



Connecting Life with Career

## Certificate Course in Skills for Career Guidance and Counselling

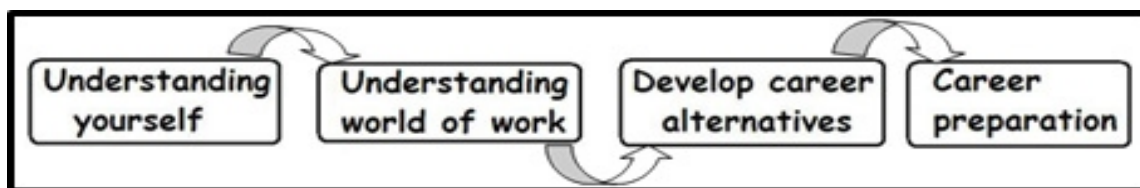
### The Jiva Approach to Career Development

The Jiva Model of Career counselling has been developed for India by The Promise Foundation and the Consultant Psychologists Group in partnership with leading career psychologists from around the world. *Jiva* means life in most Indian languages and this approach views career development as integrally connected to *life*. Key features of this method are:

- A *values* based approach to career choice. The model rests on five principles drawn from Asian thought that underline how work is inherently connected to the larger context. These values are interpreted to match the demands of the contemporary world of work.
- A *mixed methods* approach to assessment. Jiva blends quantitative with qualitative methods. The Career Guidance Facilitator learns a testing process that is contextually grounded and at the same time able to offer a framework within which objective measurements can be made. The approach within the Jiva method is not to use normative data to compare one individual with another. Instead an intra-individual approach is taken to help the individual gain insights into the profile of his/her interests and aptitudes.
- *Participant-led* learning. Emphasis is laid on building the career chooser's skills to take responsibility for career development. Therefore the Jiva workshop design has no lectures or formal teaching units. The role of the facilitator is to guide and create an environment for career discovery. Strong emphasis is laid on peer-learning and introspection.
- Comprehensive *resources* for career guidance. Central to this course is the Jiva Kit. This is a rich compendium of career guidance material with which a complete career guidance programme can be delivered at low cost and low resource requirements. The Kit is described in greater detail on the following pages.

### The Career Discovery Path

The Jiva model comprises four key elements of career guidance which together are described as the Career Discovery Path as shown in the figure below.



Specific activities have been developed for each of these components. The facilitator guides students systematically through each set of activities. Learning is cumulative and learnings of one activity contribute to the next one and so on throughout the programme. The Jiva workshop series culminates with the student identifying a set of career alternatives and learning how to prepare for these alternatives.

**Jiva has reached over 300,000 students and youth, trained 249 individuals across 26 batches, has won international endorsement for its validity, and has been adapted for use in a number of other countries.**

This course in Basic Skills for Career Counselling develops the participant's capacity to deliver career guidance using the Jiva approach. The course blends theory with practice and is designed to build participants' knowledge and skills for career guidance facilitation.

## The Jiva Kit

The Jiva Kit is a collection of career development resources designed around the Career Discovery Path and developed specially for India. The Kit does not excessively rely on infrastructural support. Some Jiva counsellors are even able to conduct effective career guidance just under the shade of a tree using the Jiva Kit! All participants who complete the Jiva course receive a complete Jiva Kit. An overview of the Kit is provided below.

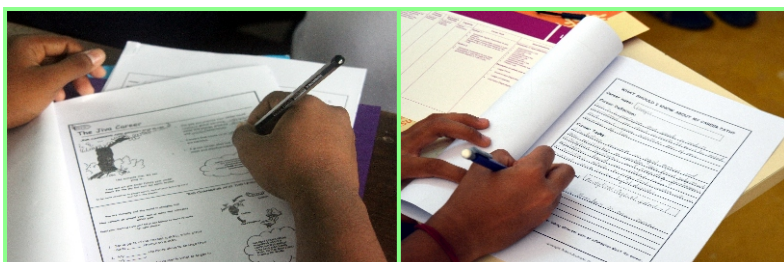
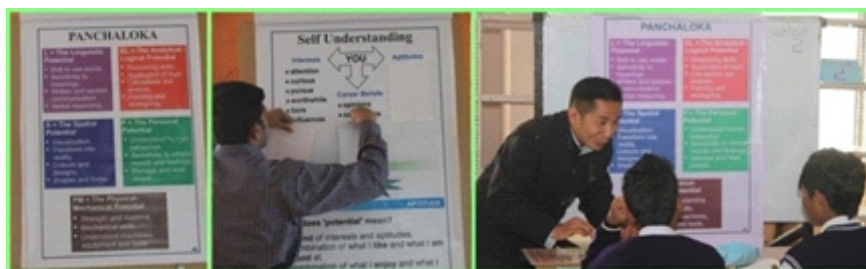


### Facilitator's Training Manual

- A comprehensive handbook covering key themes, a detailed explanation of career guidance skills and comprehensive facilitators' notes.
- All notes are supported by a set of worksheets that students can use to note down their learnings.

