

PAPER - 5

"CAREER GUIDANCE "

Objectives :

1. To develop an understanding of the need and importance of career guidance of pupils.
2. To identify their role and function in locating collecting evaluating and disseminating career information guidance for the use of pupils.
3. To develop an understanding of related to record of work.
4. To know about the importance of developing the right attitudes at every stage of education.
5. To develop skills and competencies in guiding and counseling the students with regard to their personal problems and requirements.

Unit - I Guidance - Meaning - types - Role of educational and vocational guidance - objectives and functions of vocational guidance - guidance bureau of Gujarat State.

Unit - II Tools of Guidance

- Audio graph
- Rating scale
- Diary
- Sociogram
- Cumulative Record card.

Unit - III Techniques of Guidance

- Counselling - concept - objectives.
- Approaches of counseling - directive
- Non - directive - elective
- Group guidance - Meaning - Objectives - Merits
- Following tools of group guidance, career talks, career conference, career day, career exhibitions. setting up of career corner.

Unit - IV Organization of guidance services :

- Individual Inventory service
- Occupational Service
- Counselling service
- Placement service
- Follow-up service
- Difficulties encountered in setting up services and ways of over coming them in secondary school level.
- Role of principal, teachers, carrier matter & parents.
- Qualities and functions of career Master.

Unit - V

- Educational and vocational information concept - details included in educational and vocational information.
- Methods of collection and disseminating.
- Its importance; sources of information.
- aspect of information.

Unit – VI Opportunities for occupations related the group such as.

- Science
- Computer
- Technical
- Commerce
- Fine Arts
- Agriculture
- Physical Education.

Unit – VII Practicum

1. Prepare a report after visiting any one industrial unit.
2. Prepare a report after visiting a social institution.
3. Visit to a vocational guidance burean.
4. Obtain information of different syllabus of some universities.
5. Visit to an employment office.

Reference Books :

1. Jones, A, "Principles of Guidance", McGraw-Hill Book Co., New York.
2. Kochhar, S.K. Educational & Vocational Guidance in Secondary Education", Sterling Publishers Co.
3. Delhi.
4. Mehta4 Perim H. & Knada, H.M., "A survey of school Guidance Services", N.C.E. 4, Delhi.
5. N.C.R.T., Handbook of Career Master
6. Crow and Crow, "An Introduction to Guidance"
7. Warters, Jane, "Techniques of counselling", McGraw-Hill Book Co., New York. .
Traxler, Arthur E, "Techniques of Guidance".