





## **Preamble**

The National Centre for guidance in education (NCGE) is an agency of the Department of Education (DoE), operating under the aegis of Léargas since 1995. The NCGE Management of Guidance Committee (MGC) is a sub-committee of the Board of Léargas, appointed by the Minister of Education and Terms of Reference agreed between DoE, Léargas and NCGE. Under the terms of the DoE Oversight and Performance Delivery Agreement, NCGE is required to publish a 3-year Strategic Plan.

Following the request of the Board of Léargas to DoE to facilitate the legal separation of NCGE from Léargas and the publication of the Indecon Report on the Review of Career guidance, the term of office of the MGC was extended by DoE into 2020, 2021 and 2022.

Given the current circumstances, it is not appropriate for NCGE to develop and publish a Strategic Plan as items in General Policy have not been discussed, agreed or confirmed with DoE or DFHERIS or SOLAS.

An application to SOLAS outlines activities for the FET Programme but these have not been formally agreed with DFHERIS and SOLAS. Furthermore, the NCGE application for the EU Commission Euroguidance Grant Agreement outlines key Euroguidance requirements and activities for 2021-2023.

The MGC have approved (26 January 2022) the following ‘Key Actions Plan 2022’ as an appropriate mechanism to determine the key objectives and activities of NCGE for 2022, with particulars furnished under the following headings.

- 1. General Guidance Policy**
- 2. General Programme**
- 3. Post-Primary Guidance**
- 4. FET Guidance**
- 5. European Programme**
- 6. NCGE Communications**
- 7. Staffing Governance and Administration**

## 1. General Guidance Policy

**Inform and collaborate with DoE and DFHERIS on prioritised actions of national guidance policy and practice in Education and FET/ HE sectors.**

- Inform and collaborate with Departments on prioritised actions agreed from the recommendations of the DES Indecon Review of Careers Information and Tools.
- Inform and collaborate with Departments on prioritised actions of ongoing national guidance policy and practice across the Education and FET sectors.
- Participate and represent DE at EU and International level on the development of Lifelong Guidance Policy to inform national policy decisions.
- Support and advise on the continued process of the Programme Recognition Framework.
- Liaise on behalf of DoE & DFHERIS as appropriate with Department of Health on the CORÚ registration for Counsellors and Psychotherapists.
- Explore and inform DoE & DFHERIS on evidence-based and evidence-informed planning to include research and pilot projects as appropriate.

**Timeframe of above to be determined by DoE & DFHERIS**

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## 2. General Programme

**Convene, co-ordinate and collaborate with stakeholders to inform, influence and advise on national guidance policy and quality practice.**

- Convene, host and chair various committees on behalf of DoE to inform guidance policy in post-primary and FET/HE (e.g., the Advisory Committee on Psychometric Tests, DSGC).
- Convene, host and chair various working groups, as appropriate, with DoE and DFHERIS and relevant stakeholders to inform and develop quality guidance practice.
- Coordinate and host the National Forum on Guidance twice per year.
- Inform, influence, advise and collaborate with relevant stakeholders to support the development of quality guidance practice in Education and FET sectors.

*Timeframe to be determined by DoE & DFHERIS to include continued request for DoE appointment to the NCCA Senior Cycle Review Steering Group.*

- Draft and develop Guidelines for good practice in Guidance across post-primary and FET for issues as arise – e.g. Green Guidance, Digital Guidance etc.
- Coordination and provision of CPD Programme to support quality guidance delivery for guidance practitioners in post-primary schools and FET.

*To include coordination and cooperation with relevant agencies and professional bodies to establish a coordinated approach*

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### 3. Post-Primary Guidance

**Development of Whole School Guidance approach, supporting guidance counsellors and school management to make use of the Whole School Guidance Framework.**

- Development and delivery of online CPD programmes, referencing whole school guidance approach for post-primary schools.
  - Collaborate with DoE on development of 'Role Document' for guidance in schools.
  - Continued development online resources for Post-Primary Guidance Policy, Provision and Practice.
  - Consideration of NCGE input to relevant national strategies.
  - Maintain and continue to develop links with relevant agencies & stakeholders to further develop supports and resources for schools.
  - Consider and explore the development of a data-gathering system for guidance in post-primary, in collaboration with DoE.
  - Continue to promote European mobility in schools through Euro-Quest modules for TY in collaboration with Euroguidance.
  - Continue to explore connections of Guidance and EAL in schools with DDLETB.  
*Begun in 2020 and delayed due to Covid-19.*
  - Consult with DoE agencies as appropriate to ensure Whole School Guidance approach is integrated into school development and planning at Junior and Senior Cycle.
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### 4. FET Guidance

