

ORGANISATION OVERVIEW

TABLE OF CONTENTS

1. Overview of the National Centre for Guidance in Education.....	13
2. Mission Statement	13
3. Ethos.....	13
4. Aims and Remit.....	14
5. Structure of the Organisation	14
6. Training Provided by the NCGE	18
a) Community Based Guidance Assistance for Disadvantaged Young People (CBGA)	18
b) Training in Non-Formal Guidance for Youthreach Staff.....	18
c) Educational Management of Adult Guidance (EMAG)	18
d) Whole School Guidance Planning	19
Appendix I: Aims and Remit of the NCGE.....	20

1. OVERVIEW OF THE NATIONAL CENTRE FOR GUIDANCE IN EDUCATION

The National Centre for Guidance in Education (NCGE) is an agency of the Department of Education and Science (DES), which was established in 1995. The Centre aims to support and develop guidance provision in all educational settings and to inform the policy of the Department pertaining to guidance. The NCGE acts as a focal point for the development of guidance across the educational sector, from primary to adult, and advises the Department accordingly. Client groups of the NCGE include:

- Support teachers in primary schools;
- Guidance counsellors in post-primary schools;
- Guidance practitioners working in YOUTHREACH and similar programmes;
- Careers and appointments officers in third level education;
- Guidance practitioners working with adults in education.

The NCGE is also part of the Euroguidance Network of National Resource Centres for Vocational Guidance (NRCVG) under the Leonardo da Vinci Programme, which will become the Lifelong Learning Programme from January 2007. The Network aims to support guidance practitioners in promoting European mobility and the European dimension within education and training.

2. MISSION STATEMENT

The Mission of the NCGE is to:

Develop and support quality lifelong and lifewide guidance provision in education and to establish and enhance collaborative efforts and best practice at local, national and international levels through being a dynamic resource centre for practitioners, policy makers and stakeholders.

3. ETHOS

The Ethos of the NCGE is that:

- All citizens have a right to a quality and accessible guidance service.

- All clients of the NCGE have a right to receive a service of the highest professional standard and quality from the Centre.

4. AIMS AND REMIT OF THE NCGE

The aims and remit of the NCGE relevant to this application are outlined below. Additional information is enclosed in Appendix I.

The NCGE aims to:

- Promote the implementation of best practice in guidance and counselling in schools and Centres of Education in accordance with the requirements of the Education Act (1998) and other relevant legislation.

The remit of the NCGE is to:

- Provide advice, technical support, materials and in-career training in the field of guidance and counselling in further education, in accordance with Department of Education and Science priorities.
- Assist schools and other Centres of Education to implement guidance programme planning and delivery through the provision of materials and other supports.
- Initiate and facilitate the career development of guidance practitioners, in response to current and emerging needs and in consultation with practitioners, professional bodies and trainers of guidance counsellors.

