

Summary of ADEK Career and University Guidance Policy

This policy provides a framework to organize and implement the Career and University Guidance (CUG)

program across Abu Dhabi schools. It ensures that students are supported in making informed academic

and career choices. Below are the main highlights:

1. **Purpose:**

- To regulate the delivery of high-quality career and university guidance programs.
- To set institutional, functional, and qualification requirements for career counselors.
- To mandate annual evaluations of program effectiveness with reports submitted to ADEK.

2. **Career and University Guidance Program:**

- Build student awareness from early years about post-secondary education and lifelong learning.
- Support students in Cycle 2 transitioning into Cycle 3 to explore career pathways.
- Develop personal and employability skills through school and enrichment activities.
- Strengthen connections with alumni, parents, and the community to foster career readiness.
- Provide clear information on post-secondary options, including higher education, TVET, military service, and employment.

3. **Career and University Guidance Counselor:**

- Each school must appoint at least one full-time (FTE) counselor by September 1, 2026.
- Counselors must hold at least a Bachelor's degree (QFE level 7) and engage in continuous professional development (CPD).
- In case of unqualified staff, a two-year grace period allows training and interim appointments with reduced teaching loads.
- Key duties include guiding students from Grade 9 onwards, ensuring graduation requirements, assisting with applications, liaising with universities and employers, and supporting students with additional needs.

4. **Continuous Professional Development (CPD):**

- Counselors must complete at least 25 hours of relevant CPD annually.
- Maintain membership in at least one professional guidance organization.
- Attend ADEK-mandated training programs and share best practices with peers.

5. **Monitoring and Evaluation:**

- Schools must establish internal KPIs to measure program quality.
- Submit annual reports to ADEK including: student participation rates, counselor-to-



student ratios,
graduate destinations, and percentage accepted into top 3 preferred institutions.

6. ****Compliance:****

- Effective from September 1, 2022, with full compliance required by the 2024/25 academic year.
- Non-compliance will result in legal accountability and penalties as per UAE federal law.