### Flip Charts

- A set of large, durable charts that the facilitator can use for each of the sessions.
- Large enough for a class room of about 30 to 40 children.
- Allows the facilitator to conduct the programme with a minimum of resources.



### Student Worksheets

- The Kit supplies a Master Set of Student Worksheets in soft copy. Facilitators can print out the number of workbooks they require.
- Students compile all the worksheets into their Jiva Workbook at the end of the programme. A completed workbook is a permanent resource for the student's further thinking about career development.

### Learning Cards

- Jiva activities facilitate peer learning. Small group discussions are supported by large Learning Cards containing career development information.
- Students use the cards for their discussions and to fill in their worksheet.



### Career Information Cards and Career Dictionary

- Comprehensive career information for close to 170 careers based on the International Standard Classification of Occupations is included in the kit as career information cards and dictionaries.
- Each card carries detailed information about career paths, specialisations possible within each career, qualifications and eligibility.
- The cards are presented in a sturdy bag and can be placed in a classroom for easy access.
- Career Dictionaries are attractive booklets with abbreviated career definitions that students can use for an overview of a wide range of careers.



## The Jiva Certificate Course

The Jiva Course is an intensive *eight-day* course delivered in the workshop format and takes a competency based, learning outcomes oriented approach to the process of teaching and learning. The course content comprises *Conceptual Foundations* and *Core Skills*. Participants learn career guidance theory and concepts and receive intensive training in skills for career guidance focusing on mastery over the Jiva Kit. The key features of our training methodology are as follows:

- \* Lectures and Discussions
- \* Demonstrations
- \* Personalised Tutorials where necessary
- \* Skills Practice
- \* Role plays
- \* Group Presentations
- \* Assignments and Tests
- \* Formative and Summative Feedback
- \* Skills practice with Students: Participants prepare and present a practice workshop to a group of grade 10 students
- \* Independent field assignment.

## Interest and Aptitude Testing

The participant is trained in a comprehensive and modern method of assessment that blends quantitative and qualitative methods. The tools used by Jiva are compiled into a battery called the **Comprehensive Student Information Protocol (CSIP)** that collects information pertaining to *aptitude, interest, hobbies and accomplishments, and academic history*. The course will train the participant to **administer** the CSIP to the client and send the data back to the Jiva team for interpretation and analysis. When the Jiva counsellor begins practicing career counselling, he/she will be required to purchase one CSIP for each student.

## The Jiva Career Report

Students who go through the Jiva Workshop receive an individualised Career Report, based on CSIP data collected by the Jiva counsellor. The Jiva Team in Bangalore will score, interpret the CSIP and generate the Report. The Report will present: the student's potential profile, recommended subject streams, suitable career alternatives and detailed career paths (with institutional information) for each of the suggested alternatives.

## Types of Jiva Workshops

The Jiva workshop is flexible and can be conducted in multiple formats. The participant will learn to design Jiva workshops in these different formats. Various time tables will be discussed. These time tables will help the Jiva counsellor fit into the schedules of the school/client. Counsellors can also select Jiva activities and conduct workshops without interest/aptitude testing, if they feel a client does not need a career report.

## Working with Parents

Parents are central to the career decision making process. Jiva brings parent and child together so that the child learns to inform parents of his/her interests while parents learn to interpret their life experiences into the present context. Jiva trainees learn to conduct parent workshops using five interesting power point presentations. These workshops are designed to build parents' awareness and teach them how they can be a holistic influence on their child's career decisions. The training also teaches the Jiva counsellor skills to present and explain the Jiva Career Report to the parent.

## Licensing and University Certification

### Licensing

For recognition as a Licensed Jiva Career Guidance Counsellor the steps are:

- complete all components of the Jiva Certificate Course.
- complete an independent *field assignment* after the course under the supervision of Jiva headquarters.

