



Coláiste Muire, Tuar Mhic Éadaigh, Co. Mhaigh Eo

Gairmthreoir

Daingnithe ag an mBord Bainistíochta: _____

Mission Statement

Cuireann Coláiste Muire oideachas d'ardchaighdeán ar fáil trí mheán na Gaeilge, ag cur cultúr na hÉireann chun cinn. Is í an aidhm atá againn i gColáiste Muire ná pearsantacht iomlán an dalta a fhorbairt; go spioradálta, go hintleachtúil, go fisiciúil agus go mothúnánach.

Colaiste Muire is a co-educational Voluntary Secondary School in the Gaeltacht dedicated to the promotion of Irish as the first language in the community. The school is operated on the basis of the fundamental Christian principal:

Treat others as we ourselves would like to be treated.

The school authorities and staff work to ensure a safe environment. We strive to encourage the holistic development of our students in an atmosphere that enhances both academic and personal growth through the medium of Irish.

Introductory Statement

The enhancement of self – esteem and life skills and the development of potential – academic, personal and emotional – leading to greater autonomy for all students, are the central goals of Career Guidance in Coláiste Muire.

Career Guidance refers to the 'subject' as it is delivered to the students of Coláiste Muire cognisant of their needs and mindful of the available resources.

Rationale

Section 9(c) of the Education Act (1998) requires schools to “ensure that students have access to appropriate guidance to assist them in their educational and career choices.”

In complying with this each student is encouraged in developing her / his full potential and in making a career choice that reflects his/ her goals.

This will vary from student to student with some students requiring more time than others.

The choice of career path is the responsibility of each individual student. It is the policy of Coláiste Muire that each student should be adequately prepared to make this choice.

Where a student chooses to apply for third level education to a CAO / UCAS affiliated college it is the policy of the school that each student is supported through the CAO / UCAS application process along with Apprenticeship / PLC application process. While it is the ultimate responsibility of each student to make the actual application the school will endeavour to support each student through the process.

At Coláiste Muire, each student is special and the Career Guidance Plan aims, in conjunction with the Pastoral Care and the SPHE Plan, to assist the holistic development of all students so that they can learn to know and value their talents and abilities, they can learn to effectively manage their personal transitions, while at the same time learn to value and respect themselves and make a positive contribution to society.

Personnel involved

Príomhoide Gráinne Ni Fhlannabhra

Leaspríomhoide Cristín Ní Éanachain

Comhairleoir Treoir Dympna Uí Mhaoileoin

SPHE Orla Ní Cheallachain

Ceannaire Bliana Liam De Búrca

Comhardatheoirí Idirbhliana

Muinteoírí Ranga

Methods of Delivery of Programme

Counselling Aspect of Guidance in Coláiste Muire:

- At present the duties are shared among staff. Orla Ní Cheallacháin is a trained counsellor (NCP11) with a level 7 qualification (B.A. in Counselling studies and Psychometric Testing).
- Iníon Ní Cheallacháin offers in school support to students who are experiencing difficulties and works closely with bainistíocht na scoile.
- Iníon Ní Cheallacháin's role is to listen to students and help them to figure out the best means possible of handling their situations. It is also to observe changes in mood or temperament. Working under the Child Protection Guidelines, she acts as a sounding board and confidante in most situations but only within the limits of the guidelines.
- Bainistíocht na scoile and Iníon Ní Cheallacháin work together in the promotion of positive mental health throughout the school. This is supported by all other teachers on the staff.
- Iníon Ní Cheallacháin liaises with bainistíocht na scoile in relation to any difficulties students may be experiencing which amount to more than they can be reasonably expected to cope with at their stage of life / development.
- When parents are being informed of concerns in relation to a pupil, it is bainistíocht na scoile who makes contact with them.
- Bainistíocht na scoile also deal with NEPS who are consulted as to how to deal with issues arising for certain students .

Career Aspect of Guidance in Coláiste Muire:

The Leaving Certificate students have one formal class period per week and one class period where students meet Iníon Uí Mhaoileoin on a one to one basis in order to discuss their career options.

The Fifth Year students have two formal class periods per week.

Transition Year students have one formal class period per week.

Programme

Aims

- To develop an awareness and acceptance of the students own strengths and weaknesses.
- To promote independent thinking and to encourage students to accept responsibility for themselves.
- To assist students in making informed choices about their lives and follow through on these choices.

- To acquire the competency to consult the Careers Advisor with regard to personal career concerns.
- To encourage students to attend college open days and career fairs and to prepare for such events.
- To enable the students to develop self awareness of personal skills and qualities.
- To promote and develop research, presentation and communication skills.
- To monitor all students progress developmentally and academically.

