



مدرسة جلوبال الفلبينية  
**THE PHILIPPINE GLOBAL SCHOOL**  
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"  
21 Muroor Road, Abu Dhabi, United Arab Emirates

## CAREER AND UNIVERSITY GUIDANCE POLICY

### Introduction

The Philippine Global School (TPGS) is committed to helping and supporting its students through various programs and services. One of which is the implementation of ADEK's CU Guidance Policy. Supporting students with career and university (CU) guidance allows for a smooth and successful transition among students in their high school life after graduation from school. Constant and quality programs and services will help The Philippine Global School (TPGS) students prepare for their future. In this policy, basic requirements and responsibilities for CU guidance programs and personnel will be discussed.

### Purpose

1. **Ensure Consistent Delivery of High-Quality CU Guidance Program:** Establish and maintain a comprehensive Career and University (CU) guidance program inside the school that meets high standards and effectively supports students' future planning.
2. **Define CU Guidance Counselor Requirements:** Specify the necessary institutional, qualification, and functional standards for CU Guidance Counselors, including essential credentials, training, and competencies for providing effective student guidance.
3. **Require Annual Program Evaluations for ADEK Reporting:** Conduct yearly assessments of the CU guidance program to evaluate its impact and effectiveness, with results to be reported to the Abu Dhabi Department of Education and Knowledge (ADEK).

### School CU Guidance Program

*Program Requirements:* The Philippine Global School shall implement a CU guidance program, based on a policy that includes the following:

- a) **Individual and group career counselling** among Grade 10 (and some Grade 9) students of The Philippine Global School.
- b) School readiness and Interest assessment through the use of tools such as **RASH (Readiness Assessment for Senior High School)**, which will help the CU counselor in dealing with students' career endeavors.
- c) Attending **career fairs** and related activities to enhance the students' decision-making in terms of their future careers. This includes career expos like **Najah and the GCC career fair**. Orienting students with all possible **local and international postsecondary options** (including universities, community colleges, foundation programs, academies, military service, etc.).
- d) Conducting a school-based **Universities and Colleges Career Fair** every month of April in celebration of the National Career Week.

- e) **Celebration of Career Week** to strengthen the students' career interest even at their early stage. This includes student should wear a professional uniform related to their interest and future aspiration, and bulletin board posting.
- f) **Tracing and connecting** with alumni through **alumni tracer study** to create engagement and connectedness, helping them to pursue senior high school and or university choice of programs.
- g) **Continuing Professional Development (CPD)** for counselor to upgrade their skills and knowledge related to career options. This includes, but is not limited to, attending seminars, workshops, and forums outside the school, especially those that are mandated by the ADEK.
- h) **Career and University Guidance Counselor availability during critical periods.** The CU guidance counselor can further assist students and graduates with their postsecondary and higher education applications during critical periods, even during school holidays.

### **Monitoring and Evaluation**

The Philippine Global School will monitor and evaluate its CU guidance program by developing internal qualitative and quantitative indicators to measure the delivery effectiveness of the programs and services.

#### ***Indicators:***

1. **Student Coverage:** The percentage of students in Cycle 3 (and any in Cycle 2) who are receiving CU guidance.
2. **Counselor-Student Ratio:** The number of students being served by each FTE CU Guidance Counselor
3. **Graduate Destination:** The percentage of graduates of the current academic year entering higher education, TVET, or employment by the start of the following academic year.
4. **Top 3 Destination:** The percentage of graduates of the current academic year accepted to at least one of their top 3 choices of postsecondary institutions or employers.