5. STRUCTURE OF THE ORGANISATION

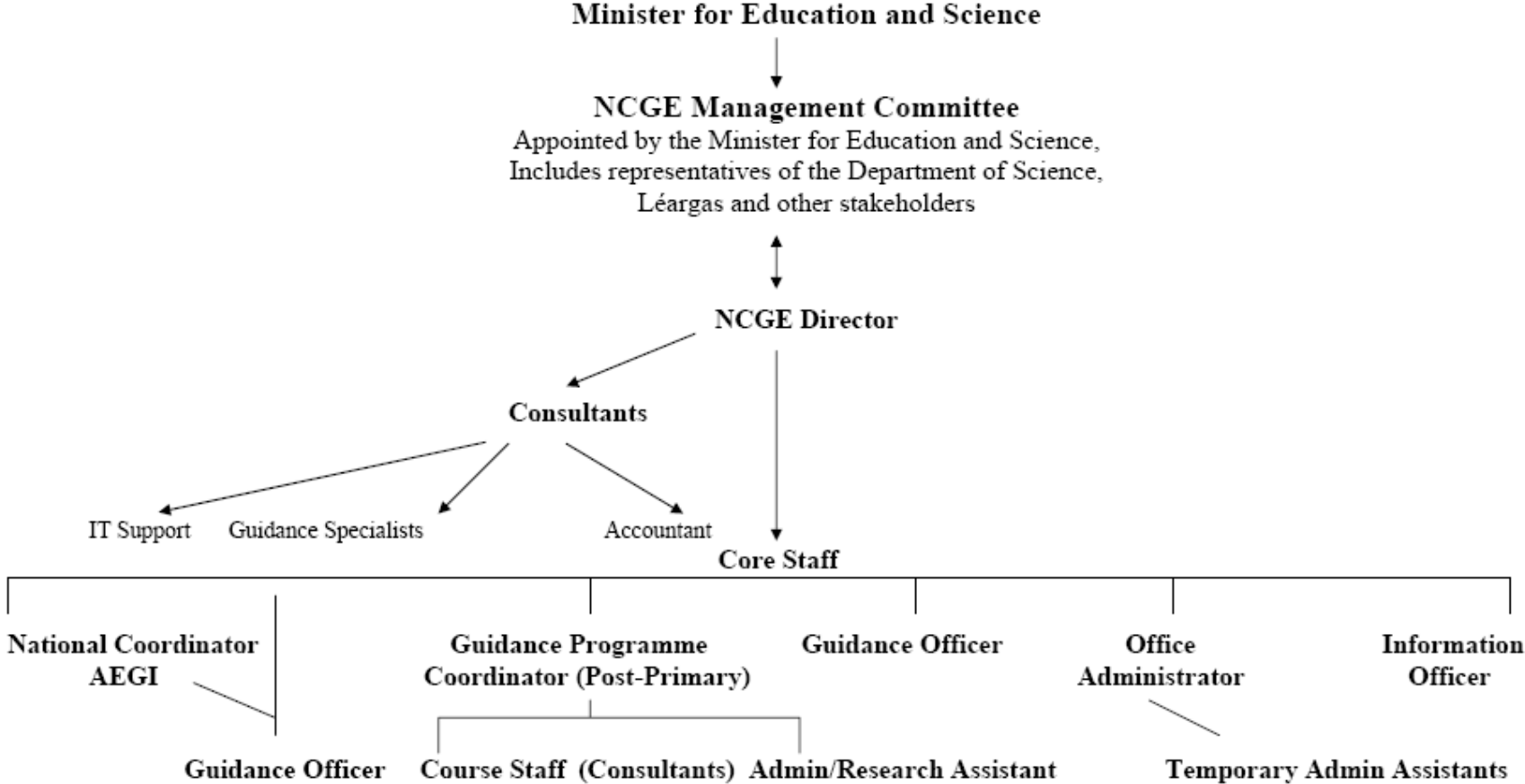
The NCGE reports to the Minister for Education and Science through its Management Committee. The Management Committee consists of stakeholders appointed by the Minister and these include appointments from the Department of Education and Science and the Institute of Guidance Counsellors (IGC). The Director of the NCGE is responsible for the day to day operation of the Centre and is an ex-officio member of the Management Committee. In addition to the Director there are six core staff members (see organisational chart on page 10) employed by the NCGE. Core staff members consist of the National Coordinator of the Adult Educational Guidance Initiative (AEGI), a

Guidance Programme Coordinator, two Guidance Officers, an Information Officer and an Office Administrator. A number of consultants are employed on a regular basis to manage accounting procedures, information technology and to coordinate various projects on behalf of the NCGE. There are two temporary staff members who are employed to assist core staff on projects.

