

EDU106.12: GUIDANCE AND COUNSELLING

CORE COURSE: EDU 106.2

Module 2 – GUIDANCE IN SCHOOLS

Introduction: CONCEPT OF GUIDANCE

made available by competent persons to an individual to direct his/her own life and to make their own decisions. In modern approach to guidance is that guidance is a sub process of education. It is a specialized and generalized service with definite purpose of total development of the individual. Guidance is a process of assisting or helping the students by properly trained teachers, career masters or special guidance personal in planning their own future wisely and in developing their potentialities to the maximum for them to solve their immediate or future problems and to lead a successful and social life.

Definitions :- “Guidance is the assistance made available by qualified and trained persons to an individual of any age to help him to manage his own life activities, develop his own points of view, make his own decisions and carry on his own burdens.” - Crow & Crow.

“Guidance is a continuous process of helping the individual to develop to a maximum of his capacity in the direction most beneficial to himself and society.”

Guidance is based upon the following principles.

- (i) Holistic development of individual: Guidance needs to be provided in the context of total development of personality.
- (ii) Recognition of individual differences and dignity: Each individual is different from every other individual. Each individual is the combination of characteristics which provides uniqueness to each person. Similarly human beings have an immense potential. The dignity of the individual is supreme.
- (iii) Acceptance of individual needs: Guidance is based upon individual needs i.e. freedom, respect, dignity.
- (iv) The individual needs a continuous guidance process from early childhood throughout adulthood.
- (v) Guidance involves using skills to communicate love, regard, respect for others.

NEED AND IMPORTANCE OF GUIDANCE:

Guidance is needed wherever there are problems. The need and importance of guidance are as follows. Self understanding and self direction: Guidance helps in understanding one's strength, limitations and other resources. Guidance helps individual to develop ability to solve problems and take decisions. Optimum development of individual Solving different problem of the individual Academic growth and development Vocational maturity, vocational choices and vocational adjustments Social personal adjustment, Better family life Good citizenship For conservation and proper utilization of human resources. For national development Guidance is helpful not only for student and teacher in an educational institution but also to the parents, administrators, planners and community members.

To guide means to point out, to indicate, or to show the way. Guidance is the assistance.

The need for guidance has arisen out of the difficulties faced by human beings in adjusting with the innumerable problems posed by the modern complex society. Guidance is a personal help that is given by one person to another in developing life goals, in making adjustment and in solving problems that confront him in the attainment of goals. Guidance is needed in the school because students are facing so many problems related to growth and development, education, environment, family, future etc: The need of guidance and counselling can be grouped as follows:

- To help the students for total development
- Helps to clarify goals and help to achieve it
- To help in the choice of courses and careers appropriate to their needs
- To help the students in vocational development
- It could be special assistance for exceptional learners
- To help students to spend the leisure time properly
- To help students for educational adjustment
- To help students for solving problems
- To help students in their period of turmoil and confusion
- To analyse the courses and its employability and demand in the market
- Maximize use of resources both human and material
- To determine the need of the students
- To help a person understanding his potentialities, interests, intelligence, aptitudes and limitations to direct towards a suitable situation

2.1 Types of Guidance: Educational, Personal, Vocational and Career Guidance

a) Educational Guidance

Educational guidance is a conscious effort to assist the intellectual growth of an individual. It is concerned with assistance given to pupils in his choices and adjustments with relation to schools, curriculum, courses and school life. It includes providing guidance to individual pupils who face serious problems that stand in the way of their educational progress. These problems may be due to their academic or psychological reasons, but will be so complex that expert help becomes essential.

