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NCGE

ANNUAL OUTPUT STATEMENT

REPORT 2011



National Centre for Guidance in Education

Lárionad Náisiúnta um Threoir san Oideachas

## RÉAMHRÁ

As the Chairman of the Management of Guidance Committee of NCGE, it is my privilege to introduce the **Output Statement Report 2011** of the National Centre for Guidance in Education. This report will be published online as an Annex to the Léargas Annual report 2011 and available to download from the Centre's website.

The NCGE is an agency of the Department of Education and Skills and operates under the aegis of Léargas.

The Output Statement Report 2011 provides an overview of the activities and programme of events of NCGE in fulfilling its aims of supporting, developing and promoting best practice in guidance within education, in the context of lifelong learning, and in accordance with the terms set down in the Education Act 1998.

The current members of the Management of Guidance Committee (MGC) were nominated by Ms Mary Coughlan TD, Tánaiste and Minister for Education and Skills and duly appointed, in 2010, by the Board of Léargas for a three year term of office.

The MGC worked closely with Ms Jennifer McKenzie, the newly appointed Director and the staff of NCGE in focussing on the development of a strategic plan during 2011. This plan becomes key in informing future decision-making and the members of the MGC have played a notable role in overseeing and supporting the progressive work undertaken by the highly professional staff in line with its terms of reference and in response to the priority needs in guidance and counselling as identified within the education sector.

The support provided throughout the year by Mr Jim Mullin, Executive Director, Léargas, and its Board, is deeply appreciated. Also the support extended by the Minister and officials of the Department of Education and Skills assisted greatly in advancing the work undertaken by NCGE throughout 2011.

The importance of the contribution of guidance and counselling within the various levels of education is both supported and recognised by NCGE. This is reflected in the on-going demand, recorded in 2011, for a range of inputs from NCGE personnel at both National and International events.

In my role as Chair I have been most impressed by the diligence and high level of professional competence of the Director and each and every member of the staff of NCGE. Their enthusiasm was duly recognised at the launch of the National Forum on Guidance in October. It was also acknowledged with the formal acceptance of NCGE and its elevation to full membership of the European Lifelong Guidance Policy Network (ELGPN) as the Irish representative body.

Tugann na baill ar an Bórd Bainistíochta ana chabhair agus cómhairle domsa agus gabhaim fíor buíochas do gach uile duine acu agus le lucht fóirne uilig an Lárionad Náisiúnta um Threoir san Oideachas.

Is mise,

**Barra O'Briain**

*Chairperson, Management of Guidance Committee*



## INTRODUCTION FROM DIRECTOR

2011 was a significant year for NCGE. The core programme of NCGE i.e. to provide support for the development of best practice in guidance across the spectrum of the education sector, to provide resources and information via *NCGE News* and to liaise with other agencies and stakeholders, continued within the context of new and innovative ideas from national and international developments.

The Department of Education and Skills supported the application for full membership status of the European Lifelong Guidance Policy Network and designated NCGE to represent Ireland. Now actively participating in the ELGPN, NCGE can ensure that Ireland remains up to date on European and international developments and best practice in guidance provision. As part of our ELGPN brief, Minister of State for Training and Skills, Ciarán Cannon TD, launched the National Forum on Guidance in October. Participants were treated to a powerful keynote address by Tony Watts, OBE. This forum to support co-operation and communication drew representation from key stakeholders across the guidance community and the feedback from participants regarding the event was very encouraging.

Our continued involvement in Academia – European Exchange of Guidance Counsellors as part of the Lifelong Learning Programme (LDV Mobility Action) offers guidance counsellors unique opportunities to learn from colleagues/peers throughout Europe. NCGE has successfully retained continued funding for the Euroguidance Centre (NRC) which sustains our central position in promoting mobility as part of the EU 2020 Agenda. To ensure innovation within our European programme, we have developed and piloted a system for National Data Sources for Ploteus II with the National Qualifications Authority of Ireland/Qualifax.

