

Guidance Programme per year group:

6th Year

1st term: September to December

- **Planning your exit from second level education.**
- **Effective study skills/classroom skills: goal setting, good time management, learning and memory techniques, timetabling, idea mapping, effective reading skills, concentration.**
- **UCAS action plan.**
- **Distribution of CAO Handbook and the importance of reading the rules and regulations section carefully. The consequences of making mistakes. Restricted courses.**
- **Quality and Qualifications Ireland/National Framework of Qualifications: levels 4, 5,6,7,8, 9.**
- **Minimum entry requirements and subject requirements.**
- **Bonus Points scheme for higher level Maths.**
- **Higher Options Conference in the RDS.**
- **Information on open days, open evenings and career fairs taking place between September and December.**
- **Digital Career Guidance Resources e.g. websites such as Qualifax, Careers Portal, UCAS, Eunicas, CAO, Course Hub, Careers News etc.**
- **Realistic appraisal of aptitudes and academic potential. Results of aptitude tests are interpreted and outlined to each student. The implications of test findings are considered in terms of the course or career options that the student is considering.**
- **NUI Exemptions.**
- **HEAR and DARE Schemes.**
- **Points System for 2017 entry.**

- **Comprehensive information on Third Level Education: Ireland, Europe, UK, USA.**
- **Information on Study Abroad Fair; this fair offered the students the chance to speak face to face with university representatives from all over the world.**
- **Latest information on Shannon College of Hotel Management, now fully incorporated and owned by NUI Galway.**
- **Private colleges in Ireland.**
- **TCD's New Entry Path (Feasibility Study)**
- **Portfolio deadlines.**
- **The HPAT Exam/A Guide to Answering Questions in the HPAT.**
- **Application Procedures and Deadlines: Ireland (CAO), UK (UCAS), USA (SAT), Europe.**
www.eunicas.ie
- **A guide to writing a Personal Statement.**
- **Postgraduate Courses.**
- **By end December each student must have drawn up a list of CAO Course Choices.**
- **Attend parent/teacher meeting and liaise with parents by phone when necessary.**
- **1st one-to-one career consultation with each student takes place between September and December 2013**
- **Personal counselling as required./Liaise with referral where appropriate.**

2nd term: January – to mid April

- **Information on college Open Days and career events happening between January and April.**
- **CAO Information evening for parents and students: Brian Howard: guest speaker**
- **Further Education Colleges (PLCs) and links to 3rd level courses.**
- **Grants (SUSI), Scholarships and Awards.**
- **The cost of going to college.**

- **Managing Stress, sport, leisure and recreation.**
- **Gap Year.**
- **Examination techniques: nine tips to triumph in the exams.**
- **Interview techniques for UCAS candidates.**
- **Jobs for arts graduates.**
- **Lidl retail-management degree (non CAO), divided 50-50 between the classroom in DBS and working directly in one of the retailer's stores.**
- **2nd one-to-one career consultation with each student (Jan 2015)
Review of mock results and the implication of results for the career planning process.**
- **Personal counselling as required./Liaise with referral agencies.**
- **Completion of schools section of DARE applications forms.**

3rd Term: Mid April to mid-May

- **Countdown to Leaving - 10 study tips to get you there.**
- **Health and Welfare: stress relief.**
- **The CAO Change of Mind facility/CAO Alert Lists.**
- **Tips for Third Level.**
- **Change of mind facility/Common errors which may lead to loss of a place/Deferring your college place/New CAO courses (not in handbook)/offer of places.**
- **Professional Apprenticeship Schemes.**
- **Grants: SUSI.**
- **Information on changes in UCD courses.**
- **Individual career counselling as required.**
- **Personal counselling as required./Liaise with referral agencies.**

Guest speakers came to St.Conleth's to speak to students once per week: The list for this academic year included:

- **TCD**
- **UCD**
- **UCG**
- **NUIM**
- **CAO Talk for students/parents: Brian Howard**
- **DCU**
- **DBS**
- **NCI**
- **DIT**
- **Griffith College**
- **IADT**
- **Adam Baker: UCD School of Business.**
- **It Tallaght.**
- **Guy Flouche: European Universities representative.**
- **Blackrock College of Further education.**
- **Past pupils spoke to 6th Years about: *The College Experience/ Study Tips* etc.**
- **Talk on stress management, Positive Psychology: Jolanta Bourke, TCD.**
- **Exam Techniques Seminar: Georgina Skehan.**
- **Niall Burke, Donnybrook Garda station: Talk on drugs and alcohol abuse.**
- **John Lonergan: ex Governor of Mountjoy Prison spoke to students about social justice issues , the reality of prison and how the penal system works, the scourge of drugs in modern society, how a moment of madness can destroy people's lives, confronting bullying in schools and colleges.**
- **Loyola Institute, TCD: Catholic Theological Studies.**
- **Managing Your Mental Health: Niamh McCullagh, St. John of God Hospital. (September)**
- **Mental Health Week (March) Patricia Wroe spoke to students about managing stress, resilience, motivation and study.**
- **Interview Tips/ Creating a Winning CV/ How to Stand out from the Crowd: Marie Kielty, IT Tallaght.**

