

**Nurture ~ Believe ~ Discover ~ Achieve**

## Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

## **Careers Policy 2024 - 2026**

## Safa Community School

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## **Careers, Advice and Guidance**

### **Rationale**

Careers education and guidance programmes majorly contribute to preparing young people for life's opportunities, responsibilities and experiences. At Safa, a planned progressive programme of activities supports students from Years 2 - 13. The programme aims to develop an awareness of employability skills and an understanding of opportunities in the working world that suit their interests and abilities and help them follow a sustainable career path.

### **Aims**

Safa Community School has the following objectives when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for students to encounter employers and employees
- To support students in obtaining work experience placements in Years 10 and 12
- To provide opportunities for students to encounter further and higher education
- Emirati Support, students are guided through the NAPO process and all opportunities that are available to them
- To provide personal guidance to students on career education
- To educate our parents on the career pathway for their child

### **Outcomes:**

As a result of the above objectives, the proposed outcomes of Safa Community School's careers policy are:

- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping, and promote equality of opportunity
- To encourage participation in continued learning, including higher education and technical

qualifications

- To develop enterprising and employability skills in students
- To significantly reduce the likelihood of any students leaving our school
- To involve all school stakeholders in students' career education, including parents and carers.

## **Implementation of Careers Education**

Careers Education is delivered during LIFE lessons and Pastoral time in Years 7 – 11. All students are offered the same opportunities, and all resources are shared on Google Classroom for them to access. The school will use the Unifrog platform for students to research and store information about themselves and their future career plans.

## **Foundation Stage and Primary**

Primary students are introduced to different professions through lessons in subjects like science, MSC, and English. Throughout the year, we invite professionals from various fields to speak to students about their careers, helping students gain insight into different professions in a real-world context. Years 4-6 are invited to the University and Careers Expo, which runs annually.

During the annual Winter Faye, KS2 students run small-scale entrepreneurial projects, taking on responsibilities that reflect various job roles, such as project managers, researchers, or presenters. These activities teach essential skills like teamwork, problem-solving, and leadership.

From FS to Year 6, we organise career-themed dress-up days, where students can come dressed as the professionals they want to be in the future. These fun, interactive days are designed to spark students' curiosity and imagination about different career paths. During these dress-up days, we facilitate role-playing activities where students can pretend to be in specific careers. For instance, they could work together as junior scientists in a "science lab" or run a mock business as entrepreneurs. All dress-up days often complement ongoing curriculum topics. For example, if the class is learning about space, students might dress up as astronauts, engineers, or space scientists, linking their academic learning to real-world professions.

## **Key Stage 3**

The LIFE programme will facilitate and help to deliver an entire careers module to the students.

Years 7 and 8 will investigate employability skills, interests and work preferences to match against suitable occupations, an enterprise challenge and a series of finance modules, including saving and utilising funds. Year 9 will explore future options for KS4 and KS5, focusing on individual career paths. They will also research the labour market and their expectations of job availability and learn about borrowing money. Year 9 students will sit the Morrisby Aptitudes careers test to help them decide on the most appropriate options for Key Stage 4.

### **Key Stage 4**

Students in Year 10 will have exposure to employers and employees to provide impartial career advice and options. Students will have dedicated sessions to explore their future career options. They will write cover letters with CVs, have mock interviews, and be introduced to personal statement writing in preparation for Year 12. They also have the opportunity to complete one week of work experience during term 3.

Students in Year 11 will focus on post-16 personal statements and applications. Individual action plans and interviews will be available for those who require them. Mock interviews for different pathways and institutions will also be available for those who require them. The focus is on post-16 options and the application process.

### **4.1 Work Experience**

Safa Community School is committed to preparing students for future education and career pathways through practical, real-world experiences. This policy outlines the framework for the Year 10 work experience program, which provides students with a one-week placement at the end of the academic year. The program aims to enhance students' employability skills, broaden their career awareness, and strengthen their understanding of workplace dynamics.

#### **4.1.1 Objectives of the Work Experience Program**

The primary objectives of the Year 10 work experience program at Safa Community School are to:

- Foster personal growth and independence.
- Develop essential skills such as teamwork, communication, and problem-solving.
- Allow students to explore potential career interests.



- Encourage students to reflect on their experiences and align them with future aspirations.
- Enhance the educational curriculum with hands-on learning opportunities.

#### 4.1.2 Eligibility Criteria

The work experience program is open to all Year 10 students who:

- Have maintained satisfactory academic performance.
- Demonstrate good behavior and attendance.
- Have obtained written parental/guardian consent.

#### 4.1.3 Roles and Responsibilities

- School: Safa Community School will assist students in preparing for work experience by offering guidance on securing placements, setting expectations, and providing necessary support before and during the placement. The school will also conduct health and safety assessments as required.
- Students: Students are expected to show professionalism, punctuality, and respect for workplace rules and culture. They must complete any assigned tasks, follow instructions, and maintain communication with school staff as needed.
- Parents/Guardians: Parents and guardians are responsible for providing consent for participation, supporting students in arranging transport, and ensuring adherence to school expectations during the work experience.
- Employers: Partner employers are required to provide a safe, structured environment and supervision throughout the placement, comply with health and safety regulations, and offer constructive feedback on the student's performance.

#### 4.1.4 Application and Placement Process

- Timeline: Students should apply for placements no later than Term 2. Safa Community School will provide resources and support for securing placements.
- Placement Approval: All placements must be approved by the school to ensure they meet health, safety, and educational standards.
- Employer Verification: Employers will be vetted by the school to confirm suitability for hosting a student.