### University Certification

The Jiva course is recognised by the Martin Luther Christian University, Meghalaya. To obtain university certification the steps are:

- obtain license from the Jiva headquarters.
- apply for university certificate as per university rules and fee structure.



## Ongoing Support in Addition to the Jiva Kit

- *Individualised Career Reports* developed in partnership with expert career psychologists at the Jiva headquarters.
- The *Jiva Registry* carrying details of Jiva Career Guidance Counsellors (Licensed) on the Jiva website.
- A *Common Marketing Framework* to bring Jiva Counsellors together. Common promotional brochures, power point presentations and personalised endorsements for all Jiva Counsellors along with permission to use the Jiva brand instruments (e.g., logo).
- Ongoing inputs for continued *professional development*.

## Professional Practice as a Jiva Counsellor

- On completion of licensing, the Jiva Career Guidance Counsellor would be fully trained and skilled to conduct career guidance workshops and administer the psychometric battery (CSIP). The student's CSIP data is to be sent to the Jiva headquarters, where experts will score the test and develop an individualised career report which the Jiva counsellor can share with the client family.
- The Jiva counsellor is authorised to charge a fee per student, according to a range of rates established for the Jiva network of counsellors.
- The counsellor will be charged a fixed percentage of this fee per student for the purchase of the CSIP. This fee will cover the costs of scoring and analysis of the CSIP and generation of the career report along with the ongoing support listed above. *This fee will be a recurrent cost for the Jiva Career Guidance Counsellor.*

## Faculty

**Gideon Arulmani PhD.**, the lead trainer of the course, is the director of The Promise Foundation and headed the team that developed Jiva. Gideon is an internationally acclaimed specialist in career psychology and has written a number of papers and books on career guidance. He has led assignments for the ILO, UNICEF and the World Bank and has established career guidance services in a number of other countries. He teaches at the Tata Institute of Social Sciences and Martin Luther Christian University India, Canterbury Christchurch University UK, the ILO's International Training Centre in Italy and has lectured in more than 30 countries.

**Rayan Miranda**, holds a master's degree in Medical and Psychiatric Social Work. He is the Assistant Director of The Promise Foundation and leads the Foundation's engagement with students from economically disadvantaged backgrounds. He is also managing the Jiva Network of Career Counsellors which is spread across India. He is the trainer of the certificate course. He holds the Treasurer post at the Indian Association for Career and Livelihood Planning. He is the national correspondent for the International Association for Education and Vocational Guidance. He is extensively experienced in career guidance and has worked with more than 20000 students.

**Swethashree Gopinath**, holds a master's degree in Psychology from Dept. of Counselling, The University of Akron, OH, USA and a Diploma in Guidance & counselling from Annamalai University. She has extensive experience as a school counsellor in different parts of India and has met more than 500 students as a Jiva counsellor.

**Khairunissa Hirani**, holds a master's degree in management and as a Jiva counsellor brings many years of experience from the community perspective.

## Course Details

### Eligibility

- At least Bachelor's degree.
- At least 1 year experience of working with students and youth.
- Excellent communication skills.
- Fluency in English.

### Dates and Timings

- **July 14 to 21, 2023**
- The course will be conducted from 9 am to 5 pm. 100% attendance is compulsory.

### Course Fee

**Rs. 44,000**

(This fee includes: Course Fee, Jiva Kit, Board and Accommodation, Marketing Material, Daily Transport) from accommodation to training venue and GST).

### Selection

- Participants will be required to fill in an application form and email the completed application form to [enquire@jivacareer.org](mailto:enquire@jivacareer.org)
- Suitable candidates will be invited to take up an online Entrance Test.
- Candidates who reach the required grade on the entrance exam will be selected for the course.

### Venue:

**Training Venue** : The Promise Foundation, Sompur, Sarjapura, Bangalore.

**Accommodation Venue** : CPHC, Sarjapura Road, Bangalore. A pastoral centre about 5 kilometres from the training venue. .

### Contact Information

Rayan Miranda / Swethashree Gopinath / Khairunissa Hirani

The Promise Foundation, 231, Cozy Home Layout, Sompur Gate, B. Hosahalli Road, Sarjapura, Bangalore-562125.

Phone: +91 7349065958; +91 8171878867; +91 9632767657 (between 9.30 am and 4.30 pm, Tuesday to Saturday).

Email enquiries: [enquire@jivacareer.org](mailto:enquire@jivacareer.org); Website: [www.jivacareer.org](http://www.jivacareer.org)

**Last date to submit application form: May 30, 2023**