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5th Year

Study Skills

- **Career Information/ Career Planning/ Career Investigation/Research Skills**
- **National Framework of Qualifications**
- **Interest Inventories**
- **Introduction to useful career websites e.g. careersportal.ie/www.qualifax.ie**
- **Career events: students are encouraged to attend college open days/summer schools/exhibitions, School of Law Open Day, science Open Evening in UCD**
- **Assessment and self-assessment : Career Decision Maker: and Cambridge Profile: aptitude tests**
- **One-to-One Career Consultation with each student**
- **Introduction to CAO – www.cao.ie**
- **Further Education Courses (PLCs)**
- **Studying in the UK: UCAS – www.ucas.com**
- **Studying in Europe**
- **Alternative routes into courses.**
- **Ten great reasons to become a scientist.**
- **The new Leaving Certificate grading system.**
- **Studying in the USA.**
- **Information on Open Days/Open Evenings**
- **Personal counselling as required.**
- **Study Skills/Time Management/Subject Choice.**

GUEST SPEAKERS:

Past pupils spoke to 5th Years about study and university.

Foundation Ireland: Careers in Science.

UCD School of Business.: Adam Baker

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Guy Flouche: European Universities Representative in Ireland.

School of Law UCD: Dr. Paul Ward.

Student Life Summit: 5th Year students attended this Careers event in Croke Park.

Ecole Hôtelière, Lausanne, Switzerland: careers in Hospitality, Leisure and Tourism.

DBS

Engineers Ireland.: Kevin Barry

Blackrock College of Further Education.

Career Summit: students had access to successful young professionals who shared their experiences of university and the world of work.

Interview Tips/ Creating a Winning CV/ How to Stand out from the Crowd: Marie Kielty, IT Tallaght.

Niall Burke, Donnybrook Garda station: Talk on drugs and alcohol abuse

John Lonergan: ex governor of Mountjoy Prison spoke to students about social justice issues , the reality of prison and how the penal system works, the scourge of drugs in modern society, how a moment of madness can destroy people's lives, confronting bullying in schools and colleges.

Managing Your Mental Health: Niamh McCullagh, St. John of God Hospital.

Tracy Geraghty Life Coaching Services (Mental Health Week) spoke to students on the following:

- **Self esteem building workshop**
- **Strategies for breaking up negative thought processes**
- **The power of words and metaphors and using them to great effect**
- **How to take control of forming beliefs for a healthier life**
- **How to elevate your mood in an instant.**

4th Year: Transition Year

- **Cambridge Profile and Eirquest . subject choice and career selection programme.**
- **Subject Choice: one- to -one sessions as required.**
- **St. Conleth's College Guide to Choosing Your Leaving Certificate Subjects distributed to all 4th Year students**
- **Parents Information Evening on subject choice and analysis of EirQuest results: guest speaker Brian Mooney.**
- **Provided Transition Year students with information about work experience placements.**
- **Administered PSATS to 4th Year students.**
- **Organised visit for TY students to UCD/TCD**
- **Individual career and educational guidance as required**
- **Individual personal and social counselling as required**
- **Niall Burke, Donnybrook Garda station: Talk on drugs and alcohol abuse**
- **Tracy Geraghty Life Coaching Services (Mental Health Week) spoke to students on the following:**

Self esteem building workshop

Strategies for breaking up negative thought processes

The power of words and metaphors and using them to great effect

How to take control of forming beliefs for a healthier life

How to elevate your mood in an instant

3rd Year

- Individual career and educational guidance as required.
- Individual personal and social counselling as required.
- Niall Burke, Donnybrook Garda station: Talk on drugs and alcohol abuse
- Tracy Geraghty Life Coaching Services (Mental Health Week) spoke to students on the following:

Self esteem building workshop

Strategies for breaking up negative thought processes

The power of words and metaphors and using them to great effect

How to take control of forming beliefs for a healthier life

How to elevate your mood in an instant

2nd Year

- Individual career and educational guidance as required.
- Individual personal and social counselling as required.
- Anger Management
- Niall Burke, Donnybrook Garda station: Talk on drugs and alcohol abuse
- Tracy Geraghty Life Coaching Services (Mental Health Week) spoke to students on the following:

Self esteem building workshop

Strategies for breaking up negative thought processes

The power of words and metaphors and using them to great effect

How to take control of forming beliefs for a healthier life

How to elevate your mood in an instant

1st Year

- **CAT4, the new digital edition of GL Assessment's Cognitive Abilities Test was administered to 1st year students.**
- **Individual career and educational guidance as required.**
- **Individual personal and social counselling as required.**
- **Niall Burke, Donnybrook Garda station: Talk on drugs and alcohol abuse**
- **Tracy Geraghty Life Coaching Services (Mental Health Week) spoke to students on the following:**

Self esteem building workshop

Strategies for breaking up negative thought processes

The power of words and metaphors and using them to great effect

How to take control of forming beliefs for a healthier life

How to elevate your mood in an instant

OTHER GUIDANCE ACTIVITIES THAT SUPPORT THE ACHIEVEMENT OF THE AIMS OF THE SCHOOL GUIDANCE PROGRAMME INCLUDE:

consultation with parents, school staff and students. Attending Pastoral Care meetings.

feedback - giving feedback to the Board of Management, school management and staff on the needs of individual students, groups and the school as an organisation, and how the school guidance programme has supported students' choices and transitions.

networking - establishing links with employers, relevant agencies and institutions to enhance guidance work with students.

promoting change - assisting curriculum development in the school.

managing, organising and co-ordinating guidance activities into a coherent programme