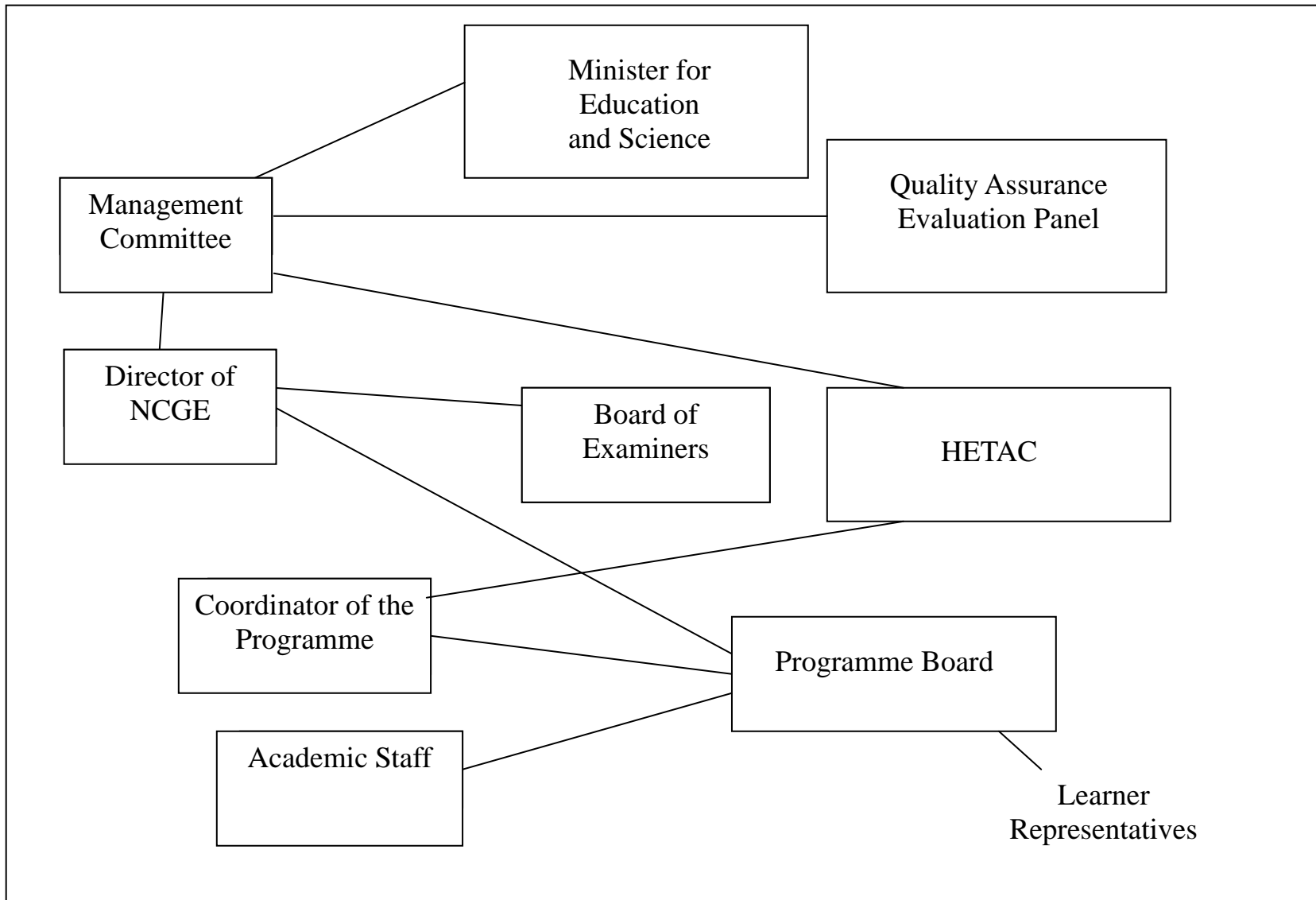
As NCGE is not a full time education provider and develops programmes in response to national priorities it will only be providing programmes of the special purpose/minor/supplemental award type. Thus it will employ staff on a consultancy basis to deliver its programmes. Consultants employed to deliver a programme will report directly to the Coordinator (either the National Coordinator of the AEGI or the Guidance Programme Coordinator) responsible for the development and implementation of that programme (please refer to the Quality Assurance Organisational Chart on page 11).

The Quality Assurance Procedures outlined in this document have been adopted by the organisation in respect of training provided as continuing professional education to guidance counsellors. The Director is responsible for ensuring the implementation of Quality Assurance Procedures.

National Centre for Guidance in Education Organisational Chart



QUALITY ASSURANCE ORGANISATIONAL CHART



6. TRAINING PROVIDED BY THE NCGE

NCGE has been providing Continuing Professional Development (CPD) to guidance counsellors since 1998. CPD provided by the Centre is usually in response to national priorities and requests for support from stakeholders of the NCGE including the Institute of Guidance Counsellors (IGC) and the Adult Educational Guidance Association (AEGA). A number of programmes developed by the Centre since 1998 are still being run, although not all of them are currently delivered by the NCGE. A brief overview of the programmes developed by the NCGE is provided below.

a) Community Based Guidance Assistance for disadvantaged young people (CBGA)

This course, funded by the European (EU) Leonardo da Vinci Programme, was developed to provide basic guidance training to youth, community and social workers / volunteers who work with disadvantaged young people. The objective of the training was to empower the significant persons in the lives of excluded youth to assist them. The course was developed by the NCGE and the transnational partnership in 1998 and was offered in Ireland by Cumas Teo in Connemara and University College Cork. The part-time course in Cork continues to be run and is accredited by UCC.

b) Training in Non-Formal Guidance for Youthreach Staff

NCGE devised modules in 'Front Line Guidance for Youthreach Staff' and in the 'Psychology of Adolescence' as part of an EU funded project in 1999. The Modules were initially delivered by University College Dublin (UCD), UCC and St. Angela's College, Sligo. Youthreach staff undertaking the Modules obtained NUI certification and credit points. Subsequently the Modules were approved by the NCVA (level 3).

