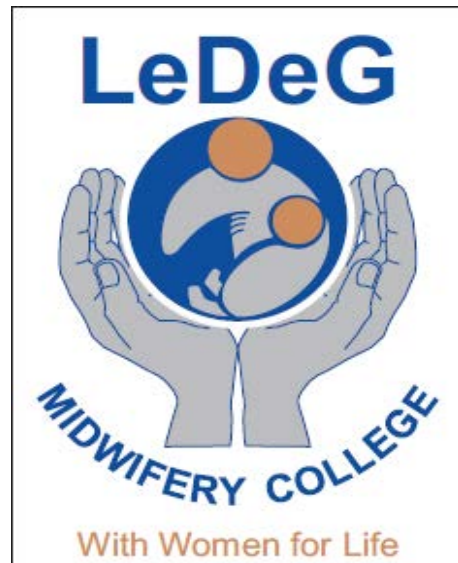


LeDeG Midwifery College

Students support/counseling Guidance



Addis Ababa 2017

Students Guidance and counseling

I. Background

LeDeG Midwifery college aims to become a center of excellence with successful students. It recognizes that and counseling is an integral part of the school existence. The college will implement a comprehensive guidance and counseling programme to help students perform at their best.

The college staff members should work together to increase opportunities for success in the lives of learners. They should help all students realize their full potential regardless of physical, social, emotional, educational, and other challenges. This document aims to guide school teachers to provide guidance and counseling to help the college achieve its vision and mission.

II. Vision ,Mission ,core values and strategic objectives of the College

1. Vision

To become a center of Excellence of high quality standard midwifery Education

2. Mission of the College

The school is committed to provide the highest quality midwifery education, supported by highly qualified and motivated staff, for future midwives to become competent, ethical and compassionate care providers and life time partners to women.

3. Values of the College

The core values are:

- Academic excellence
- Innovation
- ethics
- Integrity, accountability and transparency
- Care
- Diversity and mutual respect
- Gender sensitivity or equality
- Customer service

III. Purpose

This policy intend to define the approach used to deal with students' issues preventing them from achieving their personal and academic goals
This approach aims to help students have a more positive outlook in life to make their stay in the college more successful

IV. Scope

This policy applies to all students of the college .It starts by the identification of the student problem ,providing guidance and counseling and ends with follow up and monitoring of the student's progress even after the counseling session.

Responsibilities

There will be an office of guidance and counseling but the head of academic affairs the operations manager, college Dean, Student Representative and all teachers have some responsibilities in guiding and counseling students

V. Procedure

1. Routine guidance and Counseling

- The Student completes an inventory form by providing basic demographic information(age, address, parents names and contact numbers...)This facilitates better understanding of student 's problems and/ or needs
- Depending on the student concern he/she is referred to the first counselor. All guidance and counseling sessions are conducted in private offices and confidentiality should be the rules.
- The Counselor begins with an initial interview which is devoted to establish the rapport between them and encourage the student to express his or her concerns freely. The session is to make an initial assessment of the student's concern, the contributing factors and coping strategies. From these the counselor assesses whether other counseling sessions are required or not.
- Every guidance and counseling provided is recorded in the student counseling form which the student signs after the session. Need for succeeding sessions are noted in the form. Follow up sessions to monitor student's progress are also conducted
- If the student's concern is beyond the expertise of the assigned counselor he/she may refer to another practitioner

2. Guidance and Counseling needing referrals

- Referrals for guidance and counseling may be forwarded to the Guidance office by other departments. A pre conference between the referring party and the counselor is held to discuss the issue and how it may possibly be dealt with and if other support services may be required
- The counselor checks the students schedule and calls the student for a counseling session to address the issue referred
- Every counseling session is recorded in the student form which student signs after and need of follow up are also recorded
- If the student's concern is beyond the expertise of the assigned Counselor he/she will refer to another practitioner.