The key objectives include:

❖ Early Awareness:

- Introduce career concepts through interactive activities in **Cycle 1** to develop foundational knowledge.
- Foster curiosity and aspirations by exposing students to various professions and real-world applications.

❖ Career Exploration:

- Support **Cycle 2** students in exploring career pathways through **workshops, field trips, and mentoring programs** with industry professionals.
- Encourage students to identify their interests and strengths in relation to future career opportunities.

❖ Soft Skills Development:

- Implement activities that enhance essential skills such as **communication, teamwork, leadership, and problem-solving** to prepare students for academic and professional success.



❖ **Parent and Community Engagement:**

- Strengthen collaboration with **parents, alumni, and industry partners** to provide students with diverse perspectives, career guidance, and real-world experiences.
- Foster a supportive network that connects students with professionals and higher education institutions.

5. Roles and responsibilities.

Effective implementation of the Careers and University (CU) Policy requires collaboration among various stakeholders. The key roles and responsibilities include:

1. CU Guidance Counselor:

- Develop and implement the **Careers and University Guidance program**, ensuring alignment with student needs.
- Provide **individualized guidance** to **Cycle 2 students**, helping them explore career and university options.
- Facilitate **connections with local and international higher education institutions**, offering students opportunities for further education.

2. Teachers:

- Integrate **career-related activities** into the curriculum to enhance student awareness and preparedness.
- Support students in **identifying their strengths, interests, and potential career pathways** through classroom discussions and activities.

3. School Leadership:

- Ensure the availability of **resources, training, and support** for the effective implementation of the CU Guidance program.
- Monitor and evaluate the **effectiveness of career and university guidance initiatives**, making improvements as needed to align with best practices and student needs.



6. Implementation plan.

The Careers and University (CU) Policy at SSAD is structured to ensure a progressive and comprehensive approach to career awareness and guidance at all educational stages.

1. Kindergarten and Cycle 1:

- Focus on **basic career awareness** through **storytelling, role-play, and hands-on activities**.
- Encourage students to **explore different roles in society**, fostering curiosity about various professions.

2. Cycle 2:

- Provide students with **opportunities to learn about diverse career pathways** through **workshops, field trips, and guest speaker sessions**.
- Offer **individual and group counseling sessions** to guide students in making informed academic choices and setting career goals.

3. Professional Development:

- Ensure that **CU Guidance staff engage in continuous professional training** to stay updated with best practices in career and university counseling.
- Maintain **annual membership in professional organizations** and participate in **ADEK-mandated training** to enhance the quality of career guidance services.

By implementing these structured initiatives, SSAD ensures that students receive early exposure to career possibilities, informed guidance in their academic decisions, and access to well-trained professionals who can support their future aspirations.



7. Monitoring and evaluation.

To ensure the continuous improvement and effectiveness of the Careers and University (CU) Policy, SSAD will implement a structured monitoring and evaluation framework. This process will help assess student engagement, program impact, and alignment with best practices in career guidance.

1. Tracking Student Engagement and Measuring Outcomes:

- Monitor student participation in **career-related activities, workshops, field trips, and counseling sessions** to assess engagement levels.
- Measure student understanding of **career options, university pathways, and essential employability skills** through surveys, reflections, and feedback sessions.
- Collect and analyze **qualitative and quantitative data** to evaluate the effectiveness of different CU initiatives.

2. Annual Program Evaluation and Reporting:

- Conduct **an annual assessment** of the CU Guidance Program to identify strengths, areas for improvement, and emerging trends in career education.
- Gather input from **students, parents, teachers and external stakeholders** to ensure a well-rounded evaluation.
- Prepare and submit **comprehensive reports** to ADEK, ensuring compliance with regulatory requirements and demonstrating SSAD's commitment to continuous development.

Through this systematic approach, SSAD aims to refine its CU initiatives, enhance student preparedness for future academic and career endeavors, and maintain high-quality standards in career guidance services.