Areas of Educational guidance:

-School, curriculum, methods of instruction, community relations

Scope and objectives of Educational Guidance

- Choosing course (whether continue/vocational)
- Planning future
- Assistance in failures – to succeed
- Scientific adjustment –when they face problems of adjustment with academic situations
- To explore additional responsibilities beyond the present school level
- Helping pupils with special problem like deficiency in one or several areas (subjects)
 - E.g. faulty study habits
 - Defective methods of learning or poor motivation
- Enabling faculty to know the modifications required
- Administrative arrangements
- Meets the needs of the students

*** Elementary stage (1-7 standards)**

- Problems of adjustment – avoid future maladjustment
- Proper beginning to an educational career and develop good study habits
- To get the best out of their education

*** Secondary stage (8-10 standards)**

- A number of subjects they learn and face complex learning situation
- Remove difficulties and assist to progress
- Development of better study skills
- Build proper motivation

* Higher Secondary stage

- Help to select courses/vocations in line with his abilities and interests.
- Make them understand the objectives of higher education.

b) Vocational Guidance (Vocation)

According to National Vocational Guidance Association “vocational guidance is the process of assisting an individual to choose an occupation, prepare for it, enter upon and progress in it.” Vocational guidance is the process of helping the individual to choose an occupation that fits him best. This involves a thorough understanding of the individuals general and special capacities, interests, and aptitudes, as well as close familiarity with the world of work with respect to their nature and availability.

Areas of Vocational Guidance

Selection of a vocation – as a measure of earning a livelihood

Suitability of his own inclinations and aptitude

Matching opportunities for work and service with individual interests and abilities.

Scope and objectives of Vocational Guidance

Proper vocational guidance in line with interest, capacities, values and opportunities which are available

Enabling the individual to discuss his abilities, interests, need, ambitions, limitations (self Understanding)

Provide information about advantages, disadvantages of different occupation, the qualifications necessary for entry and total range of opportunities.

Help in future decision making

Provide placement service

Provide a follow up service/adjustment service

* **Primary Stage**

- ✓ Develop habits, skills, attitudes
- ✓ Exploratory period for locating special aptitudes and inclinations
- ✓ Information about health, citizenship, character, use of leisure and values

* **Secondary Stage**

- ✓ Help to recognize vocational capacities
- ✓ Familiarize occupation
- ✓ To make right choice
- ✓ Vocational implication of different subjects
- ✓ Help to enter into the career of their choice

* **Higher Secondary/College**

- ✓ Relate their studies to the vocations
- ✓ To make comprehensive study of the careers they would like to pursue
- ✓ To acquaint them with avenues of higher education
- ✓ To provide knowledge of financial assistance/grant (e.g. KPCR, scholarship & loans)
- ✓ To give knowledge about funding agencies, individuals, institutions, which would be helpful

Factors affecting occupational choice

- Family

- Environment (Geographical location)
- Physical or factors of family residence
- Physiological conditions of the family
- SES level of the family
- Religion, intellectual ability, personality patterns
- Economic benefits of the different occupations

c) Personal Guidance

Individual/ Personal guidance is tailored to an individual. It is advice, strategy or planning designed for a singular person or thing and their unique situation. Through Personal guidance we assist the child to adjust well with physical and social environment and to solve all the emotional and psychological problems. It makes the child socially well-adjusted and emotionally balanced and helps all round development of his personality. Personal guidance helps the individual with regard to physical, social, emotional, spiritual, (educational/vocational) development.

This is in contrast to general guidance which is frequently based on demographic information such as age or income or meant for the general population. The most common reference to individual guidance is in reference to children or students. This is ideally the role of guidance, educational or career counselors. Individual guidance can be used to refer to any advice, usually professional advice, given to a person based on their unique circumstances. This could include legal services, career counseling, financial planning, medical or psychological advice or a number of other areas where a trained professional is looked to for direction in a given area

Areas and scope of personal guidance

Problems related to

- Family
 - Ignoring parents, jealous among siblings, discrimination by elders.
- School
 - Maltreatment of children by teachers
- Child
 - Obsessed with problems
 - Lack of friends, loneliness, inadequacy, inferiority
 - Study/learning matters

- Adjustment with methods of teaching
- Tension, anxiety, depression, financial problems
- Health problem – medical checkups, immunization, detection of disorders, health records

