

CERTIFICATE COURSE – INTRODUCTION TO COUNSELLING
Educational Counselling

Objectives: To enable the learner to:

1. Understand the perspectives and practices in counselling.
2. Focus on the various issues involved in counselling.
3. Develop the skill in preparing tools for counselling.
4. Develop the skill for using techniques of counselling.
5. Realize the need of counselling for children with special educational needs.
6. Realize the new areas and crisis situations which need counselling.

Time Duration: 120 hours

Theory: 80 hours

Practical & Assignment: 40 hours

Institutional Eligibility: Any Teacher Education Institution which is affiliated to the University of Pune **at list for 5 yrs or NAAC acr** and has recognized teaching staff.

Student Eligibility: Graduates in any discipline, D. Ed, B.Ed students
Minimum % of marks for all candidates is 50% (5% relaxation for SC/ST).

Intake: 40 candidates per batch. Admission of all the candidates will be done according to the rules of the University of Pune & the Government of Maharashtra.

Medium of Instruction: English and Marathi.

Fee structure: Rs. 2000/- per student.

Duration of the course: The course is distributed over six months. It can be conducted twice a year. Since it is a regular contact programme attendance is compulsory as per University of Pune norms.

Evaluation: A candidate enrolled for the certificate course will be evaluated for the Certificate in counseling in the manner given below:

Part 1: External Evaluation: An examination will be conducted by the University at the end of the course. It will comprise of a Theory Paper of 60 marks.

Part 2: Internal Evaluation: It will consist of Practical Work as well as theory. The candidates will have to complete a practical work for each unit. Each practical work will be assessed for 20 marks. Thus the total marks for all the Practical work will be out of 80. These marks will be calculated out of 20. An internal examination consisting of a theory paper out of 20 marks will also be conducted. The total internal marks will be calculated out of 40.

The final result of the student will be declared on the basis of both the internal and external evaluation marks as follows

Internal Marks (out of 40)	External Marks (out of 60)	Total out of 100
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Course Description

Unit 1: Counselling and Counselling Process: (20 Hours theory)
(10 hours Practical)

Specific Objectives:

By the end of this unit the learner should be able to:

- Realize the significance of counselling
- Assess the skills and qualities of a good counsellor
- Differentiate between guidance and counselling
- Identify and appreciate the various roles of a counsellor
- Realize the importance of ethics in the counselling profession

1. Introduction to counselling
2. Basic skills in counselling process
3. Characteristics of a good counselor
4. Role of a counsellor
5. Guidance and Counselling
6. Types of counselling
7. Ethics and challenges in counselling

Practical Work: Seminar/ Poster Presentation

Unit 2: Tools and Techniques in Counselling: (20 Hours theory)
(10 hours Practical)

Specific Objectives:

By the end of this unit the learner should be able to:

- Differentiate between tools and techniques
- Develop the skill to identify and select suitable tools
- Develop the skill to select the appropriate technique
- Prepare tools useful for counselling.
- Administer and interpret tests for counselling.

1. Tools –Blanks, Inventories, Questionnaires, Rating Scale, Check lists, Tests: types, uses, limitations.
2. Techniques – Types, uses and limitations of Projective techniques, Observation, Sociometry and Interview:
 - a. Peer counselling
 - b. Group counselling
 - c. Individual counselling

Practical Work: i) Tool preparation

ii) Test administration and interpretation.

Unit 3: Counselling and Learner (20 Hours theory)
(10 hours Practical)

Specific Objectives:

By the end of this unit the learner should be able to:

- Develop the skills to identify the special needs of the children
- Determine ways of enhancing learning among these children
- Develop the skill to determine ways of career counselling

1. Counselling for children **and parent** with special educational needs
 - a. Physically challenged
 - i. Visually impaired
 - ii. Hearing impaired
 - iii. Physically impaired
 - b. Mentally challenged
 - i. Learning disability
 - ii. Gifted and slow learners
 - c. Socially and economically challenged
 - i. Mentally retarded
 - ii. Socially deprived
 - iii. Emotionally deprived
2. Career counselling (focus on college students i.e 16+ years)
Practical Work: Mock counseling session- situation based activity

Unit 4: Crisis situations and counselling

(20 Hours theory)
(10 hours Practical)

Specific Objectives:

By the end of this unit the learner should be able to:

- Explain and describe the need of counselling in specific situations
- Explain, describe and realize the diversity issues impacting the role of a counsellor.

1. Child Abuse & Child Exploitation
2. Drug Abuse
3. HIV/ AIDS Awareness
4. Counselling for attempted suicide
5. Counselling for children in remand homes, orphanages, etc.

*Practical Work: Report of Session with Resource Persons. **or work as co-counsellor for at list 5 cases.***