

# National Centre for Guidance in Education

Webinar Presentation and Discussion for Whole School Guidance during the Covid19 Pandemic:  
*Whole School Guidance for all year groups: Wrapping up the academic year 2019/2020*  
20th May 2020



Lárionad Náisiúnta um Threoir san Oideachas  
National Centre for Guidance in Education



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

# Purpose of this webinar:



## Part 1:

Introduction

## Part 2:

Whole School Guidance: Wrapping up the academic year 2019/2020.

## Part 3:

Update on developments in Guidance.

## Part 4:

Facilitate a Q and A session in relation to Guidance in post primary schools at the current time.

# DES guidelines and FAQs



## Reminder of Protocol for Guidance Counsellors and members of the Student Support Team

DES 13/05/20

All conversations between Leaving Certificate students and members of the School's Student Support Team, during this time, need to be prefaced with a statement such as the following:

*'As part of our conversation today we are prohibited from having any discussion about student achievement over the past 2 years, student ranking in a class, student's estimated mark or the level an estimated mark is to be provided in a subject. If our conversation strays into speaking about any of these matters, our meeting will have to cease immediately.'*

For questions relating to LC 2020, please DES website

<https://www.education.ie/en/Learners/Information/State-Examinations/leaving-cert-2020.html>

and the FAQ section which is updated regularly on Gov.ie

<https://www.gov.ie/en/publication/d8920c-leaving-cert-2020/?referrer=/leavingcertificate/>

# Child Protection during COVID 19



**02 April 2020:**

## **Guidance on Continuity of Schooling for Primary and Post-primary Schools**

- \* Schools and teachers should continue to be alert to the possibility that a child protection concern may arise in relation to students they come in contact with and should follow the relevant reporting procedures in the Child Protection Procedures for Primary and Post-Primary Schools 2017.
- \* In circumstances where it is not possible to jointly report a concern with the school Designated Liaison Person (DLP), the teacher should make their own report directly to Tusla and provide a copy of that report to the school DLP at the earliest opportunity. Details are available on the Tusla website at <https://www.tusla.ie/children-first/contact-a-social-worker3/> or through the Tusla online portal at <https://www.tusla.ie/children-first/web-portal/>
- \* In cases of emergency, where a child appears to be at immediate and serious risk, and it is not possible to make contact with Tusla, An Garda Síochána shall be contacted immediately. This may be done by contacting a Garda Station.

## **Continuity of Guidance Counselling – Guidelines for Schools April 2020**

Students U16 have rights to access information society services, specific exemption where a child is seeking preventative or counselling services online

# Part 2: Whole School Guidance & Wrapping up the academic year 2019/2020.

## Wrapping up the academic year:

1. Review and reflect on year to date: 'close off loops.'
2. Meetings with appropriate teams / colleagues.
3. Planning for next academic year.



Lárionad Náisiúnta um Threoir san Oideachas  
National Centre for Guidance in Education



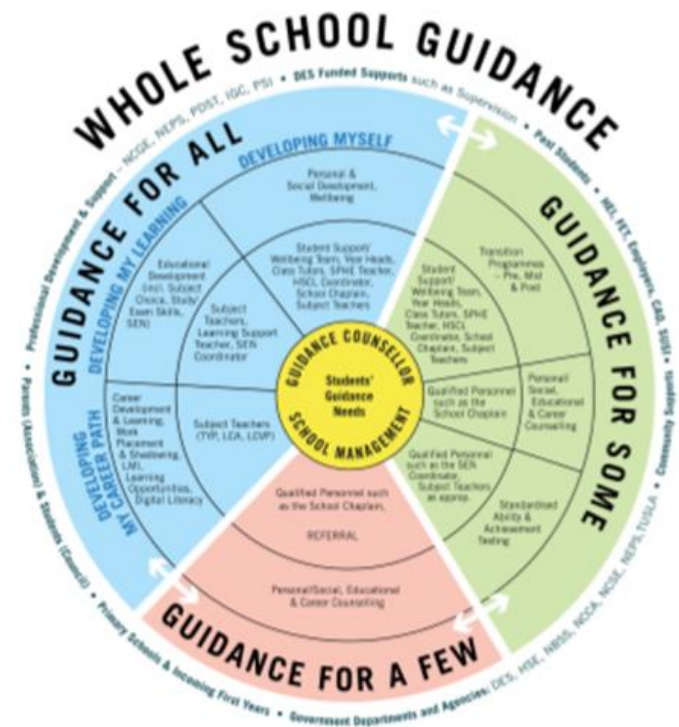
An Roinn Oideachais  
Department of  
Education and Skills