*** Elementary stage**

Problems of health, feelings of insecurity

Social acceptance

Leisure time activities

Attendance on time

Sitting in a class for a long time

Affection, individual attention

*** Secondary stage**

- Personal social adjustment
 - How to acquire social values, choosing friends
 - Family relationships
 - Conflicts among siblings/parents, too little time with parent
 - Money matters
 - How to spend/how to make/save money
 - Health
 - Lack of sufficient sleep, weight, personal hygiene, sanitation facilities, Cleanliness

*** Higher Secondary stage**

- Social responsibility, Patriotism, tolerance(Qualities)
- Career
- Knowledge about successful life patterns

2.2 Group Guidance: Concept, Need and Significance

Group refers to collection of people, interaction between individuals, development of shared perceptions, the development of affective ties and the development of interdependence of roles. For example many students and teacher/teachers at one school may gather together to form a group. Group guidance encompasses those activities of guidance which are carried on in a group situation to assist its members to have experiences desirable or even necessary for making - appropriate decisions in the prevailing contexts. In a more specific term, it is guiding the individual in a group situation. Group could be of any type ,but for guidance purposes a group should have a common goal. Just collection of individual may not be called a group for organizing guidance activities. Selection of group members will have to depend on sharing a common problem, volunteering to be members and willingness to group activities. Jones, A.J (1951) define group guidance as any group enterprise or activity in which the primary purpose is to assist each individual in the group to solve his problems and to make his adjustment'. Group guidance is used to address the developmental needs of a functional group consisting of a number of students to implement programme that would benefit them at all time. Students in group with common problems and concerns are helped in groups i.e. small or large. In other words, if guidance is to be available to all, it should be planned in groups. Group guidance provides beneficial information to a number of people at once, instead of repeatedly explaining the concept to each person individually. It also allows individuals the opportunity to interact with others facing issues similar to their own. Common examples include orientation programs, career information sessions and job training workshops.

Objectives of Group Guidance:

□ Problem Solving

To help people in identifying common problems, analyse them and find relevant solutions.

Group guidance can deal with problems people have in common. A group member has the opportunity to spend time with other professionals facing similar challenges on the job, for example, which helps him realize that he is not the only one dealing with these issues. He has the opportunity to share his story with other group members, who listen to what he has to say and can try to help him solve his problem.

□ **Socialization**

To provide a platform where people with common problems could interact with each other and could be benefited by each other's perspectives, ideas and experiences

Spending time with a diverse group allows people to be exposed to a variety of new situations, circumstances and opinions. Group members must learn to listen to others and to modify their behaviors in a manner that is socially acceptable, out of respect for their peers. They also must learn to appreciate and tolerate the opinions of other group members, even if they don't agree with them.

□ **Facilitate the Sharing of Information**

It is much more efficient for a supervisor to share information with an entire group of people at once than having to talk with each person individually. This is appropriate in situations where the information shared is not a private matter and is relevant to everyone in the group.

Organization of Group Guidance Activities: Planning of group guidance activity may focus the following points.

1. **Need Assessment:** The need assessment must be done to find out the common problems of individuals in the group. This can be done by administering questionnaire, checklists and interview.
2. **Determining size of the group and time, venue for group activities:** Depending upon the group activity the size of the group should be fixed. The size should be approachable and manageable. The venue should be selected taking in to account the group selected for activity.
3. **Selection of members and role specifications:** The participants selection for group guidance activity is also very important. The students for example should be communicated about their roles in group activities.
4. **Orientation of Members:** The group goals should be clarified. It should be stated in

clear, objective and measurable terms.

5. Monitoring of activities and evaluation of outcomes: If we want to conduct the activities purposefully, it should be properly monitored taking into account the goal/s. Feedback about activity needs to be collected from participants. Some of the common group guidance activities are: Class talk, career talk, displays and exhibitions.

Techniques of Group Guidance: A number of techniques are used in organizing group guidance.