In ICT, NCGE Euroguidance entered the social media world with the launch of the EG Ireland Facebook page and we continued the process of redeveloping our ICT infrastructures such as the Virtual Learning Environment and our website.

Difficult budget decisions announced in 2011 presented challenges for all involved in guidance provision in the education sector. Yet within this changing landscape, NCGE sought to ensure that communication and collaboration with DES and relevant stakeholders would continue to provide proactive approaches to support guidance provision in post primary schools and in the further education sector.

I wish to take this opportunity to thank our Chairperson and members of the Management of Guidance Committee, for their professionalism and dedication while also thanking staff and contractors, for their open mindedness, their flexibility and their commitment to the work of the Centre.

**Jennifer McKenzie**

*Director, NCGE*



NATIONAL CENTRE FOR GUIDANCE IN EDUCATION

The National Centre for Guidance in Education is an agency of the Department of Education and Skills, under the aegis of Léargas, with responsibility to support and develop guidance practice in all areas of education and to inform the policy of the Department in the field of guidance.

In defining guidance in the education sector NCGE is informed by both the National Guidance Forum Report 2007<sup>1</sup> and DES Guidelines 2005<sup>2</sup> which state that

“Guidance facilitates people throughout their lives to manage their own educational, training, occupational, personal, social and life choices so that they reach their full potential and contribute to the development of a better society”

National Guidance Forum 2007

*“Guidance in schools refers to a range of learning experiences provided in a developmental sequence that assist students to develop self- management skills which will lead to effective choices and decisions about their lives. It encompasses the three separate but interlinked areas of personal and social development, educational guidance and career guidance”.*

Guidelines for Second Level Schools on the Implications of Section 9 (c) of the Education Act 1998, relating to students' access to appropriate guidance.

The strategic aims informing the work of the Centre are detailed below.

THE AIMS OF NCGE ARE TO:

- Promote the implementation of best practice in guidance and counselling in schools, centres for education, and adult education settings in accordance with the requirements of the Education Act 1998
- Promote the implementation of best practice in guidance and counselling in both formal and informal settings in accordance with national priorities
- Advise on policy and strategies for the promotion of a continuum of guidance in the context of lifelong learning
- Provide advice, support, materials and resources for guidance and counselling in education
- Advise on high quality and relevant initial guidance counselling education and training and to provide Continuing professional development (CPD) for guidance practitioners

<sup>1</sup> [http://www.nationalguidanceforum.ie/documents/NGF\\_Guidance\\_for\\_Life%20final.pdf](http://www.nationalguidanceforum.ie/documents/NGF_Guidance_for_Life%20final.pdf)

<sup>2</sup> [http://www.ncge.ie/uploads/pp\\_guidelines\\_second\\_level\\_schools\\_9c.pdf](http://www.ncge.ie/uploads/pp_guidelines_second_level_schools_9c.pdf)

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- Organise the provision of guidance to Irish nationals in the European Schools
- Contribute to the exchange of information on guidance and counselling provision and practice with other guidance and employment services, through the National Resource Centre, (EUROGUIDANCE Centre) both in Ireland and in other Member States of the EU.

In fulfilling its aims NCGE, as a constituent part of Léargas, is committed to working in collaboration and partnership with relevant stakeholders including the Department of Education and Skills, Directors of Studies, the Institute of Guidance Counsellors, the Adult Education Guidance Association of Ireland, Higher Education Authority, FÁS, National Association of Principals and Deputy Principals and other Government Departments and National and Employer agencies where appropriate.

NCGE provides support and development for guidance practitioners in the education sector and promotes European mobility and the European dimension of guidance in education and training. As a member of the EUROGUIDANCE network, funded by the EU Lifelong Learning Programme, the Centre also assists people seeking information on education and training opportunities in Europe. NCGE provides advice and assistance to a wide range of organisations and individuals involved in education, training and employment in guidance matters.

