USER MANUAL · CAREER GUIDANCE

Career guidance for school staff

How school administrators and career teachers run Career for Schools: enrolling pupils, following their assessments, reading their reports, guidance sessions, parents, events and the new school year.

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Contents

1 Before you start
2 Enrol your pupils
3 Classes and career teachers
4 What your pupils do
5 Follow progress
6 Read a pupil's report
7 Guidance sessions and appointments
8 Parents and guardians
9 Events and university visits
10 AI help and working for a pupil
11 Start a new school year

1 Before you start

With Career for Schools, your pupils take a short career assessment each year. ScholarVoya shows the career families and pathways that fit them, and how their interests develop. Your school must be approved by ScholarVoya first.

- **Administrators** (the **Owner** and **Staff** roles) enrol pupils, create registration codes, give classes their career teachers, add parents and organise events. Only the owner starts a new school year.
- **Career teachers** (the **Counsellor** role) see the pupils of their classes, record guidance sessions and send reminders.

1. To add a career teacher, open **Organisation** in the menu, then the **Team** tab.
2. Click **Invite member**, enter their details and choose the role **Counsellor**.

3. Click **Send invitation**. They receive an email to set their password.

> **Tip.** Your **Dashboard** shows the programme at a glance: pupils, assessments this year, results shared and pupils to talk to.

2 Enrol your pupils

Pupils join with their own student account. There are two ways to enrol them.

1. With a code: open **Registration codes** and click **New code**.
2. Choose the **Year**, and if you like a **Class (optional)** and **How many students can use it (optional)**. Click **Create**.
3. Click **Show QR code**, then **Print**. Pupils scan the QR code, or type the code on their **Career Navigator** page.
4. To close a code, turn off **Open for students**.

1. From a file: open **Students** and click **Invite from a file**.
2. Prepare a CSV file. First row: first_name, last_name, email, stage and, if you like, class and language (en or fr). Stage is S1, S2, S3, LATER or FINAL. Up to 500 pupils.
3. Choose the file. Tick **Email each student a link to claim their account** to send the invitations now.
4. Tick the box that confirms your school has the consent needed for pupils under 16.
5. Click **Invite**. ScholarVoya shows how many accounts were created and which rows were skipped, and why.

> **Tip.** A pupil who already has an account can’t be invited from a file. Give them a registration code instead.

3 Classes and career teachers

Classes come from your registration codes and your pupils. Each class can have one or more career teachers.

1. Open **Classes**.

2. Click **Teachers** on a class, tick its career teachers and click **Save**.
3. Click **Report** to download the class report as a PDF.

Administrators can move pupils into a year or a class: open **Students**, tick the pupils, choose **Move to** and **Class**, then click **Apply**.

> **Important.** Class reports show figures only, never a pupil's name. Groups of fewer than 5 pupils are hidden.

4 What your pupils do

1. The pupil scans the QR code or types the code in **Career Navigator**.
2. They confirm their age (or their parent's agreement) and choose whether to tick **Let my school counsellors see my results**.
3. They take the assessment for their school year: a few short sections about their subjects, talents, interests and some situations.
4. They read their report: career families (Secondary 1 and 2) or career pathways (from Secondary 3), with strengths, subject choices and next steps.

> **Important.** You see a pupil's report only if they share their results. Otherwise you see their year and participation only. You never see their applications, visa or loans.

5 Follow progress

The **Students** page lists your pupils. Filter by **Year**. The column **This year** shows **Invited**, **Not started**, **In progress** or **Completed**. The column **Results** shows **Shared with you** or **Private**.

1. Tick the pupils who have not finished.
2. Click **Remind to finish the assessment**. Pupils already reminded this week are skipped.

Your **Dashboard** shows the whole school:

- **Assessments this year**, by year group.
- **Career families of interest**, **Favourite subjects** and **Countries of interest**.
- **Students to talk to**: pupils whose results suggest a conversation.

- **Final-year decisions**: how many final-year pupils were assessed this year.

> ⓘ **Important.** Groups of fewer than 5 pupils show as “fewer than 5”, so no pupil can be singled out. You see names only for pupils who share their results.

6 Read a pupil’s report

1. Open **Students** and click a pupil, or choose **Open** in their row’s menu.
2. Read the report. To print it, click **Print the report**.