- **Group Discussion:** A group discussion may be organized in the school for providing the guidance. For organization of the group discussion proper room/hall, group and relevant topic and expert/resource person should be selected. The group discussion will be useful only if the members participate effectively without the fear and all the members have the opportunity to participate. But the effectiveness of the group discussion depends upon the facilitator and the group selected.
- **Problem solving:** For solving individual as well as common problems, problem solving can be applied as a technique. It comprises of the following steps; Existence of common problem Focused description of the problem Initiation of action for solving problem based on relevant facts Analysis of problem in the light of data collected Listing of possible solutions and Evaluation of them Acceptance of degree of acceptance of solution in the group.
- **Role play:** In small group role playing can be adopted as a technique of guidance. Role playing is a method where real life situations are simulated by group members/participants. This provide new insight, intuitions, skills and understanding of opposing viewpoints. The role playing may comprise of the following steps; Existence of common problem Orientation of group to role playing and the problem 16 Assigning of roles Preparation of other members/audience to observe intelligently Assessing the role play Concluding session and feedback Other methods like case study and sociometric technique can be used as group guidance technique.

Advantages of Group guidance: Some of the advantages of group guidance are as follows:

- **Inspires learning and understanding:** Interaction in group setting inspires

learning and understanding of students. The student learns from other member of group.

- Saves time and effort: Group guidance technique can save time and effort of both the counselor and students. The time saved can be used for the more difficult and complex problems of students.
- Improvement of student's attitude and behavior Development of wholesome and helpful awareness of unrecognized needs and problems of student/s.

Limitations of Group Guidance: Group guidance though serves a useful purpose, but they cannot be taken as a substitute for individual counseling. Group activities serve many of the objectives of the school guidance programme, but not all of these. Further students may feel hesitant to come out with their personal problems in the group. So, in these cases group guidance cannot be of help. Group guidance activities serve useful purposes specially saving in time and effort. While organizing these activities, some problems that a counsellor may face are mentioned below: A rigid type of administration is often a major cause of trouble. Generally, when the counselor asks for time in the time table for conducting these guidance activities, he/she may get a discouraging reply, the time table is already full. No periods are free. So the counsellor is left with no other choice than to take the substitute management period. Lack of cooperation on part of the administration as well as the staff members may also create problems in organizing such activities. Teacher may feel this as an addition burden. Lack of adequate funds is another problem.

2.3. Teacher as a guidance worker and career master

The teacher's role in school guidance programme is as follows:

- 1) The first line of contact between the student and the school guidance programme.
- 2) Identification of needs and problems of students.
- 3) Setting up and maintenance of Career Information Centre in the school – for educational and career planning.
- 4) Creating a harmonious and sound classroom environment for the student.
- 5) Support and create a motivating environment for school guidance programme.
- 6) Creating a positive attitude among the students, parents and all others concerned towards school guidance programme.

The teacher is the master sculptor. Teacher is a significant player in the guidance programme.

Guidance is an integral part of teaching and learning process. With the possible exception of the child's parents no other person has greater influence on the personality development of the child than the classroom teacher. The guidance minded teacher is the one within the school who knows the most about the child. He/she observes the child in different situations in and out of the classroom. He/she notices the frustrating, boring and the stimulating situations. As a result of developing keen insight regarding the child's needs, the teacher becomes the key figure among the school guidance person. The teacher employs a number of techniques to effect pupil guidance. He/she gains knowledge of the pupil and his/her environmental opportunities. The teacher gains deeper understanding by testing, by observing, by keeping anecdotal records and by talking with pupils, with parents and with other individuals. Many facts of the life of the student are made clear to the teacher. Knowing the pupil is an indispensable basis for guidance. As the teacher becomes aware of the more difficult problems, he/she may be able to offer guidance him/herself or refer such cases to specialists.