### MANAGEMENT OF GUIDANCE COMMITTEE

The NCGE Management of Guidance Committee was established in 2010 as a subcommittee of the Board of Léargas with Mr Barra O'Briain appointed as Chair. This sub-committee is responsible for the management of NCGE guidance policy, supports and delivery issues within the overall budgetary, governance and human resource framework determined by Léargas, The Exchange Bureau in consultation with the Department of Education and Skills.

For further details of the role and responsibilities of the Management of Guidance Committee, see **Appendix 1**

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### FINANCE SUB COMMITTEE

The Management of Guidance Finance Sub-Committee meets quarterly. Management accounts are prepared by Léargas for the subcommittee, and a report is presented to the Management of Guidance Committee. The Finance subcommittee comprises the Director of NCGE, the Chair of the Management of Guidance Committee, the Executive Director of Léargas and a representative of the Department of Education and Skills and by the Finance and Audit Committee.

## SUMMARY OF KEY OUTPUTS FOR 2011

### A MANAGEMENT AND ORGANISATIONAL ACTIVITIES

The Management of Guidance Committee attended training in Corporate Governance and began the process of Strategic Planning for the next three to five years. The Management of Guidance Committee met four times in 2011.

NCGE worked closely with Léargas to identify appropriate new premises and to make plans for moving to shared accommodation and services with Léargas.

NCGE applied successfully for a Work Placement Programme participant as part of the national FÁS programme. This placement was filled for 9 months - April - December in 2011. The participant provided administration assistance to the Director and carried out general clerical administration support duties for the Centre.

### B POST PRIMARY ACTIVITIES

Currently within the post-primary schools sector, there are 724 second level schools, which include schools under the Free Education Scheme (FES), fee-paying private schools, designated DEIS schools and post leaving certificate Colleges of Further Education

NCGE provides a continuing professional development programme for guidance counsellors within the post primary sector to develop their skills in Whole School Guidance Planning (WSGP). NCGE provides the Whole School Guidance Planning programme as a HETAC accredited Single Subject Certificate at NFQ Level 8. School principals are invited to participate in an initial workshop on WSGP to support the guidance counsellor in the programme and modules are then delivered through a blended learning approach i.e. using the NCGE Virtual Learning Environment.

NCGE Director and Guidance Programme Co-ordinator liaised with HETAC to clarify the issue regarding new nomenclature for HETAC awards to bring NCGE WSGP programme award in line with all HETAC providers.

Since its inception in 2005, 229 guidance counsellors have attended Module 1, 27 of these guidance counsellors have continued with this cpd programme and attended Module 2.

In 2011, 20 schools participated in Module 1 in two Dublin centres (i.e. 10 guidance counsellors per centre) NCGE developed an island (Cuan Eolais) in the 3D virtual world Second Life™ in partnership with Kilkenny Education Centre for the purpose of supporting guidance counsellor's professional development. As part of a pilot programme to integrate ICT into CPD programmes, the use of Second Life was integrated into Module 1 and Module 3 delivery in 2011. This programme allows guidance counsellors to attend the workshops from their own offices in schools and removed the need to incur travel and substitution costs. As part of the pilot, Second Life was also used to support three communities of practice meetings for five guidance counsellors in 2011. The three meetings were facilitated by Professor Jean McNiff, working from her UK office as well as the Centre.

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Whole School Guidance Planning Programme Module 3 was delivered for the first time from October 2011 to May 2012. Prior to workshop 1 all 9 participants received support and feedback from the course team in terms of their readiness for the module. Meetings prior to workshop 1 were held virtually in Second Life.

In conjunction with City of Dublin VEC, NCGE piloted the delivery of Module 1 to 9 CDVEC Colleges of Further Education guidance counsellors in 2011. Materials were developed by NCGE to reflect the different range of guidance provided within Colleges of Further Education.

Review of the pilot programme suggested that in future provision of the programme, NCGE could adapt the content to include both post primary and CFE guidance counsellors within the one programme.

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### PROVISION OF RESOURCES AND MATERIALS FOR POST PRIMARY

NCGE publishes the *NCGE News* e-zine twice per year. See section H for more information on this interactive newsletter.

