

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 and in community (rural/urban)

Services in Guidance Program

- Self Inventory Service
- Information Service
- Personal Data Collection Service
- Placement Service
- Counselling Service
- Follow up
- Evaluation & Investigation Services
- Online Service

Self Inventory Service

Aim: to develop capacity of self analysis/ self realisation

- To provide objective information
- Realisation of strengths, and weaknesses, limitations
- To develop ability of self analysis
- Realistic self concept

Procedure of Self Inventory Service

- Informal
- Formal at high school
- Providing experiences
- Tests, sociometry, blanks etc

Importance of Self Inventory Service

- To develop the sensitivity about the self
- Opportunity for Evaluation
- Opportunity for self Auditing

Limitation of Self Inventory Service

- Subjective data
- Limited information may lead to over/underestimation
- Insufficient availability of sources (skilled teachers, lack of desired materials, faulty examination pattern)

Information Service

Aims

- To gather related educational, vocational and personal information
- Classification of information according to nature
- Assessment of information by experts and advisors
- Dissemination of information
- Enhance need and desire for valid educational, vocational and personal information
- Objective evaluation of sources of different related information

Types of Information

Educational Information:

- Prospectus of different universities, colleges, schools, technical institutions (for different courses, desired qualifications, duration, admission procedure, teaching pattern, etc.)
- Directories of Colleges and Universities
- Books & brochures related to scholarships, loans etc. provided by govt. & nongovernment, personal agencies.
- Charts, films, posters related to educational facilities and processes
- Leaflets, pamphlets, brochures giving information related to study skills, preparation of examinations, notes taking skills etc.

Vocational Information

Occupational information refers to facts concerning the importance of the vocation, entrance requirements, lines of and opportunities for promotion, health and accident hazards, compensation and other working conditions that are usually not in specific vocations or related group of vocations- Encyclopaedia of Modern Education

Accurate and usable information about jobs and occupations. Shartle

Vocational Information

- Different occupations
- Importance of vocations
- Nature of work
- Environment of work
- Desirable and essential qualifications (physical & educational)
- Selection procedure
- Promotion opportunities
- Salary & other perks
- History of occupation
- Place of placement
- Job material
- Conditions of job (hazardous..)

Information related to personal guidance

- Interest
- Personality
- Physical & mental health
- Emotional balance
- Information related to family & friends
- Social and religious beliefs

Sources of Educational & Vocational Information

- Employment Exchange & Employment Bureaus
- Magazines and newspapers
- private vocational and educational guidance centres
- Visits of related institutions or industrial areas
- Information published by ministries, institutions (Y.M.C.A., health ministry, education ministry, Rotary club...)
- Bibliographic and occupational index
- Surveys
- Radio, television programs
- Interviews
- Job analysis
- Websites

Functioning of information service

- Collection of information
- Storage of information
- Presentation and dissemination
- Evaluation of information service
- Updating of information

Personal Data Collection Service

“Assistance in making choices should be based on thorough understanding of the individual, his basic needs, and of the real circumstances surrounding his decisions” -Jones

Types of individual information

- **General data:** name, address, sex, parents name, date of birth, birth place etc.
- **Physical data:** height, weight, vision, physical deformity, accident, illness etc.
- **Family and social environment**
- **Psychological data:** mental ability, aptitude, interest, adjustment, values, achievement
- **Plan for the future**

Recording of personal information

- Proper filing
- Information should be provided to only related persons
- Record material should be attractive, light
- Proper instructions for use
- Easy to add new information
- Systematic that clarifies cause & effect

For gathering information help may be taken from teachers, principals, peer group, social worker etc.

Placement Service

It indicates assistance offered to individuals in taking the next step, whether toward further training a job situation or a different course of study. – Oberai

Refers to all the activities performed in assisting the student to make an adequate adjustment to the next step in his training whether that he is taking a full or part time job or making a choice of additional educational training-
Andrew & Willey

It assists pupils in finding jobs, it also helps them find their place in appropriate extra-curricular activities. It helps them to make use of their opportunities.-Frochlich

Assistance given to an individual to enter the occupation that is best for him.- Humphreys and Traxler

Objectives of placement service

- Searching for part-time jobs
- Getting full time jobs
- Encourage to take part in extra curricular activities
- Taking Trainings
- Assistance in the registration in the institution of choice
- Preparation of job