The Teacher as Guidance Worker:

The teachers are considered as the most important guidance workers. Their everyday association with students give them an opportunity unequalled by any other member of the staff. Most teachers feel, however that they are not fully qualified to meet this responsibility. This feeling of inadequacy by teachers can best be met by enhancing guidance information and techniques through in-service training. If teachers are to play their full role in guidance programme, their feelings of uncertainty must be overcome. Good guidance is not a duty in excess of teaching load but it is part of that load, and should not be made an additional burden. The teacher as a guidance worker should be able to identify individual problem in his/her classroom and be able to treat these problems with understanding. In helping the student, the teacher may collaborate with other subject teachers. The teacher should study the test results, achievements, aptitude, interests and temperament. The teacher should know the student's plans for education and his/her vocational goals. He/she should have an understanding of the students likes and dislikes, problems and frustrations. The teacher can prevent maladjustments. The teacher who teaches academic subjects and teachers of Physical Education, Yoga, etc. courses have opportunity to gain close rapport with students. The teacher has two main functions in guiding their students; classroom counselling and vocational guidance. As a classroom counsellor, the teacher should endeavour to develop the best personal, social and educational qualities in each student. As vocational guide the

teachers have opportunities to assist students with their occupational plans.

Teachers' Cooperation:

Teachers cooperate with specialists along three lines.

- 1) recognize individual students who need the help of a specialist.
- 2) supplying information about the student referred
- 3) helping to carry out the specialist's recommendations for an individual or a group.

The teachers' opportunities for guidance while teaching may be summarized as comprising seven kinds of action.

- 1) Using personal relationships
- 2) Building self-esteem and competence
- 3) Individualizing instruction
- 4) Guiding daily learning
- 5) Sharing educational goals with student
- 6) Discussing common problems
- 7) Following up student needs

2.4.Career Guidance.

Career guidance is a formal way for people to receive advice on their career at different stages. Along with this advice, this process often involves formal programs that help people both plan and execute any decisions they make in their career. Professionals in career development often create generalized programs or custom programs for individuals to help each person through these changes. Career Guidance is a counselling programme designed to help students choose the right career path based on their educational and professional choices. It is a qualitative and quantitative assessment of the knowledge, skills, information, and experience to identify career options available.

Advantages of career guidance:

- **Advice from skilled people:** It must be noted that counselors are professionally trained to guide concerned people. They are furnished with various expertise including, communication skills, problem-solving ability, and self-awareness. Therefore, career guidance is a one-stop solution to all career queries.

- **Diverse opportunities:** Sorting one out of prospects of jobs can be a tedious task for an individual. Career guidance comes out as a lifesaver in terms of distinct career opportunities.
- **Shows ways to grow in career:** Career guidance shows a complete roadmap to mark the flag of success.
- **Learning experience:** A career counselor makes the individual to learn about a range of tips that will put the person on a pedestal. Be it excelling in an interview or handling corporate pressure- career guidance has covered everything. Provide mock tests or interactions to upskill. It is a step-by-step process to transform into a perfect job candidate.
- **Saves time and money**

Career information- components and sources.

Career information refers to information for the purpose of planning and management of one's own professional career. Career information helps in planning a career strategy. Furthermore, there are many sources of career information which exist nowadays. Most noteworthy, career information identifies various possible career paths. Individuals are able to compare the various career paths or options due to career information. Career information helps individuals in preparing the overall pattern and design of one's career. This information also identifies the various goals and career interests for individuals. Career information polishes the general approach of an individual towards his career. Career information relates to all types of careers whether skilled, semi-skilled, or unskilled.

The various sources of career information are below:

- **Personal contacts-** Personal contact includes one's family, relatives, friends, and acquaintances. These contacts are very essential in providing career information. The personal contacts might not have the necessary information themselves. However, they may know other knowledgeable people who can help in providing a job. Most noteworthy, these contacts can lead to an informal interview. In an informal interview, a job seeker talks to someone who can provide valuable information about a job offer.

- **Counsellors-** Counsellors are professionals who help clients analyse their strengths and weaknesses. Furthermore, they help the client evaluate their skills and goals. Most noteworthy, these counsellors help determine what a client requires in a career.
- **The Internet-** The internet is certainly a valuable source of career information. The career information is very huge in magnitude. Also, this information is available on various websites, applications, blogs, articles, videos, on the internet. Most noteworthy, the ease and comfortability of finding career information makes the internet a very popular source of career information.
- **Organizations-** Many organizations provide precious career information. These organizations include business firms, labour unions, professional societies, trade associations, and educational institutions. Above all, these organizations offer a huge variety of inexpensive career materials. These organizations are vital in case the individual already has a job and wants another job.
- **Libraries and Career Centres-** Libraries offer a massive amount of career information. Furthermore, one can easily find the range in which one is seeking a job. Many trade publications and magazines are available in the libraries. Above all, these trade publications and magazines contain a substantial amount of career information.