Each publication of the *NCGE News* provides articles on good practice and information for guidance and book reviews and website reviews to inform post primary guidance counsellors.

Supplements are provided within the online e-zine to support post primary guidance provision. In the summer edition NCGE Euroguidance Co-ordinator collaborated with AHEAD to develop 'Mobility for All', a set of guidelines to support students with disabilities in exploring mobility opportunities for learning abroad. Previous supplements include collaborations with GLEN (Gay and Lesbian Equality Network) to provide guidelines for post primary guidance counsellors in provision of guidance to students who are gay, lesbian bi-sexual, transgender. These supplements can be viewed [here](#).

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### RESEARCH INTO THE PRACTICE OF COUNSELLING BY GUIDANCE COUNSELLORS IN SECOND LEVEL SCHOOLS

This research was carried out in 2009-2010 as a nationwide survey of post-primary guidance counsellors. Questionnaires and regionally based focus groups with guidance counsellors, school principals and stakeholders were held as part of the research process. Researchers submitted the final report to NCGE, which was published in December 2011. This research is available to download on

[http://www.ncge.ie/uploads/The\\_Practice\\_of\\_Counselling\\_by\\_Guidance\\_Counsellors\\_in\\_Post\\_Primary\\_Schools.pdf](http://www.ncge.ie/uploads/The_Practice_of_Counselling_by_Guidance_Counsellors_in_Post_Primary_Schools.pdf)

The DES published its response to the research recommendations with an outline of actions requested of NCGE to respond to and address these recommendations. [http://www.ncge.ie/uploads/DES\\_Response\\_to\\_Research.pdf](http://www.ncge.ie/uploads/DES_Response_to_Research.pdf)

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## COMMITTEE OF PSYCHOMETRIC TESTING

NCGE convenes and chairs the meeting of the Advisory Committee on Psychometric Testing annually on behalf of the DES. This meeting was held on 30th May, 2011. This Committee comprises representatives from DES, PSI, NEPS, IGC, ILSA CIC, and DSGC.

The remit of the Committee is to review annually the Department of Education and Skills' list of formal assessment instruments (including tests) approved for use in guidance and/or learning support in post-primary schools for the forthcoming academic year.

2011 approved list can be viewed [here](#).

## C ADULT EDUCATION SECTOR ACTIVITIES

NCGE co-ordinates the development of the Adult Educational Guidance Initiative (AEGI) on behalf of the DES. There are 40 AEGI Services nationally managed by the VECs and WIT.

In response to the Overarching Evaluation of the AEGI report 2010<sup>3</sup>, the National Advisory Group for the AEGI was re-established in 2011 as a smaller group than previously, chaired and managed by the DES Further Education Section, with membership of NCGE, IVEA, AEGAI and DES

The Director represents NCGE and the AEGI on the DES IVEA Advisory group for the Intensive Tuition of Adult Basic Education (ITABE), the DES initiative to support adult literacy.

As part of the SOLAS developments, NCGE worked with the Further Education section on the guidance sub group of the SOLAS implementation group

NCGE worked with the DES Further Education Section to make appropriate changes to the DES required AEGI Quarterly reports. DES and NCGE agreed that these reports would in future be required from AEGI services twice per year. These reports ensure both quantitative and qualitative data are recorded on the guidance service provision of the 40 AEGI services nationally. NCGE began a pilot of these new reports in consultation with the AEGI services in 2011 with the view to completing the pilot in 2012.

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<sup>3</sup> **Overarching Research on the Adult Educational Guidance Initiative (2010)**

<http://www.ncge.ie/resources/research>

## GENERAL AEGI ACTIVITIES

NCGE co-ordinated and provided the Continuing Professional Development programme for the 40 AEGI Guidance Co-ordinators, 38 Guidance Counsellors and 40 Information officers in May and December. NCGE co-ordinated and provided the Continuing Professional Development programme for the 118 staff of the AEGI services

NCGE provided technical support to the AEGI services and staff and liaised with VEC/ WIT management in relation to the AEGI services on a regular basis.

