

Presentation Secondary School, Tralee, Co. Kerry.

Guidance & Counselling

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Our Role:

- There are TWO Guidance Counsellors in The Presentation, Tralee so as to ***‘ensure all students have access to appropriate guidance’***(Education Act 1998).
- Our Role is to assist students in making decisions and choices about all aspects of their lives including: Personal, Social, Educational and Career.

Guidance Activities

- Personal Counselling on a one to one or group basis. Students are met through referral or by scheduling an appointment themselves.
- Provision of Career Information: Individual guidance meetings, careers library in the guidance office, guidance notice boards, open days to colleges and universities, guest speakers to the school ,study skills, parent information nights e.g. First year subject choice, classroom guidance....



Guidance Activities

Classroom Guidance:

- Junior Cycle from first to third year:
 - **1st year:** Powerpoint Presentation available online to parents re. subject choice options for Junior Cycle.
 - **2nd year:** Class visits re. educational and social guidance as appropriate.
 - **3rd year:** Powerpoint Presentation to students on subject and programme choices for the Senior Cycle.

Guidance Activities

Classroom Guidance:

- Senior Cycle from Transition Year (TY) to sixth year.
- **TY:** one scheduled class per week for the preparation of their two work experience placements.
- **5th year:** one scheduled class per week for the delivery of the REACH+ programme – a comprehensive suite of topics covering the entire careers programme e.g. personality testing, career interests inventory, study skills, CAO app. Guest speakers from the HEIs and IOTs are invited to speak to students throughout the year.
- **6th year:** one scheduled class per week to prepare students for the transition from second level to third level and other progression routes. This includes applying to Irish colleges (CAO), UK colleges (UCAS), European colleges (EUNICAS), American colleges, Post Leaving Certificate courses (PLCs) and Apprenticeships; HEAR and DARE; attending Open Days; guest speakers.

Additional in 6th year: **Study Skills & Examination Techniques; Professional Interview Skills & Technique Workshop and Third Level Peer Information Session.**

Guidance Activities

- **HEAR** (Higher Education Access Route to Education): HEAR is a university scheme which offers places to students on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds.
- **DARE** (Disability Access Route to Education): DARE allows students to access third level whose disabilities have had a negative impact on their second level education. DARE offers reduced points to school leavers who qualify.

Guidance Activities

Open Days:

- **5th year:**
 - University College Cork (UCC) in April/May.
- **6th year:**
 - University of Limerick (UL), Limerick Institute of Technology (LIT), Limerick School of Art and Design, Mary Immaculate College in October.
 - Institute of Technology Tralee (ITT) in October.
 - Careers Fair in The I.T Tralee in November.

Guidance Activities

Guest College Speakers:

- University of Limerick (UL)
- University College Cork (UCC)
- Cork Institute of Technology (CIT)
- Institute of Technology Tralee (ITT)
- NUI Galway
- Shannon College of Hotel Management
- Mary Immaculate College, Limerick
- Griffith College Cork
- Kerry College of Further Education (KCFE) Tralee & Listowel.

Guidance Activities

- **Study Skills & Examination Techniques Workshop**-this is a motivational workshop to help students with study skills and exam techniques in 5th & 6th year. It is a high energy learning experience featuring lots of stories and games, to help motivate and engage each student in a way that has lasting impact.

Guidance Activities

Professional Interview Skills and Technique workshop: This is facilitated by an external career consultant. This interactive workshop incorporates CV preparation, interview preparation, career development, social media/personal branding, psychometric testing and communication skills.



Guidance Activities

Third Level Peer Information Session:

This is a one of a kind opportunity from the school's past pupils on the career paths they have chosen. A number of career areas are represented such as Arts, Social Science, Business, Law, Languages, ICT, Engineering, Occupational Therapy and Medicine. Topics on the day include: Course structure/content/options, work placement, accommodation, assessment and exams, scholarships and grants etc.

Guidance Activities

- Outside Agencies: Working in collaboration with such agencies to ensure students receive the supports they need in school and in further education e.g. H.E.I's, D.A.R.E, HE.A.R and N.E.P.S.
- Referrals : If a student needs assistance from other qualified agencies outside of the school, the provision of such assistance is organised following agreed procedures with the school, parents and local agencies.

Guidance Activities

- Collaboration: The Guidance Counsellor regularly meets both formally and informally with the staff and management of the school. This allows for a collaborative approach towards ensuring that every student is given the opportunity to reach their full potential.
- Support Teams: The Guidance Counsellors are members of the following support teams: Student Support Team, Behavioural Support Team, The Care/Year Head Team, and the Transition from Primary to Post-Primary Team. They also are in attendance at meetings with the National Educational Psychological Services (NEPS) and Individual Case Conferences.

Guidance Activities

- Our role within these support teams are to act as an advocate for the students to ensure their needs are always being considered and represented. We always come from a positive place, ensuring the holistic development of the student is taken into account.
- Parental Support: The Guidance Counsellor is also there to support parents in helping their students with decision making. Parents may contact the Guidance Counsellor by telephone or in person, by making an appointment.

Guidance Activities

- Professional Support: Member of the Institute of Guidance Counsellors(IGC)-provision of counselling supervision for Guidance Counsellors to ensure they are working with students effectively and in tandem with the Code of Ethics.
- Continual Professional Development: Change is constant both in terms of careers and counselling. In turn Guidance Counsellors attend yearly in-service arranged by the I.G.C, to keep updated in their knowledge and skills.
- Assessment: Cognitive Ability test(February preceding entry and again in September for 5th year students.)

Cognitive Ability Test (CAT)

- Sat by incoming First year students during the induction day in February preceding entry.
- Its purpose is not to stream students academically but to identify those students with Special Educational Needs. Supports can then be put in place for these students.
- The S.E.N team meet regularly to ensure the efficient running of the service. There is also regular contact between the S.E.N team and the National Executive Psychological Service.(N.E.P.S)



Student Support

- Taster Programmes: these allow students a taste of all subjects to enable them to make better subject choice for the JC.
- Introduction of Short Courses e.g. PE, Performing Arts and Coding.
- Mixed ability grouping in Junior and Senior cycle.
- Bonding Day in first year.
- Supervised After-School study available 4-6pm Monday to Friday and Saturday from 10am-4pm.
- Provision of class teacher/year head to each year group. This enhances the close monitoring of students on a day to day basis.
- Check n Connect (see next slide ...)
- Mentoring Programme (see next slide...)

Student Support

Check n Connect

One good adult (teacher) is an advocate and mentor to a student to promote the student's engagement and learning. Each mentor links with one student, checking in weekly, offering support in a number of ways e.g. problem solving with the student when difficulties arise.

Mentoring

5th year students are paired with 1st year students at the beginning of the year.

Together, a good rapport is built that fosters confidence, trust, and self esteem.

The 5th years are selected based on suitability and interest and receive one full day of training with an external agency.

Induction Programme for First Years

- Induction day: Students are brought into the school pre-ceding their entry to become familiar with their surroundings.(February)
- Bonding day in September.
- Sports day in May
- First year students return to school in August before all the other student year groups.
- Induction programme for all First year students in the first week which includes *Speed Friending* to encourage the students to make new friends.
- All the students meet with the Guidance Counsellor who outlines their role and the supports in the school

Parent as a Career Coach

To assist your own daughter with career related research you can do so with the help of the following websites:

- www.qualifax.ie
- www.careersportal.ie
- www.cao.ie
- www.ucas.com
- www.nui.ie
- www.eunicas.ie
- www.schoolsdays.ie