Strategies of Disseminating Career Information

Following are the various strategies of disseminating career information:

- **Career Talks-** Career talks provide information about various vocations or professions. Moreover, invitations are sent to experts to come and speak about important professions. For this purpose, there should be an organization of certain career days. The principal in a college or school may give career talk. The teacher also joins to deliver their own talks.
- **Publications-** This strategy is one of the most effective in disseminating career information. Publications provide printed career information. Furthermore, these are

meant of the general masses. Publications involve books, magazines, newspapers, journals, periodicals, bulletins etc.

- Displays and exhibitions- Information collected from multiple sources must be classified. Then after that, the information must be made available to the pupils. There is a display of charts, posters, leaflets, and newspaper cuttings on bulletin boards and walls. The display of these materials takes place in libraries, schools, institutions, organizations, parks, railway stations, bus stops, and other public places.
- Film shows- Career information can be disseminated through film strips. A film strip refers to a series of a particular item. Furthermore, these film strips are made on the various aspects of a particular item. Most noteworthy, screening of film strips on different career options, professions, or occupations takes place. There must be commentary along with the film strips to make it more useful.

Job analysis.

Job analysis is the process of objectively determining the specific duties, responsibilities and working conditions associated with a specific job, as well as the personal skills and qualifications required to perform that job satisfactorily. It is the process of getting information about the job. Thus, the purpose of job analysis is to establish and document the job relatedness of employment procedures. It investigates exactly: What the worker does in a particular job? How s/he does that particular job? Why s/he does it? and How much skill is required to do it? What are the physical demands, environmental conditions associated with this specific job?

Some of the **methods of job analysis** are:

1. Review of job classification system
2. Interviews: Incubement interviews and supervisor interview
3. expert panel
4. observation
5. Incubement work logs

Advantages of Job analysis:

1. Job analysis helps the personnel manager at time of recruitment and selection of right

personnel in right job

2. Understanding the extent and scope of training required in the field
3. It helps in chalking out the compensation plan for employees
4. It helps the personnel in performance appraisal of employees. These may be used individually or in combination.

Job analysis can be done in two ways: job description and job specifications.

Job Specifications: Job specification is a statement which tells us minimum acceptable human qualities which helps to perform a job. It helps in selecting an appropriate person for an appropriate position.

The components covered under job specifications are:

1. job title and designation
2. educational qualification for that title
3. physical and other related attributes
4. Mental Health
5. Special attributes and abilities
6. maturity and dependability
7. Relationship of that job with other jobs

Advantages of Job Specifications

1. It is helpful in preliminary screening in selection procedures
2. It helps in giving due justifications to each job
3. It helps in designing training and development programmes
4. It helps the supervisors for counseling and monitoring performance of employees
5. It helps in job evaluation
6. It helps the management to take decisions regarding promotions, transfer and giving extra benefits to employees.

Job Profile: Job Profile is a breakdown of the duties and tasks required of and performed by a person for a specific title. Job profile or the Key Result Areas indicate a list of activities that you are doing or will be doing in any job. It defines your job responsibilities (the activities you are authorized to do in any job). Whenever you wish to switch to new job, your existing and previous experience is counted on the basis of your job profile and that is why

job opportunities depend on the job profile. Job profiles list a general description of the work position including required duties, position goals and departmental placement. Also, job profiles list candidate educational and experience requirements. For example, the candidate "must have three years of sales experience." Many job profiles also list the position's salary or hourly wage. A job profile presents a clear picture of the position to the candidate. After reading the job profile, job seekers can make an informed decision as to whether the job is right for them. For applicants, a well-written job profile serves as a valuable interview preparation tool.

Organizing career guidance - career corner, career talk, career conference, career bulletin.