c) Educational Management of Adult Guidance (EMAG)

The Certificate in the Educational Management of Adult Guidance was developed by NCGE through funding from the EU Leonardo da Vinci Programme and the Department of Education and Science. The Certificate course, which is offered two days a month over five months, is accredited by NUI Maynooth and has been offered by the NCGE since 1999.

d) Whole School Guidance Planning

The Whole School Guidance Planning Programme was developed by the NCGE in 2004-05. It is a blended learning programme (combination of workshops and e-learning), which consists of three modules offered to guidance counsellors working in post primary schools. To date Module 1 has been offered to 125 schools. It is envisaged that Modules 2 and 3 will be offered in 2007. The NCGE submitted this Programme to HETAC for validation in 2006. On the 27th September 2006 a HETAC Expert Panel undertook to recommend this course to HETAC for accreditation as a special purpose award at level 8 of the National Framework of Qualifications.

In addition to the above, the NCGE has developed modules as part of two other European funded projects – Virtual Learning Environment in the Training of Counsellors (VLETC) from 1999-2001 and Modile Eurocarco from 2001-2004. The VLTEC modules were offered to Irish guidance counsellors by the NCGE using a Virtual Learning Environment (VLE) as a medium for delivery. The Modile Eurocarco programme is offered as an initial training programme to train guidance counsellors in Slovakia. The Programme is accredited in Slovakia.

In line with its aims and remit, the NCGE intends to continue providing CPD Programmes to guidance counsellors as required. It is intended that future CPD will be accredited and will be of the special purpose/minor/supplemental award type as the Centre does not intend on developing and delivering programmes outside of continuing professional education/development.

APPENDIX I: AIMS AND REMIT OF THE NCGE

NATIONAL CENTRE FOR GUIDANCE IN EDUCATION

AIMS
(a) To advise the Department of Education and Science on policy and best practice in the area of guidance and counselling.
(b) To promote the implementation of best practice in guidance and counselling in schools and Centres of Education in accordance with the requirements of the Education Act (1998) and other relevant legislation.
(c) To provide materials and other support for guidance provision in both formal and non-formal education settings in accordance with the Department of Education and Science priorities, especially in relation to provision for young people at risk of becoming educationally disadvantaged, early school leavers or those with special needs.
(d) To promote and support the provision of information materials for learners, parents and the wider community on guidance matters generally.
(e) To advise on and promote strategies for the provision of guidance and counselling at all levels of the educational system, especially in the context of Life-Long Learning.
(f) To act as a centre or otherwise support the exchange of information on guidance and counselling provision and practice with other guidance and employment services, both in this country and at international level, particularly countries participating in EU Programmes.
(g) To undertake such other actions in support of guidance and counselling provision as may be agreed from time to time with the Department of Education and Science.

REMIT
(a) Assist schools and other centres for education in ensuring best practice in their guidance provision, in accordance with national priorities, especially in relation to young people at risk of becoming educationally disadvantaged, early school leavers or those with special needs.
(b) Support the NCCA in carrying out its responsibilities under Section 30(d) of the Education Act.
(c) Support the Department of Education and Science, its agencies and other educational partners, as appropriate, in their work related to guidance.
(d) Provide advice, technical support, materials and in-career training in the area of Guidance and Counselling in Further Education, in accordance with Department of Education and Science priorities.

REMIT (cont.)
(e) Assist schools and other centres for education to implement Guidance Programme Planning and delivery, through the provision of materials and other supports.
(f) Undertake or co-ordinate, as appropriate, programme development projects in guidance and counselling, in the context of Life-Long Learning and reflecting Department of Education and Science priorities, at national and international level.
(g) Initiate and facilitate the career development of guidance practitioners, in response to current and emerging needs and in consultation with practitioners, professional bodies and trainers of guidance practitioners.
(h) Prepare, publish and disseminate information relating to guidance and counselling.
(i) Establish a comprehensive, publicly accessible resource directory of existing guidance and counselling materials available in Ireland and within the EU.
(j) Ensure the provision of a guidance service to students of Irish nationality in European Schools, in accordance with specifications agreed from time to time with the Department of Education & Science.
(k) Participate with other National Centres in the development of the European dimension of guidance provision (<i>Euroguidance network</i>).
(l) Publish, on an annual basis, a report on the operations and activities of the Centre for submission to the Minister for Education and Science.
(m) Establish and maintain communications and consultations with the Social Partners on issues related to Vocational Information and Guidance.