## AEGI WEB BASED HANDBOOK

NCGE manages and develops the online handbook for AEGI on behalf of the DES. NCGE co-ordinated the development of online resources for the AEGI Web -based Handbook. With changes to the Quarterly reports, NCGE provided an executive summary report for the Services, which was accessible to all Services via the Handbook. This is available with secure staff access on [www.ncgeaegihandbook.com](http://www.ncgeaegihandbook.com) NCGE worked in collaboration with the AEGI services to develop ICT based resources for the handbook.

## D PRIMARY EDUCATION AND NON-FORMAL SECTOR ACTIVITIES

*NCGE News* includes articles on guidance issues in non-formal and primary education sector. Articles were published in *NCGE News* highlighting guidance practice in primary education across the EU.

The Guidance Officer working on the EUROGUIDANCE network liaised with the Primary Support teacher's network and continued to research the level of formal guidance in the primary school system in other EU countries. Examples of good practice were disseminated in *NCGE News*.

NCGE continued to work with NEPS in relation to guidance provision in Youthreach services nationally and began to establish links with individual Youth Information Centres.

## E HIGHER EDUCATION ACTIVITIES

NCGE made presentations to post-graduate students of guidance counselling in the universities on areas of guidance policy and Euroguidance activities. NCGE attended and presented at the postgraduate fairs in University of Limerick (UL) and University College Cork (UCC).

*NCGE News* includes articles on guidance issues in higher education and highlights examples of innovative practice and resources.

NCGE provides the Whole School Guidance Planning programme as a HETAC accredited course.

NCGE Director and Guidance Programme Co-ordinator met with HETAC to clarify the issue regarding new nomenclature for HETAC awards to bring NCGE WSGP programme award in line with all HETAC providers.

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DIRECTORS OF STUDIES IN GUIDANCE COUNSELLING (DSGC)

NCGE hosted and chaired four meetings of the Directors of Studies in Guidance Counselling. *Interim Guidelines on the Counselling Competences for Guidance Counselling Education Programmes* were finalised and disseminated by the Group in March 2011. These are available to download from <http://www.ncge.ie/resources/directors-of-studies-of-guidance-counselling/>

NCGE hosted a strategic planning day for the Directors group to focus on plans for continued collaboration and co-operation of the group.

A meeting of the Directors with the IGC was also held in 2011.

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F EUROPEAN ACTIVITIES

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EUROGUIDANCE

NCGE Guidance Officer (Euroguidance Co-ordinator) attended study visits and hosted visits as outlined in the grant request for Euroguidance programme of activities and attended EUROGUIDANCE Network training throughout the year.

Euroguidance Co-ordinator contributes to Euroguidance activities via editing of the Euroguidance network newsletter, responding to all Euroguidance queries and the active involvement in the redevelopment of the Euroguidance website with other network partners.

NCGE lead and piloted the development of a National Data Source for PLOTEUS II with NOAI/Qualifax and Intrasoft, the EU Commission contracted software Development Company. The Euroguidance Co-ordinator, NCGE/DES representative Mark Deegan, and NOAI representatives presented the outcomes of the pilot to the PLOTEUS II co-ordination meetings in Brussels in October.

As part of a digital marketing strategy for Euroguidance, proposed by the Euroguidance Co-ordinator, NCGE established a [Facebook](#) page for the promotion of mobility and learning opportunities across the EU.

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EUROPEAN SCHOOLS

On behalf of the Department of Education and Skills, NCGE supports and co-ordinates the guidance service to the European Schools ([www.eursec.org](http://www.eursec.org)) with the provision of two guidance counsellors to work with relevant European Schools in Brussels and Luxembourg. Guidance provision includes group and one-to-one guidance for students, information evenings for parents and a phone and on-line service.

NCGE co-ordinated and developed new resources for this service in collaboration with the two guidance counsellors.

