



University and Careers Education, Information, Advice and Guidance Policy

1. Aims

1.1

To raise the aspirations of the College's pupils by ensuring that all pupils have access to high quality, independent, impartial careers education, information, advice and guidance to:

- Support future aspirations
- Assist pupils to manage their personal progress and career planning
- Develop essential employability skills
- To support pupils with their plans for university or other further or higher educational institutions to maximise their chances of securing admission to the course and institution of their choice

1.2

In keeping with the College's values, we will:

- Prepare our pupils for future opportunities and to be good citizens who will make a positive contribution to society
- Embed opportunities for developing pupil future skill sets within the curriculum

1.3

It is important that our pupils graduate from the College aware of themselves as individuals, aware of the opportunities available to them and to make informed decisions about their own life. They should be prepared for the transition from full-time education to the world beyond.



1.4

The key principles upon which this policy is based are that careers education, information, advice and guidance is:

- is personalised, provides opportunities to identify and respond to the needs of the individual, and builds on previous learning and experience;
- is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background;
- is transparent, impartial and provides opportunities for confidentiality;
- is enhanced by strong networks and collaborative approaches involving all teaching staff within the College, pastoral systems and external partners;
- contributes to increasing participation, retention and achievement by raising aspirations helping pupils to make informed choices and to develop career management skills.

2. Career Education Guidance

In order to do this, Brighton College Dubai will:

2.1

Ensure that pupils receive careers education guidance through accessing a range of activities. Some of these will be organised directly by the curriculum teaching staff, delivered as part of the Careers Programme which is facilitated by the Senior School Leadership Team, or through support from the pastoral team.

Curriculum based activities include:

- Hearing inspiring speakers that introduce learners to a world outside their regular communities and ideas of work
- Visits to real-world workplaces, skills shows and higher education providers
- Facilitating work experience, community projects and volunteering placements.
- Raising awareness of these opportunities to enhance pupils' prospects

Pastoral activities (delivered through PSHE and the tutor programme)

- Identification of skills, knowledge and learning and matching these to work opportunities, includes use of Careers Exploration tool on Unifrog
- Employability skills (job applications, CVs)
- Attendance at job fairs/university fayres, such as Al Najar
- Planning and delivery of cross College provision for Careers Education
- Understanding opportunities in the labour market of the local community and beyond and the skills needed to maximise employability



- Providing advice on options including apprenticeships, vocational pathways, gap years higher education and employment
- Supporting pupils to create CVs and complete job application forms
- Simulate mock interviews and group interview sessions
- Working in partnership with external providers to increase awareness of the opportunities available.

Resources to support these activities are available in digital format through Unifrog. This includes links to many other sources of information.

Information about forthcoming events will be notified to teaching staff/pupils using email, Monday briefing, the Sixth Form bulletin, the College newsletter, the College's social media and/or paper-based notices such as posters.

2.2 Partnerships

- The College will develop productive partnerships universities and local employers which help us to meet the needs of the economy, education and community
- Advice, help and support will be available to pupils and their parents prior to admission to College (for example at post 16 and careers events in schools), during enrolment, at open days and parents' evenings.

3. University Guidance and Application Support

The College will provide university guidance and application support by:

3.1

- Ensuring that pupils know how to research university courses in their desired destination country
- Ensuring the pupils know how to access relevant, up-to-date and impartial information, guidance and advice on university applications and course availability
- Assisting Sixth Form pupils through the university and college application process, with equal support and guidance regardless of their desired destination
- Conducting information sessions for pupils and their parents, where they can learn about the university application process in detail
- Providing all necessary documentation for all pupils, such as preparing transcripts and letters of recommendation
- Coordinating entrance examinations or tests where appropriate, or guiding pupils to external providers
- Assisting with SAT, TOEFL, ACT, UCAT, MBAT, IELTS and other applications

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- Providing individual and group university counselling for pupils and their families
- Meeting with parents on a regular basis and holding family support and information sessions
- Facilitating attendance at university and college fayres, either online or in person
- Facilitating direct applications to UK universities through the UCAS application system
- Facilitating direct applications to US universities and college through the Common App, Coalition or other system
- Providing all reasonable support, as may be required, to any pupil or alumni in the process of applying to university, and doing so in a transparent and time-sensitive manner

4. Monitoring and Review

This policy is to be reviewed and checked annually by the Head Master.

5. Approved by

Head Master on behalf of the College:

Simon Crane, Head Master

On behalf of the Governors:

Mrs Nilay Ozral, Board Member

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Annual Update – policy to be reviewed annually. Next review due: 01/02/2023	Head Master	April 2022

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Brighton College Dubai Policies and Guidelines

Policy Statement

Brighton College Dubai policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Academic Plan written for KHDA approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.

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