

**Department of Adult and  
Community Education**

# Certificate

# Adult Guidance Theory and Practice

(Level 8)

Maynooth University



**Maynooth  
University**

National University  
of Ireland Maynooth

## INTRODUCTION

This course has been developed by the Department of Adult and Community Education, Maynooth University in collaboration with key stakeholders and agencies in the field of Adult Guidance provision.

**The course will address the support needs of those working in an information, advice and guidance capacity in a broad range of contexts with adults affected by unemployment, disadvantage, and social exclusion, and those experiencing transitions in their life. Such transitions include, changing career, retirement and redundancy, who wish to explore their career and educational options and decisions. It will introduce learners to careers counselling theoretical frameworks, career behaviour and development models, ICT careers information, the Irish labour market and will explore key theoretical principles and skills that underpin good adult guidance practice.**

### **This course will**

Familiarise learners with theories and holistic approaches to adult guidance counselling and the importance of networking and referral  
Increase understanding of the socio-economic and psychological impact of unemployment and social exclusion on the individual and society  
Provide an opportunity for participants to develop increased self-awareness and reflection to enhance their personal and professional development  
Develop learners applied career guidance and relationship building skills within the context of adult guidance provision  
Equip learners with an understanding of how to support individuals at transitional points in their lives e.g. Redundancy, Changing Career, Retirement, Unemployment throughout their life-long journey of career.

### **Entry Requirements**

The course will be particularly suitable for those working in an information, advice and guidance setting who want to develop and enhance their theoretical understanding of adult guidance practice. Experience working in an information, advisory and guidance context is desirable, but not essential. Applicants should demonstrate their interest in this course and reflect on how it will support their personal and professional development. This course will enable participants to develop the appropriate relationship building skills and knowledge to access the **Diploma/Postgraduate Diploma in Arts (Adult Guidance Counselling) 2** (year programme subject to this selection process)

## **Course Delivery and Duration:**

The course will be delivered in a blended learning format across 7 workshops, normally in units of 2 days duration

This format will provide an opportunity for participants develop their knowledge and competencies in adult guidance practice and reflect on their personal and working life. The methodology of the workshops will be based on an experiential approach which encourages people to engage in a critically reflective process of learning.

## **Profile of Participants**

Staff from Local Employment Services, Department of Employment Affairs and Social Protection, ETB, Prison Services, Adult Guidance Services, Supported Employment Agencies, Youth Services, Jobs Clubs, Local Partnerships and those who wish to secure employment in the field of adult guidance have successfully completed the course to date.

## Workshop Themes

- Adult Career Development and the Guidance Process
- Theoretical Models of Adult Guidance
- Applied Careers Guidance and Relationship Building Skills
- Support Systems, Contracts, Boundaries and Ethics
- Change, Transition and Loss
- Understanding Resistance and Conflict
- Developing a Quality of Work and Life balance
- Endings and Evaluation

## Assessment Procedure

In addition to a minimum attendance of 80% the following assessment methods will be employed on the course:

- Skills Case Presentation
- Reflective Learning Journal
- Essay
- Services Networking Audit
- ICT in Adult Guidance Practice

Learners will be expected to attend all workshops and participate fully in the group process and learning.

## Key Learning Outcomes

The following competencies will be developed:

- Interpersonal competencies will include knowledge, skills and approaches used in information, advising, and guidance in holistic, person-centered adult guidance practice
- Accessing up-to-date ICT careers information and labour market information
- Working more effectively with others in terms of networking and referral

- Managing client relationships and boundaries

## Course Content

Each workshop will focus on:

- An exploration of the theoretical models and counselling approaches to adult guidance practice
- A Case review and reflection on good practice in the field
- Applied guidance and relationship building skills

## Location

Maynooth Campus and  
On-Line Learning Platforms

## Fee

Please contact the fees office for current fees.

<https://www.maynoothuniversity.ie/student-fees-grants/adult-education>

## Application

Closing date for application is end of August. Please apply at

<https://v2.pac.ie/institute/2>

Use code Cert MUA03 under  
Continuing Education

## Course Co-Ordinator

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Mhá Nuad**  
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Má Nuad