**Collaborate with and inform DFHERIS on issues of guidance policy across the FET wide sector (requiring meetings with DFHERIS and DoE to agree on guidance policy issues)**

- Inform and influence DFHERIS and SOLAS on the Guidance Workstream of the FET Strategy including exploration of wider FET Sector guidance needs.  
*To include exploration of guidance models in PLC, YR/CTCs and training centres - i.e. non AEGS-based FET guidance provision.*
- Collaborate with ETBI and ETBs on the support and development of quality guidance provision in line with agreed approach with DFHERIS and SOLAS.
- Inform, influence and collaborate with DFHERIS and SOLAS on development of FET Guidance Management System as per 2020 proposal. *(Requires SOLAS agreement)*
- Provide online resources for FET guidance policy and provision.
- Promote European mobility in the FET Sector in collaboration with Euroguidance *(Requires SOLAS and ETBI collaboration)*
- Consider and explore connections of Guidance and EAL in FET.
- Inform, influence and support the development of appropriate guidelines for guidance in FET sector - including RPL, UDL, Literacy etc.
- Development and delivery of appropriate CPD programme(s) to support quality guidance practice in FET sector.

**All above will require clarity from DFHERIS on "transfer of functions", DFHERIS role in guidance policy, application submission to SOLAS for 2022 funding of NCGE FET programme and the general management of any future transition of functions (i.e. requires meetings with SOLAS to agree Programme in full).**

## 5. European Programme

**EU commission co-funds the Euroguidance Centre in NCGE in accordance with Euroguidance Grant Application / Agreement 2021-2023 re objectives and requirements of Euroguidance Centre.**

- Deliver Euroguidance activities and report in accordance with Euroguidance Grant Application / Agreement 2021-2023.
  - Collaborate with QQI – EUROPASS as per EU Commission guidelines and national priorities
  - Participate in EU Commission EUROPASS Advisory Group in collaboration with QQI.
  - Promote European mobility in collaboration with Post-Primary and FET programmes in NCGE (staff resources permitting).
  - Explore, Revise and update Euro-Quest modules to include version As Gaeilge *In collaboration with COGG where possible.*
  - Participate actively in EG Network activities through working groups, hosting and attending study visits (staff resources permitting).
  - Coordinate and deliver the revised guidance service to European Schools on behalf of the DoE Inspectorate, based on overarching review, recommendations and outcome of 2021 delivery systems developed due to Covid-19.  
*To include use of GDPR compliant online appointment scheduling and data record keeping.*
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## 6. NCGE Communications

**NCGE will provide information to practitioners and stakeholders through various means including its web properties, social media, online and printed publications, showcasing at conferences/exhibitions and direct presentations to target groups.**

- Provide online resources through websites (NCGE and Euroguidance), webinars, social media channels.
  - Continued delivery of NCGE monthly bulletin, NCGE podcasts, etc.
  - Deliver tactical NCGE campaigns as required.
  - Deliver Euroguidance Ireland Newsletter.
  - Inform stakeholders and clients on International, European and National issues of guidance policy and practice through general reports and the twice-yearly NCGE online magazine Guidance Matters.
  - Maintain NCGE contact database of guidance stakeholders nationally and internationally.
  - Maintain NCGE updated information under FOI etc.
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## 7. Staffing, Governance and Administration

- Collaborate with DoE, DFHERIS and Léargas to support smooth transition to separation of NCGE-Léargas structure.
  - Collaborate within Léargas to ensure compliance with and adherence to administration, financial and HR policies, including internal audit.
  - Support for NCGE Staff to include Performance Management System, CPD and succession planning.
  - Adherence to and completion of reports for DoE & DFHERIS in compliance with procedures.
  - Continued development of NCGE ICT office systems with Microsoft 365, etc.
  - Co-ordinate meetings of MGC in accordance with Terms of Reference
  - Ensure Governance and Risk is explored and documented at all convened MGC meetings.
  - Report to Léargas Board as appropriate.
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**For more information on the management structure of NCGE see:**

<https://www.ncge.ie/ncge/who-manages-ncge>

**To review the historic activities of NCGE see:**

<https://www.ncge.ie/reporting>

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