#### 4.1.5 Health, Safety, and Risk Assessment

Safa Community School prioritizes student safety. Before any placement, the school will ensure that:

- A health and safety assessment is conducted.
- Employers meet both UAE and school-specific health and safety standards.
- Employers have appropriate safety measures in place for students in a workplace setting.

#### 4.1.6 Insurance and Legal Compliance

Students participating in work experience will be covered by the school's insurance, which protects them during placements. Employers must also comply with local labor laws and provide a safe environment suitable for a minor, in line with UAE regulations.

#### 4.1.7 Code of Conduct and Professional Standards

Students are expected to:

- Arrive on time and dress appropriately as per employer guidelines.
- Conduct themselves professionally and respect workplace confidentiality.
- Follow all instructions given by workplace supervisors.
- Any unprofessional behavior may result in termination of the placement and could lead to further disciplinary action by the school.

#### 4.1.8 Supervision and Support

A member of the school staff will be available and attached to support students throughout the placement. Safa Community School will check in with students and, where possible, visit or call the workplace supervisor to monitor progress. This will be recorded centrally as a record in the Work Experience folder on the SCS Google Drive.

#### 4.1.9 Assessment and Reflection

Following the work experience, students will be required to:

- Complete a reflection activity or write a report summarizing their experiences, the skills they

developed, and how these align with their academic and career goals.

- Participate in a feedback session with school staff to discuss the experience and any lessons learned.

#### 4.1.10 Feedback and Evaluation

Feedback will be collected from students, parents, and employers to continuously improve the program. Employers will also be asked to provide feedback on the student's performance, which will help shape the student's reflection and further planning.

#### 4.1.11 Safeguarding, Child Protection and Risk Assessment

Safa Community School is committed to safeguarding. Employers are expected to provide a safe environment and report any incidents to the school. School staff will follow up on any concerns regarding student welfare.

#### 4.1.12 Data Protection and Confidentiality

The school will protect students' personal data in compliance with data protection laws. Employers are expected to uphold confidentiality and handle any personal information responsibly.

#### 4.1.13 Policy Review and Updates

This policy will be reviewed annually by the Safa Community School administration to ensure it remains relevant and up-to-date with UAE regulations, stakeholder feedback, and educational goals.

### **Key Stage 5**

Students in the Sixth Form will focus on the development of their personal statements and UCAS and International applications as they search for viable University and further education opportunities. The students are supported throughout this process to undertake thorough research of all of the opportunities on offer, this is made possible through the regular visits to the school by Universities from worldwide destinations as they complete their tours of the UAE. These visits are scheduled when the students have form and assembly time to ensure that they do not miss the



chance to meet the admissions team that will read and process their application. The school Career Counsellor, along with the pastoral heads of year, will help facilitate this process. Students have opportunities to take part in workshops hosted by visiting lecturers from Global Universities as well as industry specific careers workshops and workshops that support students in identifying their personality types and careers that may be suited to those types of individuals. Year 12 and Year 13 students will partake in the REACH programme over 18 months, which provides them with career-linked internship opportunities. This includes but is not limited to Dell, Siemens, Fakeeh University Hospital, Mediclinic, Jansen and Harris, Flume Marketing and DP Tour. Students will be provided access to the Unifrog platform, which will support them in researching career opportunities and University and Course selections from around the world.

## **5.1 REACH Programme**

### **Implementation of Careers Guidance**

- a) Google Classroom—Tutor groups from Year 9 upwards are provided with an online Careers Google Classroom, a digital platform to guide and support the Careers Curriculum and update them on various Careers and Enterprise opportunities.
- b) Independent Career Advice—The school's Career Counselor will provide independent and impartial career advice and guidance.
- c) Careers Lessons - Careers lessons via the school LIFE program.
- D) Unifrog—Each student will have an individual login for the careers platform that will be theirs for the entirety of their schooling at Safa. This is where they can log all their research, and advisors make notes, attach references, and create CVs.

### **Parents and carers**

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are updated with careers-related information through letters, newsletters, a dedicated social media account and open evenings. Parents are welcome at career interviews and, where necessary, are invited.

### **Staffing**

All staff will be involved in teaching the LIFE program (Careers module) in different year groups. The Careers advisor maintains all career resources, support and provision. The Careers advisor distributes information to form tutors to support them in delivering advice and support and in gathering careers information from students in Year 9 upwards.

## **Curriculum**

The Careers curriculum includes career education sessions, career guidance activities (group work and individual interviews), information and research, and work-related learning and individual learning activities. As part of work readiness the school facilitates qualifications in LAMDA, RSL, DoE, MOOCs, HPQ, EPQ, as part of the REACH accreditation. Workshops on but not limited to, CV writing, interview questions and technique, applying for internships, building a strong profile.

## **Careers Events**

The school will look to host and find opportunities for students to attend events that allow them to discuss and research careers further. The main school event of the year will be the annual Careers and University Fair in January, during which business professionals and universities from around Dubai will come and talk to the students. International Women's Day events where there is a focus on women in business, internship opportunities, collaborative ventures with international companies, increasing links with the parent and local community, demonstration lectures from universities based both nationally and internationally, workshops on university applications and personal statements. Hosting experts with future-proofed careers to ensure our student body and their parents are aware of changing trends, emerging degree pathways and new university campuses in the region. A continuous programme of university visits is especially focused on the spring and autumn tours, sourcing and hosting scholarship opportunities where all stakeholders are educated on local and international opportunities. In addition, it is important to ensure that UK and Irish nationals are aware of any changes to Home Fee Status as they impact UK applications.

## **Links with other Policies**

It supports and is underpinned by key school policies, including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Innovation, Equal Opportunities and Diversity, Health and Safety, and MaGT policy.

## **Appendix 1**



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**Next Review: 2026**