

# SHORT TERM COURSE IN BASIC SKILLS FOR CAREER COUNSELLING

Offered by the School of Human Ecology (TISS) and The Promise Foundation (TPF)

Course Dates: 15<sup>th</sup> to 24<sup>th</sup> February 2020

## Relevance

Career guidance and counselling have emerged today as an urgently sought after service. However it is essential that career development is defined within the multiple realities and paradoxes that characterize the Indian situation. Under-girding the process of career choice are two powerful forces. Firstly, trends in the labour market push families to opt for courses that seem to have a "demand". Secondly, social cognitions in the form of career beliefs (e.g., medicine and engineering are the best careers; a girl's first responsibility is to be a wife and mother) strongly mediate the decision-making process. As a result, choices are often not based on the young person's talents and potentials and this could lead to ineffective career decisions. A culturally relevant career guidance approach would address these deep rooted thought processes. It is to address this need that the School of Human Ecology (TISS) and The Promise Foundation (TPF) have formulated this Short-term Course in Career Counselling.

## The Jiva Approach to Career Development

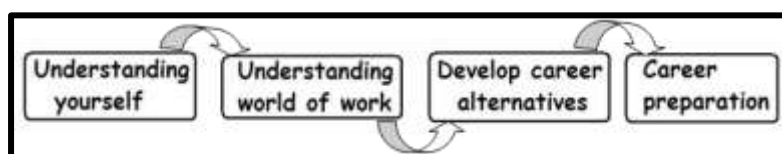


The Jiva Model of Career counselling has been developed for India by The Promise Foundation and the Consultant Psychologists Group in partnership with leading career psychologists from around the world. *Jiva* means life in most Indian languages and this approach views career development as integrally connected to *life*. Key features of this method are:

- A *values* based approach to career choice. The model rests on five principles drawn from Asian thought that underline how work is inherently connected to the larger context. These values are interpreted to match the demands of the contemporary world of work.
- A *mixed methods* approach to assessment. Jiva blends quantitative with qualitative methods. The Career Guidance Facilitator learns a testing process that is contextually grounded and at the same offers a framework within which objective measurements can be made. The Jiva method does not use normative data to compare one individual with another. Instead an intra-individual approach is taken to help the individual gain insights into the profile of his/her interests and aptitudes.
- *Participant-led* learning. Emphasis is laid on building the career chooser's skills to take responsibility for career development. The role of the facilitator is to guide and create an environment for career discovery. Strong emphasis is laid on peer-learning and introspection.
- Comprehensive *resources* for career guidance. Central to this course is the **Jiva Kit**. This is a rich compendium of career guidance material with which a complete career guidance programme can be delivered at low cost and low resource requirements. The Kit is described in greater detail on the following pages.

## The Career Discovery Path

The Jiva model comprises four key elements of career guidance which together are described as the Career Discovery Path as shown in the figure below.



Specific activities have been developed for each of these components. The facilitator guides students systematically through each set of activities.

The learnings of one activity

contribute to the next one and so on throughout the programme. The Jiva workshop series culminates with the student identifying a set of career alternatives and learning how to prepare for these alternatives.



## The Jiva Kit

This course is organised around the **Jiva Kit**: a comprehensive collection of career development resources developed specially for India. The Kit does not excessively rely on infrastructural support. Some Jiva counsellors are even able to conduct effective career guidance just under the shade of a tree using the Jiva Kit! An overview of the Kit is provided below.



### Facilitator's Training Manual

- A comprehensive handbook covering key themes, a detailed explanation of career guidance skills and comprehensive facilitators' notes.
- All notes are supported by a set of worksheets that students can use to note down their learnings.

### Flip Charts

- A set of large, durable charts that the facilitator can use for the sessions.
- Large enough for a room of 30 to 40 children.
- Allows the facilitator to conduct the programme with a minimum of resources.



### Student Worksheets

- A Master Set of photocopiable Student Worksheets.
- Students compile worksheets into their Jiva Workbook. A completed workbook is a permanent resource for the student's further thinking about career development.

### Learning Cards

- Small group discussions are supported by large Learning Cards containing career development information.
- Students use the cards for their discussions and to fill in their worksheet.



### Career Information Cards

- Comprehensive career information on cards for close to 170 careers based on the International Standard Classification of Occupations.
- Easy to understand information about career paths, specialisations, qualifications and eligibility.
- Presented in a sturdy bag and can be hung in a classroom for easy access.

### Career Information Data Manager

- An easy-to-use software that offers a database of career information and addresses of colleges and training institutions.
- Students can search the database for colleges that offer the courses they would like to study.



### Careers Dictionary

- Careers Dictionaries are attractive booklets with abbreviated career definitions that provide career overview.
- Each Kit contains a pack of 20 dictionaries.



## Course Structure and Delivery

This is a 16 credit course and delivered in the blended learning format drawing the contact class and distance learning formats together. It comprises 4 modules as follows:

### **Module 1: Pre-course Commencement Credits (Reading and Field Work):**

*Mode: Guided readings and assignment*

The trainee is required to complete reading one paper on career development and conduct a simple field exercise on how children and adults from different socioeconomic status backgrounds engage with work, job and career.

