

Guidance and Counselling

Paper II; 3562

UNIT 1: Meaning and scope of guidance, areas of guidance-educational, vocational , personal and group guidance , need of guidance with special reference to India

Unit 2: Guidance services: Self inventory service, information service, personal data collection service, counselling service, placement service, follow up service, organization of guidance programme in school college in community (rural/ urban)

Unit- 3: Personality: meaning of personality and personal adjustment; personality assessment , subjective and objective techniques

Counselling: concept and importance, Distinction between counselling and guidance

Unit 4: Methods of counselling : directive, non-directive, eclectic and group counselling


Concept of Aptitude: types of aptitude tests, GATB, DATB, and special aptitude tests

Unit 5: Achievement and its measurement: cumulative record, intelligence tests- verbal, nonverbal and performance type

Interview: importance and types, structured, unstructured, interview schedule, counselling interview

Guidance: Definition

The process of acquainting the individual with the various ways including special training in which he may discover his natural endowments so that he makes a living to his own best advantage, and that of the society. (United States of Education)



Guidance is not direction. It is not the imposition of one's point of view upon another. It is not making decision for an individual which he should make for himself. It is not carrying the burdens of another's life. Rather guidance is assistance made available by competent counsellors to an individual of any age to help him direct his life, develop his own point of view, make his own decisions and carry his own burden (Crow & Crow).

What guidance means?

- Organised service
- One (trained) assists other to
 - understand himself and his environment
 - solve his/ her problems
 - overall development of own potential
 - Social benefit

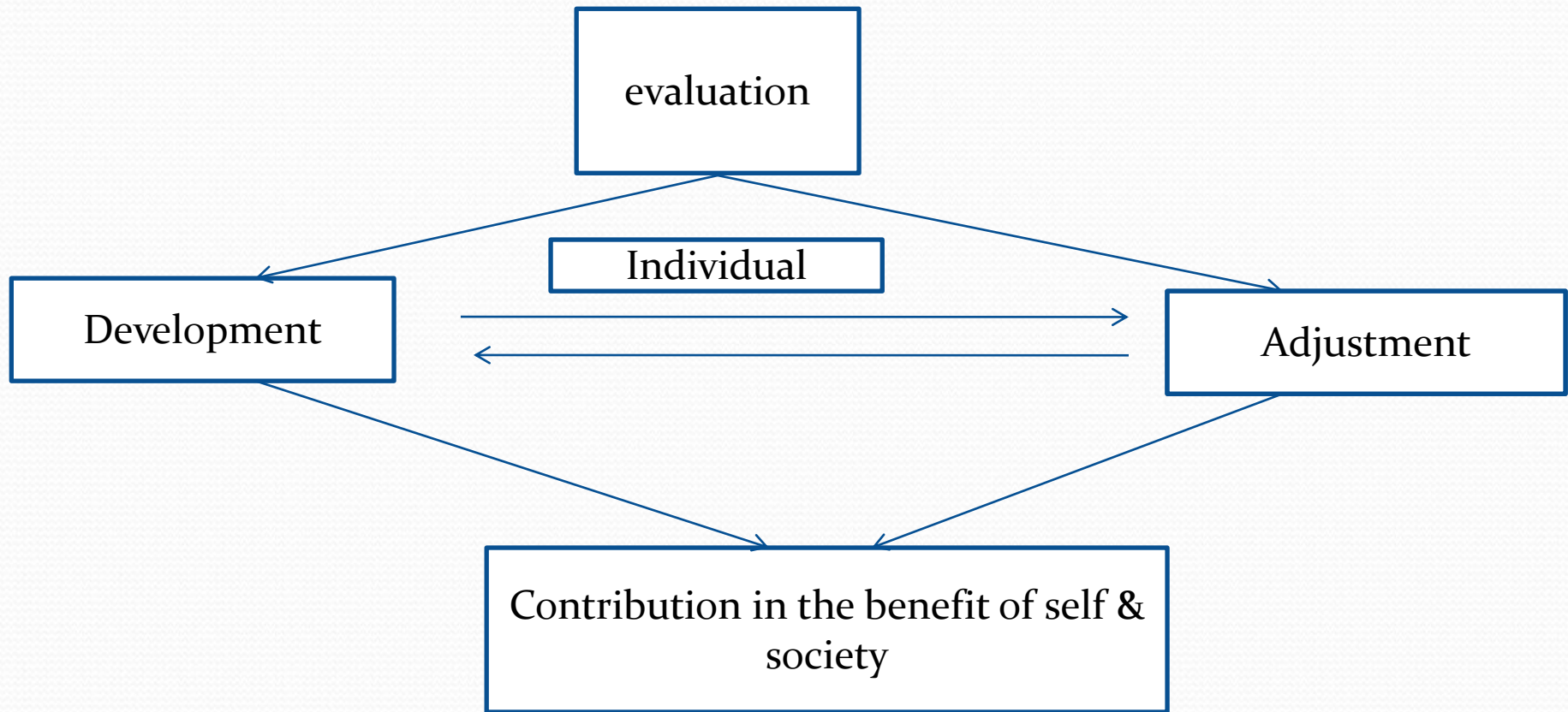
Nature of Guidance

- Process
- Organised service, group of many service
- Continuous process
- Development of capabilities
- Personal
- Function of trained person
- Comprehensive scope (foLrr)
- Helpful in adjustment
- Develop ability of self guidance

