



Career Counselling Policy

October 2022

Policy statement:

At MINAMS, we aim to provide students with a strong foundation by guiding them through the transition from youth to adult members of the society. Successful transitions into work/job are life-enhancing for every student. We believe that each transition is smooth and enriching for students, which help them to make a wise decision about their career goals.

Purpose:

The career counsellors help students discuss their concerns about career and educational choices. We help them figure out who they are and what they want out of education, career, and life.

Students have individual sessions where a personal analysis of their ideas, feelings and choices is done. These sessions help us to assess their interests and abilities. Students are made aware of the new and diverse career options available to get a great start in their professional lives. These sessions empower the students to have a deeper perspective and a sense of career self-awareness.

Activities:

1. Career fairs: Students are given the opportunity to meet various universities and institutions in pursuit of professional career. These events will take place within MINAMS and off campus, and is at times the responsibility of the student to attend without the counsellor. Students, parents and teachers get an opportunity to meet, interact and extract information about different courses across the globe. This aims at increasing students' awareness about international universities.
2. Individual counselling: One-on-one sessions offered by the Career Counsellor and Head of Careers to help students in creating and implementing their own career plans and in developing a greater sense of self-awareness relevant to the career development process. This also includes support for personal essays, support when required for the application forms and assisting to ensure all necessary documentation like building CVs and additional (external) tests required for the application is complete.
3. Career-related workshops: Throughout the academic year, the Institute arranges a range of interactive workshops to equip students with the needed skills and to prepare them for higher education. At times, there will also be opportunities off-campus where it will be the responsibility of the child to attend. Workshops may include:

- a) University Application Procedure
- b) Portfolio building (various kinds)
- c) Professional skills and academic CV development
- d) Job fairs
- e) Insight into Admission from University Perspective

4. Institute level presentation: Different universities visit the Institute to orient students about their universities, the courses and service offered by them. Also, information about eligibility criteria, entrance exams, expenditure and time of application is given to students.
5. Careers day: Students will be given the opportunity to participate in a careers day where external visitors present to students about their jobs, careers, pathways and personal experiences.
6. Community service / Work experience: Students are involved in a variety of activities like organizing events, volunteering at special needs centers and teaching junior students' example, peer tutoring that enables them to get an overview of working in a professional environment. Participation in extra-curricular activities, community service, internships, etc. are also highly encouraged, where they have the opportunity to hone their interpersonal skills and to put to good use.

In-house support:

Students are assisted if required in their application for scholarships, personal statements and essay drafts done by the students go through a process of reviewing and proof-reading to ensure that the documents portray the most accurate representation of each individual student.

Student entitlement:

All students in MINAMS are entitled to:

- a) Find out about technical education qualifications and apprenticeship opportunities, as part of our careers program which provides information on the full range of education and training options available at each transition point
- b) Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- c) Understand how to make applications for the full range of academic and technical courses

Procedure for holding the career events

1) Initial contact:

Career's Support Team of MINAMS will be responsible to identify and establish an initial contact with the concerned universities and institutions for the purpose.

Annual calendar of activities will reflect career counselling events as well and will be implemented by the Career Support Team which shall be notified at start of each academic year by Dean of the Institute.

2) Accessibility:

Students will be encouraged to access Career Counselling Support office throughout the academic year. They may put up their specific needs in which they might be needing an expert advice. Career's Support Team of MINAMS will ensure that suitable arrangements are made to satisfy queries concerned.

3) Premises and facilities:

- a). MINAMS will make the main hall (multi-purpose hall), board room or private meeting rooms available for discussions between the provider, career counsellor, career advisor and students, as appropriate to the activity.
- b). MINAMS will also make audio-visual (AV) and other specialist equipment available to support providers during presentations.
- c). This will all be discussed and agreed in advance of the visit with Senior Leaders and/or a member of the Career Guidance team.
- d). Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Sixth Form common room and library which is managed by the Career Guidance team

4) Monitoring Arrangements:

The arrangements for managing the access to education and training providers to students is monitored by focal person
