



## **Tertiary & Vocational Education Commission**

### **TVE Circular: 12/2024**

#### **Guidelines to provide Quality-Assured Career Guidance Awareness Sessions for Different Target Groups**

Ministries, State owned Departments, Institutes and private sector organizations conduct career guidance awareness sessions by targeting school students, GCE O/L and A./L exams sat students, pass out students, youths, parents and other target groups. Most of those awareness sessions are organized to promote their institute's courses without providing proper career guidance service for the participants. Generally, after general examinations in education private sector institutions, some associations, groups conduct Career Guidance programmes to promote their courses. Therefore, the Commission approval is sought for the following guidelines to standardize Career Guidance awareness sessions.

##### General Guidelines

1. Technical Vocational Education and Training (TVET) providers shall not mislead the general public or potential students by organizing their course promotional programmes under the theme of "Career Guidance"
2. Professional/ Certified Career Guidance practitioner to be used for any type of Career Guidance Programme
3. Misleading/ wrong information should not be provided before, during or after the programme
4. Every Career Guidance awareness sessions to be included with person to person guidance sessions at the end and should guide to registered Career Guidance Center for more information
5. Every resource person should follow Code of Ethics developed for Career Guidance Practitioners
6. If State Sector officer participating for awareness session he/she should participate with prior approval of their institutes and progress of the sessions to be report in writing to the office.
7. If any registration fee or any other payment collect from the participants, the responsible Career Guidance Officer/ Practitioner should take actions to issue official receipt for the payment made
8. The responsible Career Guidance Officer or any other Officials from State sector who participate for the session should responsible for the information, guidance provided, and evaluation and monitoring of the programme
9. If any NGOs, Sponsors, Partners support for any career guidance related activity, the proposal and TOR to be approved by the respective institute Head.

## Guidelines for the awareness sessions

No	Type of Programme	Requirements
01	General Awareness session on available training opportunities	1.1. Every details of recognized, available training opportunities for the target group to be given to the participants 1.2. Updated and valid information to be provided to the participants 1.3. The information provider should provide information without biasness to any party 1.4. Contact details of institutes to be provided to the participants
02	Focused Awareness sessions on Specific trade or occupations	2.1 Updated and correct information to be provided 2.2 Sector/trade expert service to be obtained when required 2.3 Field visit, sector awareness visits to be arranged with the support of industry
03	Using Psychometric tests for Career guidance	3.1 The responsible Career Guidance Officers should have theoretical background of the tests and practical use and interpretations of results of the tests 3.2 The responsible Career Guidance Officer should have record keeping system of the participants 3.3 Based on the test results, the responsible Career Guidance Officer should interpret the individual's results and if needed further reference to be made to the another Career Guidance Officer/ Practitioner
04	Career planning and goals setting	4.1 The responsible Career Guidance Officer should maintain relevant information of the participants 4.2 Continuation of sessions need to be planned 4.3 Individual guidance to be provided for individual career planning
05	Any other related sessions for the target groups	5.1 The responsible Career Guidance Officer should maintain relevant information of the participants 5.2 Continuation of sessions to be planed 5.3 Individual guidance to be provide as per the individual career planning 5.4 Any other related actions to be taken for follow up

This guide line will be updated twice a year with the changes of career guidance practices.

This circular is effective form the 1<sup>st</sup> of July 2024.



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