

## FAQ's - Postgraduate Diploma in Educational Guidance Counselling (PGDEGC)

### Entry Requirements

#### What are the entry requirements for this course?

Applicants will be qualified, registered second-level teachers with an honours Professional Masters in Education (PME) or equivalent qualifications. At least three years' experience of teaching and experience in areas such as pastoral care or a school care team are essential. ***This does not include your teaching experience while training as a second level schoolteacher.***

The PGDEGC programme is designed to equip teachers to work as guidance counsellors in the second level sector. The programme is recognized by the Irish Department of Education and the Institute of Guidance Counsellors as a professional, international qualification in Guidance Counselling.

To work as a guidance counsellor in a permanent capacity in second level schools in Ireland, you need to hold a teaching qualification; therefore, this is a requisite for entry into our programme.

### PAC FAQ's

#### What is the PAC Code for the PGDEGC?

PAC Code - MH94G

#### When is the PAC closing date?

The closing date for applications to the PGDEGC is Wednesday 25<sup>th</sup> January 2024.

#### How do I apply for this course?

Online application only [www.pac.ie/maynoothuniversity](http://www.pac.ie/maynoothuniversity)

The following information should be uploaded to your online application or copies of documents can be forwarded to PAC, 1 Courthouse Square, Galway. (Please do not send original documents to PAC).

- Certified copies of all official transcripts of results for all non-Maynooth University qualifications listed MUST accompany the application. Failure to do so will delay your application being processed.
- Non-Maynooth University students are asked to provide a copy of birth certificate or a valid passport.
- Maynooth University graduates who gained qualifications at other institutions should submit certified copies of those qualifications.

**"All applicants must submit 2 professional written references from current school management on headed paper which are dated within the last year and these references must be submitted with the application".** There are no specific guidelines for references, school management can use the format that they are familiar with.

Please note applications will be reviewed after the closing date (25th January 2024) shortlisting may apply and suitable applicants will be invited to interview.

### What is a Personal Statement?

In your personal statement please provide key points of your pastoral care experience (school, community or professional) as this information will be considered when shortlisting applications. Applicants should explain why they hope to embark on this programme and why they are feeling they are suited to it. You may include your experience where appropriate. Applicants normally provide no more than one A4 page for the personal statement. Maynooth University Career's Office offer advice on how to write a personal statement [here](#).

### What is a transcript?

A transcript is a detailed record of your marks or grades that has been generated by your current or former university. Usually this will be a document, either on paper or online, with a list or table of the individual modules, papers, or courses you have completed with a numerical and/or letter grade against each.

### What kind of references do I need when applying for PGDEGC?

All applicants must submit **2 professional written references from current school management on headed paper which are dated within the last year**. These references must be submitted with the application. Applicants who have not submitted references from current management will not be called for interview or considered eligible. There are no specific guidelines for references, school management can use the format that they are familiar with.

### School Placement

#### When will school placement take place?

School placement will take one full day per week (between Monday – Thursday). School placement will start in September and continue until the end of the school year. You are required to contact the school placement officer if you are unable to attend any placement days.

#### Can I do placement in my own school?

No. You cannot do placement in the school you are currently working in. You must secure an alternative school with a qualified guidance counsellor who will act as your mentoring guidance counsellor. This is intended to allow you to experience the guidance counsellor role in a new school context where you are not in a dual role as a subject teacher. ***This must be discussed and agreed with your current employer prior to making an application.***

#### Where can my placement school be located?

Your placement school must be located within 160KMs of Maynooth University. We also have outreach capacity for students to conduct placement in the west and northwest. Please contact [school.placement@mu.ie](mailto:school.placement@mu.ie) for more details regarding this.

#### Do I need to be Garda vetted as part of my placement?

Yes, all students must be vetted by Maynooth University **before** they can begin school placement.

## PGDEGC FAQs

### How do I upskill/prepare for entry to the PGDEGC?

It would be advisable to become well acquainted with the role of the guidance counsellor and contribute to pastoral care in your school and community contexts.

### What are the career options following successful completion of the PGDEGC?

Successful completion of the Postgraduate Diploma in Educational Guidance Counselling will qualify participants to provide and manage a School Guidance Counselling Service. The programme is recognised by the Irish Department of Education and the Institute of Guidance Counsellors as a professional, international qualification in Guidance Counselling.

### Do you provide reading lists?

An initial reading list will be available to candidates during the summer with the full reading lists provided when candidates begin the programme.

## Financial FAQs

### What are the fees for the Postgraduate Diploma in Educational Guidance Counselling?

Fee Information is available from the Student Fees and Grants Office [here](#). All fee queries should be directed to the Fees and Grants Office, there are several ways to contact them [here](#).

## Induction

### When does Induction to the course begin?

The programme begins with compulsory full day engagement from mid-August. Dates to be confirmed.

### Do I have to attend the Induction?

Yes, students must attend the Induction. Induction is an important part of the PGDEGC programme, and we require full attendance at all induction sessions as different elements of the programme are covered in the various timeslots. Please request that your school facilitate these induction sessions as an essential part of the programme.

## Deferrals

### **Can I defer my place on the PGDEGC?**

If you are successful in achieving a place on the programme you may request to defer for a period of 1 year only upon payment of a deposit. Requests for deferrals must be emailed to the Course Leader at the following email address: [schoolguidancecounselling@mu.ie](mailto:schoolguidancecounselling@mu.ie)