# 'Closing the loop' with All / Some and Few



## Whole School Guidance : The Continuum of Support

1. Consider all students from incoming first year to outgoing sixth year.
2. Identify needs of **All / Some** and **Few** in terms of 'closing the loops.'
3. Discuss with members of school community/ Student Support Team how best to 'close the loops.'  
e.g. refer to external agencies / give contact details of further support agencies etc.
4. Utilise school guidance website, social media, school online platform for general updates/ resources.



## Incoming 1<sup>st</sup> year students:

### Main concerns (?): Transition to Post primary school / subject choice.

Note: Guidance Related Learning Content with a focus on 'Transition' being developed for 1st year students by NCGE at the current time

#### Guidance for All:

- What 'team' needs to meet to discuss / plan for this group?
- Have we been in contact with our feeder schools?
- What did these students 'miss out on' due to covid19 e.g. tour of school / entrance assessment etc
- Is there a plan for this group in September? Can this plan be adapted to include activities missed?
- What are the ramifications of Covid for 6<sup>th</sup> class and how can we compensate for these given our resources? E.g. preparation for the transition to post primary / subject levels / subject choice etc.
- Are parents of 6<sup>th</sup> class students anxious at this time? Is there something we can prepare at this point to meet those needs?
- Who on the 'team' can manage which task?

#### Guidance for Some:

- Are there SEN students in the group?
- What are their needs?
- How can we adjust our planning to meet those needs?

#### Guidance for A Few:

- Have the primary school flagged any students?
- Are there individuals coming to the school on their own from a primary school?
- Have particular parents been in touch with the school flagging issues?

- What can we do NOW (end of 2019/20)
- What can we plan for (starting late August)

### Potential Activities

'Tips' Sheet for Incoming 1<sup>st</sup> years

Organise Student 'Ambassadors'

'Fun' map of school (sketch) that students could colour in

Special section with info on school website

Subject choice webinar

Links with external agencies

Reflective activity for over the summer months?

## Incoming 2nd year students:

**Main concerns (?): Behind with academic work / Development / Lacking focus and work ethic / Behaviour / CBAs.**

### **Guidance for All:**

- What 'team' needs to meet to discuss / plan for this group?
- Is there a plan for this group in September? Can this plan be adapted to include activities missed?
- What are the anticipated personal/social needs of this group for 2020/2021?
- What are the anticipated educational needs of this group for 2020/2021?
- What did these students 'miss out on' due to covid19?
- Who on the 'team' can manage which task?

### **Guidance for Some:**

- Are there SEN students in the group?
- What are their needs?
- How can we adjust our planning to meet those needs?

### **Guidance for Few:**

- Are there any students we are particularly concerned about at this stage?

Note: Guidance Related Learning Content being developed by NCGE at the current time

### Potential Activities

Virtual Assembly

Goal setting

Designated section on website

Teacher Mentors for students

Regular 'check-ins' next year?

Preparation of resources

External Agencies



## Incoming 3rd year students:

**Main concerns (?): Behind with academic work / Development / Lacking focus and work ethic.**

### **Guidance for All:**

- What 'team' needs to meet to discuss / plan for this group?
- Is there a plan for this group in September? Can this plan be adapted to include activities missed?
- What are the anticipated personal/social needs of this group for 2020/2021?
- What are the anticipated educational needs of this group for 2020/2021?
- What did these students 'miss out on' due to covid19?
- Who on the 'team' can manage which task?

### **Guidance for Some:**

- Are there SEN students in the group?
- What are their needs?
- How can we adjust our planning to meet those needs?

### **Guidance for Few:**

- Are there any students we are particularly concerned about at this stage?

Note: Guidance Related Learning Content being developed by NCGE at the current time

### Potential Activities

Plan for Goalsetting / Motivation early in year

Link with parents e.g. parent evening

Information around CBAs and Assessment tasks

How to reflect on personal / social development : wellbeing programme

Anxious students? How to 'normalise' what's happening?

