

Rannóg Pholasáí, Cáilíochtaí,
Curaclaim agus Measúnachta,
An Roinn Oideachais agus Eolaíochta,
Urlár 1, Bloc 4,
An t-Áras Árachais,
Sraid Talbhóid
Baile Atha Cliath 1



Qualifications, Curriculum and
Assessment Policy Unit,
Department of Education and Science
Floor 1, Block 4
Irish Life Centre
Talbot St
Dublin 1

Circular M37/03

To the Principal of the School
Named in the Address

30 October 2003

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

Dear Principal

Please find enclosed the draft document entitled "Guidelines for Second Level Schools on the implications of Section 9 (c) of the Education Act (1998), relating to students' access to appropriate guidance". This document will assist schools and Guidance Counsellors in defining the implications of Section 9(c) and (d) of the Education Act which obliges schools to

- (c) *ensure that students have access to appropriate guidance to assist them in their educational and career choice,*
- (d) *promote the moral, spiritual, social and personal development of students....*

This document does not contain all the elements of a comprehensive guidance programme, rather it identifies the minimum standards necessary to provide appropriate guidance to students. Schools, as part of the overall School Development Plan, will form a comprehensive guidance plan, taking into account the needs of students, available resources and contextual factors.

This document is based on the report and recommendations of a committee set up by the National Centre for Guidance in Education (NCGE) at the request of the Department of Education and Science. Representatives of the NCGE, the Institute of Guidance Counsellors and the Department formed the committee which presented its report to the Minister. In the course of its work the committee invited representatives of different sectors to make presentations concerning the perceived needs of students from transition to post-primary school onwards to the transition from second level education to higher/further education and/or training/employment.

The NCGE has been working on Guidelines for Guidance Planning which will issue shortly to all second level schools. The two documents together will be of assistance to Boards of Management in preparing the guidance plan for the school.

The enclosed document is a draft which is being circulated for consultation. The Department now invites submissions, **in writing only**, from schools and other interested parties which will inform the finalisation of the document. Submissions should be sent to the following address:

*Mr Pat Conroy, HEO
Post Primary Administration
Block 2
Department of Education and Science
Marlborough Street
Dublin 1*

Envelopes should be marked clearly "Appropriate Guidance" on the top left hand corner. All submissions should arrive on or before the **31st December 2003**:

Yours sincerely,

Margaret Kelly P.O
Qualifications, Curriculum and Assessment Policy Unit

[Click to view Draft for consultation](#)