**Template for Guidance Plan:
Applying to Higher Education from Further Education**

This resource has been developed in order to provide an example of how the content from the webinar [‘Applying to Higher Education from Further Education’](https://www.ncge.ie/resource/applying-to-higher-education-from-further-education)  can be incorporated into a post-primary Guidance plan.

This template aims to provide a stimulus for thought and is not prescriptive in terms of the content of a guidance plan. It may be adapted to meet the needs of the school and appended into a preexisting Guidance plan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Focusing on Further Education**

 Further Education is discussed with students throughout their time in our school as follows:

**Junior Cycle**

Junior cycle students engage in [‘Guidance Related Learning’](https://www.ncge.ie/resource/guidance-related-learning-resources-junior-cycle) content in 1st, 2nd and 3rd year and Further Education is noted and introduced within the units of learning. For example, in 3rd years, ‘Pathways’ are discussed with students and FE is discussed.

**Senior Cycle**

Activities within senior cycle include the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  | TY students | 5th year students | 6th year students |
| **Guidance for All** | -One guidance class focusing directly on FE- Careers project must include reflections on at least one option within FE. | * One guidance class focusing on FE.
* Mr. Smith facilitates second class reflecting on his experience of a PLC.
 | * Two guidance classes focusing on FE.
* Students encouraged to attend open days/evenings.
 |
| **Guidance for Some** |   | * Students complete a ‘mock application’ and interview for PLC as an optional activity. Feedback provided by GCllr and interviewing teacher.
 | * Groupwork on preparing for interview.
* References for students who will be applying, completed by year head.
 |
| **Guidance for a few** | Guidance Counsellor takes group of students who show interest in FE as a group at this stage in their education and facilitates discussion. |  | * Personal guidance to support students who are nervous about interviewing.
 |

**Parents**

Parents are informed about further education throughout the school year in the following ways:

* Our ‘Careers Night’ for 5th and 6th year students and their parents takes place in October of each academic year. At this information evening, the Guidance Counsellor outlines the benefits of FE in her presentation and three of the local FE colleges present options to all attending.
* The school holds a ‘CAO Information Evening’ one month after our careers night for parents of 6th year students. The Guidance Counsellor includes content on colleges of FE and details how a student can (i) find out more and (ii) apply.
* The school website provides a section of information on colleges of FE.
* The school twitter account notifies followers of key dates/information concerning local Colleges of FE.
* The ‘Guidance’ noticeboard is located in the canteen and is visible for all parents during parent teacher meetings and any other events that take place in the school e.g., the Talent competition that takes place each March.

**Whole School Approach**

* The Guidance Counsellor did a survey with staff a year ago to ascertain how many members attended a college of FE and what course they did. With the permission of staff members, this information was summarized in poster form and is displayed in key locations throughout the school. Students can ask members of staff about their previous education and pathways into their current roles.
* Teachers facilitated mock interview for 5th year students as noted in the table above.
* Guidance Counsellors work with Modern Languages teachers to compile resource on interviewing/ preparing for Oral Assessments.
* Year heads complete references for students as noted in the table above.