Types of placement service

- Educational placement: placement in regular courses, co-curricular activities, future education
- Vocational placement: orientation, necessary preparation for placement & follow up

Functions of placement service

- To set up classified filing system for available jobs
- Establish cooperative relationship with prospective employer
- Determine areas of placement service
- Obtain notice of vacancies
- Interview and register job seekers
- Checking accuracy of information
- Selection of candidates to be recommended
- Secure approval of registered persons
- Enquiry from employer
- Record the results & prepare summary report
- Follow up study
- Make aware of placement service to teachers, students and respective employers

Follow up service

It is concerned with what happens to pupils while in school or after they have left school. It is related with their progress in relation to total or any part of the educational part-
Roeber, Smith & Erickson

It is designed to provide information needed to assist youngsters in making a better adjustment to school, a vocational training programme or a job. Downing

Objectives of follow-up service

- To ascertain participation and progress of students in different courses & co-curricular activities
- To collect information which can be used to assist students planning for future
- To find the satisfaction, progress of individuals placed in different careers & educational and professional courses
- To support those who are unsatisfied in their career or educational courses
- To become aware of weaknesses and limitations of follow up service

Importance of Follow-up service

- Knowledge about adjustment
- Knowledge about opportunities to bring desirable changes in courses
- To know the causes of wastage (students drop out)
- Evaluation of placement service
- Improvement in guidance programme
- Identification of those who are in need of further service
- Improvement in public relations
- Enhance pupil motivation

Types of Follow-up service

- Follow up service of students leaving school after completion of studies
- Follow up service of students leaving school before completion of studies
- Follow up services for students studying in the school

Methods of Follow up activities

- Interview
- Questionnaire
- Checklist, attitude scale
- Written statement
- Group discussion
- Survey
- Group conference (students; teachers)
- Workshops
- Observations
- Other means- letter, tours etc.

Online Guidance

- Meaning
- Merits
- Demerits

Organisation of school guidance programme

Guidance is not something that can be completely separated from the general life of the school by taking it away in the office of the counsellor or the principal. It is the duty and the responsibility in some measure of every member of school staff, it is a function that must be shared by all and should be so administered.- Jones

Importance of organized guidance programme (Downing)

- Effective adjustment
- Economical
- Prevents repetition of work
- Easy guidance
- Full use of teachers and guidance personnel
- Easy to achieve goal

Basic considerations for organizing guidance services in schools

- Clarification of objectives
- Clarification of students' need
- Clarification of tasks
- Physical resources for the centre: building, rooms, furniture, equipments, consumables, budget,
- Workers & their qualifications
- Evaluation of problems
- Evaluation of guidance program

Human resources for guidance program

- Principal/ head master
- Class teacher
- Subject teacher
- Director of guidance centre
- Psychologist
- Counsellor
- Social worker of school/ college
- Health specialist (nurse, doctor)
- Coordinator for institutional activities
- Parents & fellow students
- Child welfare worker

Characteristics of a well organized guidance programme

- Simple
- Students centred
- For all
- Specialists
- Coordination
- Confidentiality
- To prepare and maintain records
- Sufficient time for guidance
- Regular training of staff
- Use of various techniques
- Flexibility
- Cooperation and coordination with other agencies

Activities

- Orientation
- Development of skills
- Diagnosis and treatment of special and problematic children
- Assistance in personality development
- Testing
- To impart educational & vocational information
- Cumulative records
- Assistance for educational & vocational planning
- Develop peer group for guidance program
- Career conferences, workshops, exhibitions, tours etc.
- Assistance to solve personal problems

Organisation of guidance service in Urban and Rural areas

Objectives:

- Educational development
- To assist to get a job
- Personal problems

Activities

- Marital counselling
- Family and parental counselling
- Consumer guidance
- Use of leisure time
- Economic guidance
- Time management
- Stress management
- Health guidance
- Guidance for sick, ill and disabled
- Guidance for moral values
- Removal of superstitions

Activities

- Environmental guidance
- Population control
- Establishing linkages
- Guidance for duties and rights

Physical resources

- Rooms & building
- Apparatus and tests
- Furniture
- Library
- computers

Human resources

- Psychologist
- Counsellor
- Social worker
- Doctor & health personnel
- Teacher
- Significant others
- Office staff