Other?

Other?

# Incoming TY year students: Main concerns (?): Assessment in September / What to expect in TY / Disengaged over the long term

- ❑ **Guidance for All:**
  - ❑ **Guidance for Some:**
  - ❑ **Guidance for Few:**
- 
- ❑ Developing Myself: Social and Personal Guidance
  - ❑ Developing my Learning: Educational Guidance:
  - ❑ Developing my Career: Career Guidance
- 
- ❑ **What can we do NOW (end of 2019/20)**
  - ❑ **What can we plan for (starting late August)**

Note: Euro-Quest  
available for  
students

## Potential Activities

School  
approach to  
Junior Cycle  
Assessments?

Communication  
with parents  
and students?

How can students  
make the most of  
this year in all  
three areas of  
Guidance?

Learnings and  
reflections on  
Junior Cycle:  
what would they  
change?

Work Experience

Virtual  
Assembly

Student  
Ambassadors

# Incoming 5th year students: Main concerns (?): Disengaged / lacking focus / poor subject choice

- ❑ **Guidance for All:**
- ❑ **Guidance for Some:**
- ❑ **Guidance for Few:**
  
- ❑ Developing Myself: Social and Personal Guidance
- ❑ Developing my Learning: Educational Guidance
- ❑ Developing my Career: Career Guidance
  
- ❑ **What can we do NOW (end of 2019/20)**
- ❑ **What can we plan for (starting late August)**

Note: Euro-Quest available for students

## Potential Activities

Distribute student survey?

Communication with parents and students?

How can students make the most of this year in all three areas of Guidance?

Task for summer months?

Student Ambassadors

Virtual Assembly

Other activity?

## Incoming 6th year students:

Main concerns (?): Anxiety about assessment / Disengaged / lacking focus / behind / dealing with uncertainty / subject levels

- Guidance for All:
- Guidance for Some:
- Guidance for Few:
  
- Developing Myself: Social and Personal Guidance
- Developing my Learning: Educational Guidance:
- Developing my Career: Career Guidance
  
- What can we do NOW (end of 2019/20)
- What can we plan for (starting late August)

### Potential Activities

Plan for  
Whole School  
Guidance

Communication  
with parents  
and students?

How can students  
make the most of  
this year in all  
three areas of  
Guidance?

Worksheet for  
over summer?

Where to seek  
information over  
summer?

Virtual  
Assembly

Other  
Activity?

# Outgoing 6th year students: Main concerns (?): Anxiety about calculated grades / processes

- ❑ **Guidance for All:**
- ❑ **Guidance for Some:**
- ❑ **Guidance for Few:**
  
- ❑ Developing Myself: Social and Personal Guidance
- ❑ Developing my Learning: Educational Guidance:
- ❑ Developing my Career: Career Guidance
  
- ❑ **What can we do NOW (end of 2019/20)**
- ❑ **What can we plan for (starting late August)**

Note: 'Taking Stock'  
Questionnaire for outgoing 6th years available on NCGE website

Note: 'Tips sheet'  
available  
(next slide)

Distribute  
'Tips Sheet'

Update school  
Website with  
info and links

Encourage  
Engagement up to  
end of May & in  
August

Act on student  
questionnaire  
results

Develop  
PowerPoint with  
voiceover that  
can be accessed  
at any time

Celebrate end of  
school year /  
transition?

Other activity

# 'Tips Sheet' for Outgoing 6th year students



## Purpose of this document:

This comprehensive document outlines 'tips' for outgoing 6th years on a wide number of Guidance Related areas including but not limited to:

- Decision making in August
- Appeals process
- HEAR / DARE
- SUSI
- Apprenticeships
- Study Abroad

This resource can be adapted by each Guidance Counsellor to meet the needs of students in your own school

## Points of Reflection and Tips Sheet for 6<sup>th</sup> years over summer 2020

Dear 6<sup>th</sup> year student, this document\* outlines some points of reflection and then a checklist of 'tips' for the class of 2020 as you prepare to end your post-primary education and transition to the next stage of your lives.

