



Code	Subject Title	Cr. Hrs	Semester
EDU-202	Guidance and Counseling	3	III
EDU-317			VI
Year	Discipline		
2	Education (Secondary)		
3	Education (Elementary)		

**Course description**

The elementary teacher needs to have a basic knowledge of school guidance and counseling techniques to address students’ personal and social problems she or he may encounter in the classroom. The course will assist the trainee teacher to perform the basic skills of school guidance and counseling. This course will increase the trainee teacher’s ability to exercise active listening skills, reflect students’ concerns, assist students to arrive at solutions to problems they present, and advise them on potential solutions to stated difficulties.

**Learning Outcomes**

On successful completion of this course, learners will be able to:

- Demonstrate knowledge of the importance of guidance and counselling to support the teacher’s role in the classroom

- Explain the role of various members of a guidance and counselling system in supporting learners in addressing their future choices and social challenges

- Demonstrate the skills of student advisement in making responsible social choices and decisions

- Assist students in making informed choices to solve personal, educational and social problems they confront

- Refer students to resources that can assist them in solving social and personal problems they encounter.

**Course outline**

**Unit 1 Introduction to Guidance and Counselling**

- 1.1. Define and differentiate Guidance and Counselling
- 1.2. Objectives of Guidance
- 1.3. Principles of Guidance
- 1.4. List the various members of a counselling team and explain their responsibilities

**Unit 2 The role of guidance and counselling personnel**

- 2.1. Teacher in guidance and counselling
- 2.2. Psychologist in student services
- 2.3. Administrator in guidance and counselling
- 2.4. Career counsellor
- 2.5. Librarian in guidance and counselling

**Unit 3 Techniques of Guidance**

- 3.1. How the teacher can assist the learner to make informed choices to guide their future
- 3.2. Assisting the learner in personal and social development
- 3.3. Developing guidance skills: questioning techniques, active listening

**Unit 4 Basic skills of Counselling**

- 4.1. Identifying elementary social problems the classroom teacher can resolve
- 4.2. Exercising basic counselling skills in a controlled situation



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4.3. Evaluating basic counselling techniques among peers

Unit 5 Services of Guidance

5.1. Orientation service

5.2. Testing service

5.3. Educational and occupational services

5.4. Counselling services

5.5. Placement services

5.6. Follow up services

5.7. Research & evaluation services

Unit 6 Evaluation of the guidance program

6.1. Types of evaluation in guidance and counselling

6.2. Program evaluation

Unit 7 Cumulative Record Card

7.1. Nature and purpose of the Cumulative Record Card (CRC)

7.2. Advantages of the CRC

7.3. Design of CRC

Assessment in the course

- Written test to measure acquisition of theoretical knowledge
  - Demonstrations of counselling skills
  - Role plays for peer evaluation (guidance and counselling situations)
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