### **Module 2: Theoretical Orientation to Career Guidance and Counselling**

*Mode: Contact classes*

Key theoretical concepts, understanding of the labour market trends, theoretical foundations of psychological testing, managing career and educational information.

### **Module 3: Skills for Career Counselling: Practical Training**

*Mode: Contact classes and supervision by experts*

Practical training under the supervision of career psychologists from TPF covering the following skills:

- identifying clients' interests, aptitudes; blending interest and aptitude to identify potential
- promoting clients' knowledge of the World of Work
- helping clients develop career alternatives
- helping clients operationalise their career alternatives.

Participants, will work directly with students in practice schools and learn to apply the skills of counselling using the Jiva Kit.

### **Module 4: Field Practice**

*Mode: Independent practice with distance (online) supervision*

On completion of contact period, the participant is expected to conduct a field practice independently in his/her location. The exercise will be supervised online (email + Skype) by TPF faculty. Regular recording of work as per pre-prepared templates and submissions of a field practice report is expected.

#### **Training methods include**

- Lectures and Discussions
- Demonstrations
- Personalised Tutorials where necessary
  - Skills Practice
  - Role plays
  - Group Presentations
  - Assignments and Tests
- Formative and Summative Feedback
- Skills practice with Students in Practice Schools
  - Independent field assignment.

### **Award of Certificate**

Based on performance assessed on a 10 point scale (as per TISS norms) learners who secure an Average Grade Point of 4.1 or above will be issued a Certificate of successful completion.

## Eligibility

**Marks:** General Category: 50% of marks. Reserved Category: 40% of marks or its equivalent

### **Educational qualifications:**

- Completed or enrolled in 2 years Master of Arts/Science degree of any university in Psychology, Counselling, Home Science (Child Development, Human Development or Family Studies), Education, Social Work.
- Completed Master's Degree in any field and hold at least a diploma level qualification in Counselling.
- Completed a Bachelor's Degree in any of the Social Sciences, obtaining an aggregate of at least 75%, with at least 5 years of documented experience in working with adolescents and youth, subject to their success in the admission procedure to the Course.



## Admission

- Complete TISS application form with details of educational qualifications, work experience and field practice exposure, and a statement of purpose (contact information given below).
- Candidates who meet the eligibility criteria to apply will also be required to go through an email-based assessment of suitability by TPF.

## Fees, Venue, Accommodation and other Details

### Fees Payable:

Course Fee	Rs. 30,300.00
Jiva Career Counselling Kit	Rs. 25,000.00
<b>Total:</b>	<b>Rs. 55,300.00</b>
GST @ 18%	Rs. 9,954.00
<b>Total Fee Payable:</b>	<b>Rs. 65,254.00</b>

**Note:** The above fees do not include accommodation, travel and other costs. Tax will be added to this amount as appropriate.

**Venue and Accommodation:** The course will be held at the The Promise Foundation campus in Bengaluru. Please enquire (contact information below) for the venue details and for accommodation information.

## Faculty

**Gideon Arulmani PhD.**, the lead trainer of the course, is the director of The Promise Foundation and headed the team that developed Jiva. Gideon is an internationally acclaimed specialist in career psychology and has written a number of papers and books on career guidance. He has led assignments for the ILO, UNICEF and the World Bank and has established career guidance services in a number of other countries. He teaches at the Tata Institute of Social Sciences and Martin Luther Christian University India, Canterbury Christchurch University UK, the ILO's International Training Centre in Italy and has lectured in more than 30 countries.

**Rayan Miranda**, holds a master's degree in Psychiatric Social Work. He is the Assistant Director of The Promise Foundation and manages the demonstration and practice components of the course. Rayan is extensively experienced in career guidance services for the disadvantaged sector and has worked with more than 5000 students.

**Mamatha Shetty, Ph.D.**, is a practicing counsellor and clinical psychologist for the past 18 years and teaches for MA in Applied Psychology (with Specialisation in Counselling and Clinical courses) at the School of Human Ecology, TISS, Mumbai.

**Rajani M Konantambigi, Ph.D.**, teaches for MA in Applied Psychology (with Specialisation in Counselling and Clinical courses) at the School of Human Ecology, and has taught for M.A. Education (Elementary) at TISS, Mumbai.

**Budhadeep Gondane, M.Phil.** (Clinical Psychology), teaches for MA in Applied Psychology (with Specialisation in Counselling and Clinical courses) at the School of Human Ecology, at TISS, Mumbai.

## Contact Information

### The Promise Foundation

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[www.jivacareer.org](http://www.jivacareer.org)

### Tata Institute of Social Sciences

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Website: <http://www.tiss.edu/academics/teaching-programmes/> (proceed to Short-Term Programmes)

**Please treat The Promise Foundation as your point of first contact.**

