



CREDENCE HIGH SCHOOL

ACADEMIC & CAREER GUIDANCE POLICY



**KNOWLEDGE IS POWER;
EDUCATION IS ITS SOURCE**



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FUNCTION	For academic & career guidance
STATUS	Implemented
REVIEW SCHEDULE	Annual
REVIEWED BY	School Principal Vice Principal School Counsellor Early Years Supervisor Primary Supervisor Middle School Supervisor Senior School Supervisor
LAST REVIEWED ON	April 2024

COMPREHENSIVE ACADEMIC AND CAREER GUIDANCE POLICY 2024-25

OUR VISION

To be an institution that nurtures free and happy minds thereby empowering students to excel and contribute to the society in the field of their choice.

OUR MISSION

Tailor an inclusive and supportive campus that offers a sense of belonging, happiness, physical safety and intellectual freedom to all of our students.

Harvest the innate talent of each child to build a school community of individual achievement and collective excellence.

Instill an acute sense of values and ethics in each of our students so they may be always known for their personal integrity and probity.

Nurture an international cross-section of students so they may learn to live in a globalized world and contribute in building a united, tolerant, caring society.

Kindle and keep alive the spark of curiosity in our students through the provision of ICT facilities and resources that support a research – oriented, independent and enquiry based learning.

I. Overview

This policy aims to provide a structured and comprehensive approach to academic and career guidance for students from Kindergarten through Grade 12. The goal is to equip students with the necessary tools, knowledge, and support to make informed decisions regarding their academic and professional pursuits.

II. Roles and Responsibilities

A. School Administration

1. Ensure effective implementation and regular review of the Academic and Career Guidance Policy.
2. Provide resources and support to facilitate the smooth functioning of guidance programs.
3. Appoint a dedicated Academic and Career Guidance Counselor.

B. Academic and Career Guidance Counselor

1. Offer individual and group counseling sessions.
2. Conduct assessments and evaluations to help students understand their strengths, weaknesses and aptitudes.
3. Provide up-to-date information on academic and career options.
4. Organize workshops, seminars and career fairs to expose students to various career options.
5. Support students to challenge stereotypes, promote equity and encourage all students to pursue their aspirations without bias or inhibitions.
6. Aid students in the college application process
7. Engage in ongoing professional development to stay updated on industry career trends and career development strategies.
8. Participate in professional networking activities to build relationships with stakeholders in the field of career development.
9. Collaborate with teachers, parents and external professionals to ensure a holistic approach to guidance.

C. Teachers

1. Collaborate with the Academic and Career Guidance Counselor to identify students' needs and concerns.
2. Disseminate information gained from authentic sources about latest career trends in one's field of specialization.
3. Integrate career-related information into their teaching.

4. Encourage students to explore various academic and career options.

D. Parents

1. Actively participate in parent-teacher meetings and guidance sessions.
2. Encourage open communication with their children regarding academic and career choices.
3. Support their children in exploring various opportunities and attending guidance events.
4. Help their children in an effective decision-making process pertaining to their career.

III. Academic Guidance Program

A. Early Years and Grade 2

1. Focus on developing foundational skills and fostering curiosity.
2. Encourage exploration of various subjects and activities.

B. Primary Stage (Grades 3 to 5)

1. Introduce students to different learning styles and study strategies.
2. Guide students in setting realistic academic goals.
3. Provide information about academic subjects and their importance.

C. Middle Stage (Grades 6 to 8)

1. Help students analyze their academic strengths and weaknesses.
2. Offer guidance on selecting appropriate subjects and courses for higher grades.
3. Conduct workshops on effective study techniques and time management.

D. Secondary Stage (Grades 9 to 10)

1. Provide in-depth information on CBSE board exam requirements and preparation strategies.
2. Assist students in exploring various streams and subject combinations for higher secondary education.

E. Senior Secondary Stage (Grades 11 to 12)

1. Help students develop a deeper understanding of their chosen subjects and potential career paths.
2. Provide resources and guidance on entrance exams and college applications.
3. Facilitate internships, industry visits and mentorship programs.
4. Provide opportunities to collaborate with renowned educational institutions and enroll for certificate courses.

IV. Career Guidance Program

Grades 9-12

A. Career Awareness

1. Introduce students to various career options.
2. Conduct career exploration activities and workshops.

B. Career Exploration

1. Assist students in understanding their interests, aptitudes, and career aspirations.
2. Provide resources for researching different careers.

C. Career Planning

1. Offer individual counseling sessions to develop personalized career plans.
2. Organize career fairs and seminars with professionals from various fields.

D. Informed Decision making

The focus of the career-counseling department specifically for Grades 9-12 is to assist students to make informed decisions through:

1. Administration of Psychometric tests in Collaboration with Cogitohub, an Education Consulting and Technology company. They conduct Psychometric Assessments for Grades 8 to 12 students, enabling them to make the right decisions regarding subjects, courses and colleges.
2. Career Guidance Sessions
3. Awareness on Stream and Subject Selection
4. Participation in Career Fairs
5. Active engagement in Workshops organised by Industry Experts
6. Interaction with University Representatives and Education Consultants
7. Familiarization with University Application Updates
8. Taking advantage of Internship Opportunities
9. Enrolment in Certificate courses for career enhancement
10. Preparation for Common University Entrance Test - JEE/ NEET/ SAT /IELTS/ CUET
11. Analyzing Career Fact sheets (UAE, Europe, UK, USA, Canada, Australia, New Zealand, Singapore, India)

V. Evaluation and Review

- A. Collect feedback from students, parents, teachers and other stakeholders on the effectiveness of guidance programs.
- B. Conduct periodic reviews to identify areas for improvement and make necessary modifications to the policy.
- C. Monitor student progress and achievements in relation to academic and career goals.



This Academic and Career Guidance Policy seeks to empower students to make informed decisions and reach their full potential. With the collaborative efforts of all stakeholders, we can provide the necessary support and guidance to help our students achieve success in their chosen paths.