Nature of Guidance

- Specialized and generalized service
- For all for all aspects of life
- Not imposition of own point of view
- Helpful in knowing self
- Type of educational service
- Related to whole person
- Flexible process
- Systematic
- Wholesome development of personality

Main parts of guidance process



Functions of Guidance

- Development
- Prevention
- Therapeutic

Need of Guidance

From personal point of view

- Balanced physical & mental development
- Emotional development
- Development according to individual differences
- Solving problem
- Adjustment in life

Need of Guidance

From social point of view

- Changing conditions of family
- Mechanical development of the society
- Population growth
- Use of leisure time
- Changing values
- Changing situation of women
- Changes in religious & moral situation

Need of Guidance

From educational point of view

- Selection of curriculum
- Maintain academic achievement
- Enhancing disciplined behaviour
- To prevent wastage & stagnation
- Occupational selection
- Provide education according to individual differences
- To provide specialisation in services

Need of Guidance

From national point of view

- Good citizenship
- Proper utilization of human resources
- Security of the nation
- National service
- International development

Need of Guidance

From other point of view

- Problem of urbanization
- Labourer point of view
- Economic
- Health (Covid Pandemic)
- Environment

Scope of guidance

- Education
- Industry
- Administration & management
- Family
- Consumer
- Politics
- Development of values
- Child development
- Disaster management
- Rural & urban areas
- Evaluation
- Games & sports
- Health
- crime

Basic assumptions of guidance

- Individual differences
- Need to assist in solving problems
- Individual and social development through adjustment
- Every individual needs adjustment
- Faith in dignity and worth of the individual
- Importance of social norms and needs
- Life long process
- Deals with whole person
- Confidentiality

Areas/ Types of guidance

- Educational
- Vocational
- Personal
- Personal & Group Guidance

Educational guidance: Definitions

Process concerned with bringing about between an individual pupil with his distinctive characteristics on the one hand and different groups of opportunities and requirements on the other, a favourable setting for the individual's development on education- G.

E. Myers

Concerned with assistance given to pupils in their choices and adjustments with relations to schools, curriculum, courses and school life- A. J. Jones

Educational guidance: Meaning/ Characteristics

- Comprehensive
- Assistance to students for adjustment & study related problems
- To maintain & enhance academic achievement
- Selection of subjects
- Encouraging to participate in co curricular activities
- Overall Development of students

Need of Educational Guidance

- Selection of subjects
- Adjustment in academic institutions
- Information of further education
- Bringing appropriate change in systems of academic institution and in systems of academic institutions and in teaching methods
- Organising co curricular activities
- Maintain discipline
- Prevent wastage and stagnation in education
- Raising & maintaining level of academic achievement

Need of Educational Guidance

- Provide information about the facilities available in educational institutions
- Vocational information
- Likings, interest & aptitude of students
- Organise special educational programs for special need students

Educational guidance at primary level

- Begin educational life properly
- To get maximum benefit of education
- Involve teachers & parents for proper development of students.
- Assistance to students in the new environment of school.
- Preparation of educational plan
- Preparation to enter in next class and school.
- In developing good habits and characteristics important for growth and wellbeing.
- To widen interest areas

Educational guidance at primary level

- Give importance to each behaviour & curiosity.
- Provide education to specially able children according to their abilities
- Developing attitude for learning through participation in co-curricular activities.
- Identifying own abilities, emotions, thoughts
- Development of own potentials
- Orient children to be sensitive citizens.
- Involving parents in education & development of children
- Using time efficiently & effectively

Educational guidance at secondary & higher secondary level

- Adjustment in new environment of school.
- Develop proper attitude for studies.
- Help in developing study skills
- Realising importance of time management
- To make students aware of nature, importance of various subjects
- To provide information of higher educational institutions
- Assistance to students in realising own interests, skills, values, abilities etc.
- Educational planning

Educational guidance at secondary & higher secondary level

- Enhancement of academic achievement
- Realisation of importance of discipline
- Assistance to backward & problematic students
- Solving problems of students
- Maintain cumulative record
- Encouragement to participate in co-curricular activities
- Coordination among teachers, principals, parents & students

Educational guidance at college & university level

- Provide information to students regarding facilities & activities in the college & university.
- Provide desired educational information to students
- Assist students to get information regarding themselves
- Assistance in preparation of educational plans
- Assistance in improving academic & skill level
- Maintaining discipline in life

Process of Educational Guidance

- Initial interview
- Psychological tests
- Obtaining information from cumulative records and maintaining it
- Gathering & disseminating information regarding various schools and colleges
- Counselling to solve educational problems and to prepare educational plans
- Encourage students to work on their educational plans and to work on the solution of the problem
- Follow up