Objectives

Students will:

1. Be able to identify their strengths and weaknesses.
2. Develop insights into the world of work and be prepared for it.
3. Be able to choose suitable work-experience and evaluate the experience they gained.
4. Develop self- awareness of their personal skills/ qualities.
5. Be able to make informed subject choice decisions for Senior Cycle.
6. Develop their research skills and presentation skills.
7. Develop self confidence from activities such as work experience, mock interviews etc.
8. Become confident in accessing college material and completing applications to colleges etc.
9. Be able to personally assess their goals and ambitions.
10. Be able to approach the careers advisor for any extra information that they may require.

Transition Year

- Individual meetings available for students who wish to discuss subject options.
- Students undertake work placement one day per week and this is closely monitored.
- Evaluation of each work experience block.
- Attend career fairs where possible.
- Presentation to other students on what each college has to offer as part of Seachtain Feasachta Coláiste (College Awareness Week).
- Meeting with parents to discuss any issues that arise.

Classes will have access to The REACH+ Programme along with other materials in order to cover the following topics:

- Occupational Interests surveys
- Aptitude Testing
- Preparation of a CV
- Identify skills, personal qualities, interest and matching with careers.
- Subject choice for Senior Cycle.
- Introduction to Qualifax, Careers Portal, CAO

- Preparation for world of work
- Interview skill

5th Year

- To undertake the Career Investigation as part of LCVP and to present their findings to the class.
- Use of career resources and prospectuses
- Attend career fairs / open days where possible.
- Speakers from colleges and from specialised work areas visit and students have the opportunity to attend the talks.

Students will have access to The REACH+ Programme along with other materials in order to cover the following topics:

- Review of subject options
- Interest Inventories
- Post Leaving Certificate Courses
- Third level courses
- Apprenticeships – Solas and Udáras
- Army / Guards / Security / Religious
- Preparation for interviews
- Specific Career information classes
- Introduce students to career websites e.g. Qualifax, Careers Portal etc.

Leaving Certificate

- One to one career meetings are organised in order to discuss future career options.
- At parent / teacher meetings parents have the opportunity to discuss any issues that they or the students may have.
- Inform students of College Open Days / Career Fairs.
- A trip to Higher Options (Irish Times) is organised.
- The students vote as to what college open day would be beneficial to all and the whole class accompanied by their teacher attends.
- Students interview people in different careers as part of their LCVP Career Investigation.
- Students get the opportunity to listen to visiting guest speakers representing colleges and from different types of careers.
- DARE / HEAR information is explained and made available to all students.
- Grants / Scholarship information is available .

- Copying with change – skills on how to live away from home are explored and examined.
- H- Pat preparation
- Assistance with mock interviews letters of application, CV etc is provided.
- Interest inventory tests are undertaken in order to establish their strengths.
- Change of mind / Offers and acceptance of places is explained.
- Students decide what college open day they would all like to attend as a class, whichever college or colleges best meet their needs.
- Alternatives to Third Level : information and guest speaker as appropriate

Students will have access to The Reach + programme along with other materials in order to cover the following topics:

- Make application to the CAO
- Make application to UCAS
- Review of subject levels and implication for points, college entry requirements and other career options
- Make application to Post Leaving Certificate courses
- Make application to Solas / Udárus Apprenticeships
- Career and course research using Qualifax etc.
- World of Work - what employers expect

Range and Variety of Resources

Materials / Textbooks

College information material accessible from Seomra 7 , REACH+Handbook, Career Choice published by Career Choice, Student Year Book and Directory. The Conelly Occupational Interests Questionnaire published by CRAC. The Career Interest Inventory Hand – Scorable Booklet Harcourt Brace Publishers (The Psychological Corporation)

Availability / use of ICT

ICT facilities for use include the use of an overhead digital projector in Seomra 7 and students have access to a computer where they can source information if and when the need arises.

Further use of ICT facilities involves bringing a given class to the computer room for use by the class within the given class times.

External

College Open Days / Career Exhibitions – Students are encouraged to attend Open Days that are organised by third Level Institutions. In order to minimise disruption to school life, students will be encouraged to attend Open days that are organised at weekends.

Career Information sessions (Jobs for the Future) - Students are encouraged to attend these information sessions where they get the opportunity to speak to people in different professions.

Higher Options Dublin – All Leaving Certificate students are encouraged to attend to find out more about what the different institutions can offer them. It gives them the opportunity to ask questions about specific courses.

Career Information day Castlebar – Students are encouraged to attend this local information day where further questions may be answered.

Guest speakers – It is normal for speakers from individual colleges to give talks to senior cycle students. These talks are both informative and useful as they give the students an overview of the courses available in different colleges and they give the students an overview of Third Level Education.

Other speakers are arranged subject to demand and in consultation with the students and management. These speakers are normally from the world of work and they give an insight into their experiences in their particular area.