- **Worth a conversation with a counsellor**: no pathway fits clearly yet, the family disagrees with the plans, last year’s leading interest dropped sharply, or a final-year pupil has no assessment this year.
- The career families or pathways, each with a **Fit indicator**.
- **Emerging strengths**: talents rated high or shown by evidence.
- **Subject choices**: **Work on**, **Keep** and **Think about taking**, a starting point for choosing next year’s subjects.
- **Next steps**, **What changed since last time** and the pupil’s assessments over the years.

The **Follow-up** card shows the pupil’s career teachers and whether this year’s assessment is done. Click **Remind to finish the assessment** if it isn’t.

> ⓘ **Important.** Percentages are decision-support indicators, not certainty. Use the report to start a conversation, not to decide for the pupil.

7 Guidance sessions and appointments

1. On a pupil’s page, find **Guidance sessions** and click **Record a session**.
2. Fill in the **Date** and the **Topic**, for example “Choosing subjects for next year”.
3. Write a **Summary for the student and parents (optional)**. They are told in the app.
4. Write a **Private note (optional)**. Only the school sees it.
5. Click **Save**. Use **Edit** or **Delete** later if needed.

1. To meet a pupil, find **Appointments** on their page and click **Set an appointment**.

2. Choose the date, time, length and **How**: in person, by video or by phone. Add the place, the video link or the number to call.
3. Add a **Topic**. Tick **Tell their parents and ask them along** if you want.
4. Click **Set it**. The pupil is reminded the day before.

8 Parents and guardians

1. On a pupil's page, find **Parents and guardians** and click **Add a parent**.
2. Enter their **First name**, **Last name** and **Email**, then click **Add**.
3. They receive an invitation to a parent account. The pupil is told.

When the pupil shares their results, you can also send their guidance to their parents: click **Send to parents**. Choose the country under **Programmes in**, add **A word from you (optional)** and click **Send**. Parents receive up to five programmes that fit the pupil best, by email, in the app and by WhatsApp if they chose it.

Parents open **Students I follow** in their menu, then the pupil's guidance. There they read the **Career report**, the **Notes from the career teacher** and **School events**, and can click **Print the report**.

> ⓘ **Important.** Parents see the career report, the notes you share and school events. Anything more is for the pupil to share. They never see private notes.

9 Events and university visits

1. Open **Events** and click **New event**.
2. Choose the **Kind**: career fair, university visit, workshop, talk or another event.
3. Fill in the **Title**, **Date**, **Starts** and, if you like, **Ends**, **Place** and **Description**.
4. Tick the **Years** and **Classes** to invite. Leave them unticked to invite every pupil.
5. Tick **Invite their parents too** if you want, then click **Invite**.

Invited pupils and parents are told by email and in the app, and answer whether they will come. Open an event to see the **Answers**, change it with **Edit**, or click **Cancel the event**.

> **Tip.** In **University visits**, turn on **Universities can ask to visit**. When a university asks, pick one of its times and it becomes one of your events.

10 AI help and working for a pupil

You can use the student tools for one pupil at a time, for example to help them during a guidance session.

1. In the menu, under **Student tools**, click **Career Navigator**.
2. On **Choose a student**, search for the pupil and click **Choose**.
3. A bar at the top says **Working for** and the pupil's name. What you do is saved in the pupil's account.
4. Click **Stop** when you finish.

- On a career path, **Explain this path** gives a personal explanation written by AI.
- On the pupil's report, **Write my summary** writes a short summary of their results and next steps.
- **Ask ScholarVoya**, at the top of your menu, answers your own questions from sources ScholarVoya has checked.

> **Important.** AI answers are guidance, not decisions, and they can be wrong. Check important facts with the official source. Read Guidance, not guarantees.

11 Start a new school year

At the end of the school year, the school's owner moves everyone up a year.

1. Open **Students** and click **New school year**.
2. Read what will happen, then click **Start the new year**.

- Secondary 1, 2 and 3 move up a year.
- Later-secondary pupils stay. Move those starting their final year yourself: tick them, choose **Move to**, then **Apply**.
- Final-year pupils leave the programme.

- Results stay in each pupil’s history.

Tip. Each year, pupils take the assessment again with **Reassess** on their **Career Navigator** page. Their last answers are kept, and they first say what has changed.

Guidance, not guarantees

Career paths, fit indicators, matches and AI answers help people decide. They are not promises of admission, a scholarship, a visa or a job: institutions, employers and governments decide. Read Guidance, not guarantees.