Guidance bureau helps the students in many ways. A teacher having a sound knowledge of psychology and guidance techniques should be in charge of it. S/He needs to acquaint himself with the environment and orient the pupils accordingly in educational, vocational, and personal areas. The following programmes can be organized under a guidance bureau which can benefit pupils for their personal information and growth.

Career corner

- Provide information regarding various courses and vocations from periodicals, employment news and bulletins.
- Give educational and vocational information using A.V. aids such as video films, film strips, tape recorders, posters and charts.

Career talk

- A series of talk can be conducted to benefit students on vocations.
- Speakers can be experts in the field of career guidance.
- E.g. Talk on teaching, banking services, Indian defence Services, Indian Administrative services.

Career conference

- It provides proper career information about various vocations
- People who are successful in their careers can explain vocations and clarify doubts of pupils about jobs.
- Career conferences cover topics such as nature of work, attractive features, expected difficulties, importance of the work, minimum qualifications required, expected income and possibilities of promotion etc.

- It may include display of occupational or educational films and exhibition of pictures or charts which throw light on careers and courses.

Placement programmes

- Educational and vocational placement aims at helping to adjust with work.
- It helps to secure a grade, a place, or a job.

Testing programme

- Tests help to assess trait and aptitude of pupils to explore their potentialities.
- It includes administration and interpretation of psychological tests at different points of time.

Film show

- It provides educational and vocational information to pupils, parents and teachers.

Visits

- Visit to factories, farms etc. can be arranged.
- It benefits the students for their occupational choice.

Exhibition

- Exhibitions on modern courses and occupations help pupils' occupational choice
- It can be organized in collaboration with recruitment centers and employment exchanges.

Diagnostic programmes

- Diagnostic programmes can be organized under guidance bureau in order to identify mental ill health and maladjustment.
- It helps to identify physical disabilities and health problems.

Importance of guidance bureau

- It provides ample information regarding various occupations and its' prospects.
- Helps the students to select appropriate vocations.
- Promotes better future adjustment.
- Gives information about the basic requirements of different job opportunities.
- Motivates the learner to opt goal oriented learning.
- The students gain a vision about the paths of life.

Role of parents in career decision making

Parents play a very important role in shaping the career and future of their children. The decision making process in career exploration and career selection is highly influenced by the parents, then by teachers, counselors and friends. The following mentioned are few pointers on the parental influence on their children career choices.

- **Parents motivate children:** All parents wish best for their children, so to make their wish fulfil, the parents motivate the children and help them make good choice of career. They motivate them to never give up and work hard until they have achieved the desired path of success and fulfillment.
- **Helps in the decision making process:** Children often make wrong career choice or bad decisions, so at that time the role of a parent is to guide them right and assist them in making choices which otherwise seem difficult to finalize. May be the child gets confused over choosing which stream to take, whether to go for medical or commerce, like this; in such case parents are the guiding force who follows children like a shadow so that they never go wrong on making poor choices.
- **They are the facilitators:** Sometimes parents become influencers, but now the time has changed; parents are becoming a support in what the children are doing in their future. Mindsets of people are changing to greater extent; where earlier parents were only known to career choice confined to teaching, doctor, law, etc; now they have in front, number of other options like journalism, mass communication, fashion, textiles etc; they are able to facilitate children with endless career selection options.
- **Encouragement:** Parents encourage the children to give their best through confidence and hard work. Not just this, they are also encouraging them to step out of the houses and explore a lot; which in earlier times was not allowed and not in vogue, but now this is not the case, now every second child from home is out for higher studies; so not just the mindsets are changed, but also the time has got revolutionized. All this is due to the change in need and demands of society.
- **Act as a light house:** Just as the planes are guided by the lighthouse whenever they miss their way, in the similar manner the parents act as a lighthouse and guide the children to choose the correct path.
- **Undeterred support:** When you have the support of someone who is never going to leave you alone, you are able to move ahead, thinking you have an undeterred support behind your back. Even when you will fall, you will seek the support and assistance of the parents.