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## ACADEMIA

NCGE co-ordinates Academia (the European Exchange of Guidance Counsellors) which is funded by the Lifelong Learning Programme, as part of the Leonardo da Vinci (VET Pro Mobility) action. NCGE in co-operation with Irish guidance practitioners hosted a programme for 11 incoming practitioners from Italy, Sweden, Finland, Norway, France and Spain in March 2011 in Dublin. Irish guidance counsellors went on exchange visits to Finland, Estonia, Norway and France. <http://www.ncge.ie/europe/study-visits-academia/>

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## EU CONFERENCES

As DES designated representative, NCGE lead the country team, working with the DES Inspectorate and Institute of Guidance Counsellors to complete the submission to the International Centre for Career Development and Public Policy ([www.iccdpp.org](http://www.iccdpp.org)). NCGE attended the ICCDPP Symposium as part of the country team in Budapest Hungary in December 2011.

## **G EUROPEAN LIFELONG GUIDANCE POLICY NETWORK (ELGPN)**

Application documents for full membership were forwarded on behalf of DES to ELGPN by NCGE/Léargas at end 2010. DES appointed NCGE as the designated representative for Ireland to ELGPN for the phase 2011-2012. NCGE attended the two plenary meetings in 2011 in Hungary and Poland with full membership status. NCGE actively participated in two further work package group meetings on quality assurance and evidence based practice held in Estonia and Luxembourg.

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## NATIONAL FORUM ON GUIDANCE

Under the brief of the ELGPN programme to support co-operation and co-ordination of guidance services, NCGE proposed to the DES that a National Forum on Guidance be established. The aim of the National Forum on Guidance (2011-2012) would be to provide a forum for dialogue, exchanging information and exploring possibilities for co-operation and co-ordination.

Minister of State for Training and Skills, Ciarán Cannon TD, launched the National Forum on Guidance in October 2011. <http://www.ncge.ie/about-us/national-forum-guidance/>

## H GENERAL

### PUBLICATIONS, RESOURCES AND MATERIALS

*NCGE News* was produced in electronic (e-zine) version twice in 2011 providing spring and winter editions. NCGE Information Officer co-ordinates the process, including editing of articles submitted, producing draft copies, liaising with the design and publication team. All staff in NCGE source and/or write articles for NCGE on an on-going basis. Providing *NCGE News* as an online publication allows the opportunity to disseminate it both nationally and internationally to a targeted readership of almost 3000 in the guidance community. The 2011 editions are available to view online – [Issue 35 Summer 2011](#) and [Issue 36 Winter 2011](#)

The NCGE website provides information to clients and stakeholders on the role and activities of NCGE. The website features a ‘What’s New’ section where all staff can draw attention to details in their programmes such as application dates, course schedules etc. as the need arises.

### INFORMATION PROVISION AND CONFERENCES

NCGE hosted stands at conferences of both the Institute of Guidance Counsellors in March, and Higher Options in September. This provided direct access to NCGE for guidance counsellors and other clients of the Centre.

## I ICT DEVELOPMENTS IN NCGE

NCGE worked with a software development company on the redevelopment of the Virtual learning Environment (VLE) following a formal request for tender process. The VLE was redeveloped using the Moodle Open Source Platform. Moodle was customised in some instances to suit the target audience. All course content and activities for the Whole School Guidance Planning programme (including video and audio material produced by NCGE) were uploaded to the VLE. The VLE is accessible through <http://vle.ncge.ie>

Following a request for tenders’ process, NCGE contracted the services of a web design company for the redesign and development of the NCGE website in 2011, for re-launch in 2012.

NCGE continued to use Survey Monkey™ questionnaires for online feedback and evaluation of the CPD Whole School Guidance Planning workshops.