\*This document was written and distributed to students in May 2020. All information is correct and up to date at the time of writing. However, we are at a time of rapid change in terms of the availability of information, and you are advised to keep up to date with official websites.

<p><b>Contact with your Guidance Counsellor</b></p>	<p><b>Contact your Guidance Counsellor if you have any questions or issues at the current time.</b></p> <p>Guidance Counsellors are available up until May 29<sup>th</sup> to support 6<sup>th</sup> year students with any Guidance related issues (social personal, educational, and career). However, Guidance Counsellors <b>will not</b> be able to discuss</p>
<p><b>Transition</b></p>	<p><b>Calculated Grades</b></p> <p><b>Try not to worry about this process. Accept that this is the process that is in place. You will be offered a calculated grade in August and then you can make choices on what to do next. This is</b></p> <p><b>Decision making in August</b></p> <p><b>Decision-making in August is best done when:</b></p> <ol style="list-style-type: none"> <li>(i) Both the calculated grades and the CAO offer are available to students</li> <li>(ii) Discussed with a trusted and well-informed adult</li> </ol> <p>In any given year, a set of Leaving Certificate results is not guaranteed to grant access to a CAO course.</p> <p>Often, on results day, students can react to their leaving certificate grades e.g. "oh no, I don't have enough points for my course... what am I going to do?" or "brilliant, I have ten points more than I need for my course. I am <del>definitely</del> <del>getting</del> my first choice."</p> <p>These statements are not true for students... there is no way of telling if your grades will translate into the correct number of CAO points for your course.</p> <p>For students in the examples above, the commentary shows these students have a misunderstanding of how the CAO system works.</p> <p>Points change every year and we NEVER know what the points for your chosen CAO course will be.</p> <p>It is important to remember that decisions should be made when both the Leaving Certificate grades, and the CAO offers are in hand.</p> <p>In addition, when you get your calculated grades and your CAO offer, it will be important for you to discuss your options with a well-informed adult in August. Sometimes very well-meaning individuals are quick to offer advice without fully understanding the systems that are in place.</p>
<p><b>CAO</b></p>	<p><b>Appeal Process</b></p> <p><b>If you are not happy with one or more of your calculated grades you have been offered, you can choose to appeal.</b></p> <p>The appeals process is clearly explained at:</p> <p><a href="https://www.gov.ie/en/publication/2f07eb-leaving-cert-2020-information/">https://www.gov.ie/en/publication/2f07eb-leaving-cert-2020-information/</a></p> <p>(See Q 20. on the above website: 'Can I appeal the Calculated Grades?')</p>

# 'Review' Resource for Guidance Counsellors



## Purpose of this document:

Support a review and reflection on the academic year 2019/2020.

NB: This resource is not intended to be prescriptive. It has been produced by the NCGE and the DES to support and facilitate reflection.

<https://www.ncge.ie/covid-19/support/post-primary/resources/review/GC>

ncge | Academics | Resources | for Guidance | Post Primary

### End of year review for Guidance Counsellors (and Whole School Guidance Planning Team)

Review of Guidance activities for 2019-20

	Beginning of 19/20	Current 19/20	Current 20/21	Current 20/21	Current 20/21	Current 20/21	Current 20/21	Current 20/21
Whole School Guidance (WSSG) and / or Student Support Teams have discussed this year group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WSSG teams have 'visited the tour' with all / some / few as appropriate e.g. a focus review visit / first one-to-one meeting as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External supports are in place where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For students who do not have formal external supports in place, students have been notified where to access support / information during summer months <a href="https://www.psa.ie/what-is-the-2021-2022-leave-out-2020-2021-support-for-the-summer">https://www.psa.ie/what-is-the-2021-2022-leave-out-2020-2021-support-for-the-summer</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice on school website for students with support information, updated considering COVID situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear progress identified and

Students 'ask' / raise / voice / information

The Whole School / Department

School Meeting

#### Additional curricular and co-curricular ideas for the Whole School Guidance team (per year group):

Note: This is not a prescription list, each school will differ in the tasks undertaken by the whole school guidance team.