Educational guidance

- Orientation talks
- Collecting information about students: tests, letters, observations, interviews
- Construction of profile
- Conference
- Lectures
- Conference on individual problem
- Group report
- Informal discussion
- Plays
- Question box

Vocational Guidance: Meaning

Vocational guidance is a process of helping the person to develop and accept an integrated and adequate picture of himself and of his role in the world of work, to test this concept against reality, and to convert it into reality with satisfaction to himself and benefit to society-
Super

Vocational guidance is the process of assisting the individual to do for himself certain definite things pertaining to his vocation- Myers

Vocational guidance: Meaning

Vocational guidance is a process of assisting the individual to

- choose an occupation,
- prepare for it,
- enter upon and progress in it.

It is concerned primarily with helping individuals make decisions and choices.

Involved in planning future and building a career- decisions and choices necessary in effecting satisfactory vocational adjustment-

National Vocational Guidance Association

Vocational guidance: Meaning

Vocational guidance is an assistance given to an individual in solving problem related to occupational choice and progress with due regard for the individuals characteristics and their relation to occupational opportunities –
International Labour Organisation

Vocational guidance: Nature

- Process
- Assistance in understanding own strengths, interests, personality
- Assistance in selection, placement & progress in vocations
- giving information related to different vocations
- Comprehensive process for optimal productivity and satisfaction.

Need of Vocational Guidance

- Individual differences
- Varieties in occupations
- For stability in life
- Utilization of human potential & physical resources to its maximum level
- Changing pattern of work areas
- Economical point of view
- Health point of view
- Personal satisfaction

Vocational guidance at primary level

- Proper attitude towards physical work
- Training to use different parts of the body
- Sensory motor coordination
- Development of feeling of cooperation and coordination
- Desire for achievement
- Critical evaluation of success & failure
- Interpersonal relationship
- Effective communication skills
- Habit of systematic work
- Exposure to different vocations
- Work values

Vocational guidance at secondary level

- Knowing self
- Selection of appropriate vocational field
- entry into occupation
- Getting part-time jobs
- Planning for future
- Motivate for vocational skill development
- Healthy attitude for vocational adjustment

Vocational guidance at College level

- Information about jobs related to subject streams
- Programs and schemes for economic support
- Fulltime & part-time jobs
- Enhancing analytical observation of vocational contexts
- Preparation for vocations
- Training for particular jobs / professions

Essentials for vocational guidance

- Importance of occupations
- Nature of job
- Working conditions
- Essentials and desirable qualifications
- Desirable training & experience
- Entry into occupation
- Opportunities for promotion
- Salary & other perks
- Self employment

Personal guidance

Assistance for all personal problems

- Physical development
- Health
- Family
- Economical
- Social
- Emotional
- Life style
- Religion, moral, ideals and values

Need for personal guidance

- Maximum use of potentialities
- Improve the life style
- Time management
- Use of leisure time
- Personal development
- Development of moral values
- Emotional management
- Development & maintenance of physical & mental health
- Development of positive attitude
- To get rid of bad habits
- Family adjustment

Personal guidance at childhood level

- Development of healthy habits
- Discipline
- Basic skills & responsibility
- Cooperation & healthy competition
- Emotional control
- Social development
- Capacity of self evaluation
- Dignity of labour
- Widening of interests
- Proper attitude for others

Personal guidance at adolescence level

- Awareness for physical, emotional & mental changes
- Attitude towards opposite gender
- Community works for society, nation
- Peer influence
- Proper expression of feelings, thoughts
- Responsibility
- Time management
- Ability to analyse right and wrong
- Widened interest
- Social development

Personal guidance at adult & oldage level

- Marital adjustment
- Family adjustment
- Social,
- Economical
- Interpersonal relationship
- Respect, empathy
- Changes in roles
- Physical changes
- Healthy Life style
- Adjustment with fast changing technology
- Positive thinking

Group guidance: meaning

Group guidance is any group activity undertaken for the primary purpose of facilitating or improving the total guidance programme- Rover Hoppock

Group guidance includes those activities within the organization of a guidance program where in several students meet, interact, gain information, share ideas, plan for the future and make decisions.-Lester N Downing.

Group guidance is defined as the conscious use of group experiences for aiding good development of the participants and achievement of desirable goals- Jane Warters

Techniques of group guidance

- Lectures
- Orientation talk
- Informal discussion
- Dramatics
- Question box
- Group reports
- Conference
- Case conference

Kinds of groups for group guidance

- Regular classes
- Special groups
- Conference group
- Clubs

Advantages of group guidance

- Economical
- Contacts with many persons
- Prevent problems
- Opportunity to discuss common problems
- Opportunity to discuss tabooed problems
- Improve attitudes and behaviour
- Effective personal development

Books

- Nirdeshan Avam Paramash- Vijaya Laxmi Chouhan & Kalpana Jain
- Nirdeshan Avam Paramarsh- Oberoi
- Guidance and Counselling- Kochhar