**NATIONAL CENTRE FOR GUIDANCE IN EDUCATION**

**FINANCIAL REPORT**

NCGE funding

Core funding for the National Centre for Guidance in education is provided directly from the Department of Education and Skills. Qualifications, Curriculum and Assessment Policy Unit (QCAP) provides funding for the core NCGE programmes ; Further Education Section funds the AEGI programme within NCGE; DES International Section funds the European Schools programme ; EU funding via the Lifelong Learning programme supports the Euroguidance Centre, ELGPN, and Academia programmes within NCGE .

NCGE Summary Accounts 2011

Expenditure as detailed below includes co-ordination and delivery of programmes across the guidance in lifelong learning spectrum, staff salaries and Centre overheads. Detailed financial reports are provide quarterly and annually via Income and Expenditure returns to DES, Board of Léargas and annual financial returns to EU Commission for EU funded programmes

NCGE Summary Accounts 2011

<b>Funding Source</b>	<b>Income</b>	<b>Expenditure</b>
DES QCAP unit	<b>505,903</b>	<b>433,736</b>
DES Further Education	<b>192,338</b>	<b>192,338</b>
Other: Leonardo Da Vinci NRC (i.e. Euroguidance) Academia European Schools ELGPN	<b>45,857</b>	<b>118,024</b>
<b>TOTAL</b>	<b>744,098</b>	<b>744,098</b>

**NATIONAL CENTRE FOR GUIDANCE IN EDUCATION**

**STAFF IN 2011**

Jennifer McKenzie	Director
Linda Darbey	Guidance Programme Co-ordinator
Hilary Lynch	Guidance Officer (Euroguidance Co-ordinator)
Ursula Kearney	Guidance Officer
Shivaun Gallagher	Information Officer
James Hogan	Office Administrator



**MANAGEMENT OF GUIDANCE COMMITTEE 2011**

Barra O'Briain	Chairman
Margaret Kelly	(Department of Education and Skills, DES)
Jim Mullin	(Léargas)
Marian O Callaghan	(Léargas)
John Wynne	(Adult Educational Guidance Association of Ireland, AEGAI)
Eilis Coakley	(Institute of Guidance Counsellors, IGC)
Patricia McDonagh	(National Association of Principals and Deputy Principals, NAPD)
Vacant position	(Directors of Studies)
Colum Layton	(Department of Education and Skills DES)
Peter Brown	(Higher Education Authority, HEA)
Paul Hill	(FÁS)
Jennifer McKenzie	Director NCGE (ex-officio)

## APPENDIX 1

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### THE ROLE OF THE MANAGEMENT OF GUIDANCE COMMITTEE IS TO:

- Oversee and give strategic direction to the work of the National Centre for Guidance in Education in accordance with the aims of the Centre and the priority needs of the education system.
- Ensure the effectiveness and efficiency of the Centre in providing quality advice, professional development, materials and resources in guidance and counselling to guidance practitioners in schools, centres for education and adult education settings.
- Manage and give strategic direction to the work of the Centre as a national focal point for the mutual exchange of information on guidance and counselling practice with other guidance and employment services, both in Ireland and with other Member States of the EU.
- Provide for the operation of the Centre in compliance with statutory, administrative and public procurement requirements, and as appropriate with the Code of Practice for the Governance of State Bodies insofar as guidance policy, supports and delivery issues are concerned, and to ensure an appropriate reporting framework to Léargas insofar as the activities of the Centre, and budgetary, human resources and staffing issues are concerned.
- Report to the Department of Education and Skills on the operation of the Centre, and to provide a written report on an annual basis on the Centre's activities, including its efficiency and effectiveness in supporting best practice in guidance provision.
- Liaise on an on-going basis with the Department of Education and Skills on all matters of major policy concern which impact on the provision of guidance services to stakeholders or the effective operation of the Centre.

The Committee has specific responsibility for:

- prioritisation and approval of NCGE's programme of activities and budget plans
- Approval of inputs concerning NCGE into Léargas strategic plans, annual reports / Output statement reports etc.
- approval of terms of major contracts on behalf of NCGE, within the framework of accountability agreed with Léargas
- preparation of accounts and an annual report / Output statement report concerning NCGE's activities for Léargas for the Department of Education and Skills