**Becoming 1<sup>st</sup> year**

- School Passports have been reviewed and pertinent information gathered
- Primary schools contacted in line with 'normal' procedures
- Information day / process planned
- Aggregate information distributed to parents e.g. on subject choice / how to access information
- Classroom: Guidance Related Learning planned for students in their 1<sup>st</sup> year of post primary
- Clear system of support for students reflected upon JAR / Home / Evals
- Students have a Guidance task to reflect on over the summer to prepare for transition e.g. colour in range of school grounds, my dream job, what I want to be when I grow up, my hopes and dreams for post primary school
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task

**Current 1<sup>st</sup> years (transitioning to 2<sup>nd</sup> year)**

- Classroom: Guidance Related Learning planned for next year
- Guidance Counsellor 'visited the tour' for students who are receiving support
- Information for parents / students available on school website
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task

**Current 2<sup>nd</sup> years (transitioning to 3<sup>rd</sup> year)**

- Classroom: Guidance Related Learning planned for next year
- In line with student needs identified in earlier
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task
- Other:  or tag back to earlier task

Developed by the National Centre for Guidance in Education (NCGE)



Daoibh siud I ngaelscoileanna,

Beidh na hachmhainní seo (an doicimead ‘nodanna don 6ú bliain agus an doicimead athbhreithnithe) ar fáil i nGaeilge ar suíomh NCGE an tseachtain seo. Seolfar na sonraí chugaibh ina dhiaidh seo.

Ba mhaith liom cur i gcuimhne daoibh freisin go bhfuil na hachmhainní iarbhunoideachais eile ar fáil as Gaeilge ar an suíomh freisin.

<https://www.ncge.ie/school-guidance-handbook/search>

Go raibh maith agaibh!



# Part 3: Updates for Guidance Counsellors

NCGE updates and other information



Lárionad Náisiúnta *um* Threoir *san* Oideachas  
National Centre *for* Guidance *in* Education



An Roinn Oideachais  
Department of  
Education and Skills

# Sharing Resources



NCGE have simplified the process for uploading a resource.

<https://www.ncge.ie/covid-19/support/post-primary/resources/sharing>

A screenshot of the NCGE website's resource sharing interface. At the top, there is a navigation bar with links for 'Contact Us', 'Subscribe', 'Log On', and 'Newsletter', along with social media icons. Below this is the NCGE logo and the text 'National Centre for Guidance in Education'. A search bar is located on the right. The main content area features a banner for 'COVID-19 NCGE SUPPORT' with a background image of a laptop and a pen. Below the banner is a navigation menu with links: 'Home | Covid-19 (NCGE Support) | About | News | CPD | Post Primary | FET | Higher Education | Europe | Policy | Resources'. The central heading is 'Share a (post-primary) resource through NCGE'. The form includes fields for 'Your name:', 'Your e-mail address:', 'Resource title:', and 'Resource brief description:'. Below these fields is a note: 'You can upload up to 3 relevant / associated files through the buttons below. This form accepts all file formats. If you have more than 3 files please e-mail them to ncgeinfo@ncge.ie'. There are three 'Upload Content' sections, each with a 'Choose file' button, a 'No file chosen' status, and an 'Upload' button. At the bottom of the form are 'Introduction' and 'Submit' buttons. The footer contains links for 'Contact Us', 'Data Protection', 'Legal', and 'FOI, AIE & Protected Disclosures', along with the Irish Government logo and the text 'Kiallán na hÉireann Government of Ireland'.

# Guidance resources, publications and policies:



Keep up to date  
with official  
gov.ie updates &  
key agencies.

## Continuity of Guidance (During Covid19 School Closures):

**DES - 2020**

[Continuity of Guidance Counselling - Guidelines for schools providing online support for students](#)

**NCGE - 2020**

[Support information for Guidance Counsellors in Schools \(\*Covid-19 School Closures\*\)](#)

**Monaghan Education Centre (2020)**

[Information notice for supervisors and Guidance Counsellors](#)

**DES – 2020**

[Supporting the Wellbeing of Students: Guidance for Post-Primary Schools and Student Support Teams during School Closures and Public Health Restrictions arising from COVID-19](#)

## General Policy and Publications

[Government of Ireland – 1998 - The Education Act: Section 9c](#)

**DES –2005**

[Guidelines for Second Level Schools on the Implications of Section 9 \(c\) of the Education Act 1998, relating to students' access to appropriate guidance](#)

