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My REF. No. GES/DG/040/9A

Ghana Education Service

P. O. Box M.45 Accra.

4th November 1976

Dear Sir/Madam,

**ESTABLISHMENT OF GUIDANCE PROGRAMME IN SECOND CYCLE
INSTITUTIONS**

1. The Ghana Education Service has decided to establish a systematic Guidance Programme in all second cycle institutions i.e. Secondary/Technical/Commercial/Vocational Schools and Training Colleges.
2. To achieve this objective as quickly as possible, some selected members of staff from second cycle institutions who qualify in terms of criteria set by the Institute of Education Planning and Administration (I.E.P.A.) University of Cape Coast, are being selected each year to be given an eight-week intensive in-service training course at the I.E.P.A., University of Cape Coast. The first awarded certificates by the Institute were last August 1976. They are to be designated Guidance Co-coordinators.
3. Since the Guidance Co-ordinators' duties* are quite demanding but very important to the total development of all the students and the welfare of the schools, it has been decided that for this work to be efficient he should have the following reduced teaching schedule:
 - (a) In institutions with more than 500 students, he will not do more than 12 periods a week.
 - (b) In institutions with student population between 300 and 500, he will not do more than 15 periods a week.
 - (c) In institutions with less than 300 students he will not do more than 18 periods, a week the rest of the co-ordinator's time should be devoted to Guidance activities.

4. Heads of second cycle institutions having Guidance Co-ordinators are advised to implement this policy in their institutions as soon as practicable, and to give their co-ordinators the necessary support and co-operation they need.

Yours faithfully,

(Sgd) D.V. OWIREDU

Director, Schools and Colleges

For: DIRECTOR GENERAL

ALL HEADS OF SECOND CYCLE INSTITUTIONS

cc: Regional Directors

Director, CRDD

Director, Technical Division,

Director, Inspectorate

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Ref. No. CRDD/E/021/V.VII/158

Curriculum Division

Ghana Education Service

P.O. Box 2739 Accra.

8th July 1980

INCLUSION OF GUIDANCE IN 1981/82 ESTIMATES

As a sequel to a memorandum submitted to the Director-General, Ghana Education Service on the 28th of January, 1980, on the above-mentioned issue, there was a discussion held between my Schedule Officer for Guidance, the Director - Budget and his Deputy during the latter part of May this year. It was decided at that meeting that budgetary allocation is made for Guidance work in the Second Cycle Institutions.

To arrive at realistic estimates, Regional Directors are please, requested to instruct their heads of Second Cycle Institutions to make provision for Guidance work in their school/colleges annual estimates.

It would be appreciated if Regional Directors could take the appropriate action to obtain the said estimates from the institutions where Guidance and Counsellors are operating.

The funds would be needed for the provision of facilities and items including the following:

1. File - Cabinets
2. Stationery
3. Writing desk and a chair
4. Two arm-chairs
5. Notice Board for Guidance Publications such as, Educational/Occupational
6. Brochures
7. Organisation of Educational Occupational Visits
8. Organisation of Careers Conferences.

Meanwhile, heads of institutions are kindly requested to continue to assist as they have hitherto been doing, when funds are needed for guidance work.

Mr. E. T. Akwetey, the Guidance Specialist of the Curriculum Division will be visiting Regional Directors in September to explain further on this exercise.

Yours faithfully,

(Sgd.) DIRECTOR/C.R.D.D.

(A.A. MENKAH)

REGIONAL DIRECTOR, GHANA EDUCATION SERVICE

cc: Director General, Ghana Education Service P.O.Box45 Accra.

(Attn: Mr. M. Asiedu, D.D-G)

Director, Budget

Ag. Director, I.E.P.A. University of Cape Coast, Cape Coast

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Ref. No. GES/DG/105/117

Ghana Education Service

P. O. Box M. 45

26th April 1982.

**INTRODUCTION OF GUIDANCE INTO THE FIRST CYCLE INSTITUTIONS OF
THE GHANA EDUCATION SERVICE**

It has been decided that:

1. (i) The Guidance Programme being offered to students in the Second Cycle Institutions will be extended to the First Cycle Institutions;

(ii) In-Service Training Courses in Guidance will be organised to equip Head teachers to act as Guidance Co-coordinators in their schools.

2. As a sequel to the above, the Guidance Unit of the Curriculum Research and Development Division (C.R.D.D.) has been transferred to the Physical/Special Education Division. The Directorate will now be responsible for all matters concerning the establishment of Guidance Programme in all our Pre-University Institutions.

3. Regional Directors are kindly requested to inform their Assistant Directors and Regional Co-coordinators about paragraph 2 above

4. Your usual co-operation will be greatly appreciated.

Sgd.

D.V. OWIREDU

DIRECTOR-GENERAL

ALL DIRECTORS, HEADQUARTERS/REGIONS,
DIPLOMA AWARDING INSTITUTIONS