**NCGE –2017**

[Whole School Guidance Framework](#)

# NCGE Updates / Next Steps



Note: Guidance Related Learning Content for Junior Cycle being developed by NCGE at the current time

## Resources:

- \* School Guidance Handbook <https://www.ncge.ie/school-guidance-handbook/>
- \* Whole School Guidance Framework and Resources - <https://www.ncge.ie/wsg/references>
- \* Resource sharing facility <https://www.ncge.ie/covid-19/support/post-primary/resources/sharing>
- \* Confidentiality Policy <https://www.ncge.ie/school-guidance-handbook/developing-confidentiality-policy-post-primary-schools>
- \* Continuity of Guidance PowerPoint <https://www.ncge.ie/covid-19/support/post-primary/resources/slideshow>
- \* Euro-Quest <https://euroguidance.ie/euro-quest>
- \* Additional Weekly webinar  
(Week 4 topic : **Reflecting on Guidance Provision and Guidance Needs**)
- \* Information Updates
- \* Resources Sharing
- \* Welcome Feedback

# Further Information:



## **General**

<https://www.gov.ie/en/publication/2f07eb-leaving-cert-2020-information/>

## **Press Release**

<https://www.education.ie/en/Press-Events/Press-Releases/2020-press-releases/PR20-05-08.html>

## **Calculating Grade Guide**

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/74043/96076aa3e16240cc93e2a56a1ea94d75.pdf#page=1>

# Other Updates / Critical information



## **DES Guidelines:**

<https://www.education.ie/en/Schools-Colleges/Information/Post-Primary-School-Policies/Policies/continuity-of-guidance-counselling-guidelines-for-schools-providing-online-support-for-students.pdf>

## **NEPS:**

### **NEPS advice & resources for keeping children and young people well during Covid-19**

<https://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/covid-19.html>

### **General NEPS resources & publications:**

<https://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/Resources-Publications.html>

## **DES:**

### **Supporting the Wellbeing of Students: Guidance for Post-Primary Schools and Student Support Teams during School Closures and Public Health Restrictions arising from COVID-19**

<https://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/supporting-the-wellbeing-of-post-primary-students.pdf>

### **DES Information for Leaving Certs 2020**

<https://www.gov.ie/en/publication/2f07eb-leaving-cert-2020-information/>

### **DES information on Wellbeing for Leaving Certs 2020**

<https://www.gov.ie/en/publication/256911-leaving-cert-2020-practical-supports>

### **DES Guidelines for Second Level Schools on the Implications of Section 9 (c) of the Education Act 1998, relating to students' access to appropriate guidance. (2005)**

[https://www.ncge.ie/sites/default/files/ncge/uploads/pp\\_guidelines\\_second\\_level\\_schools\\_9c.pdf](https://www.ncge.ie/sites/default/files/ncge/uploads/pp_guidelines_second_level_schools_9c.pdf)

# Other Updates / Critical information cont..



**PDST:**

<https://www.pdst.ie/>

**CAO:**

<https://www.cao.ie/index.php?page=faqcovid19>

**SEC:**

<https://www.examinations.ie/>

**PLC/Colleges of Further Education:**

<https://fetchcourses.ie>

**Careers Portal:**

<https://careersportal.ie>

**Professional Bodies: IGC**

<http://igc.ie/>

**SUSI**

<https://susi.ie/do-you-have-a-question-about-covid-19-and-student-grant-funding-check-out-our-covid-19-faq/>

**Careers News**

<https://careersnews.ie/>

# Part 4: Q&A



Lárionad Náisiúnta *um* Threoir *san* Oideachas  
National Centre *for* Guidance *in* Education



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills





Lárionad Náisiúnta *um* Threoir *san* Oideachas  

---

National Centre *for* Guidance *in* Education



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

Thank You

Webinar recording and this presentation will be  
available at:

<https://www.ncge.ie/covid-19/support/post-primary/webinars>



[www.ncge.ie](http://www.ncge.ie)



[ncgeinfo@ncge.ie](mailto:ncgeinfo@ncge.ie)  
[jennifer.mckenzie@ncge.ie](mailto:jennifer.mckenzie@ncge.ie)



@ncgeguidance