

NATIONAL OPEN UNIVERSITY OF NIGERIA

EGC 801



**Principles of Guidance and
Counselling**
Course Guide

EGC 801 Principles of Guidance and Counselling Course Guide

Course Developers/Writers

Dr. Augustine Chinweuba Ukwueze & Dr. Aminu Kazeem Ibrahim, National Open University of Nigeria

Course Editor

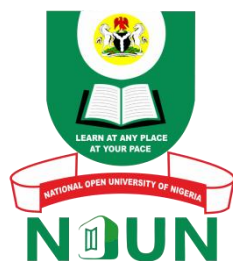
Prof. Soji Aremu, University of Ibadan, Ibadan

Programme Leader

Prof. U.S.A Osuji, National Open University of Nigeria

Credits of cover-photo: Henry Ude, National Open University of Nigeria

National Open University of Nigeria - University Village, 91 Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi Abuja, Nigeria



www.nou.edu.ng centralinfo@nou.edu.ng

oer.nou.edu.ng oerunit@nou.edu.ng OER repository

Published in 2021, by the National Open University of Nigeria

© National Open University of Nigeria 2021



This publication is made available in Open Access under the [Attribution-ShareAlike4.0 \(CC-BY-SA 4.0\) license](https://creativecommons.org/licenses/by-sa/4.0/). By using the content of this publication, the users accept to be bound by the terms of use of the Open Educational Resources repository nouonline.net of the National Open University of Nigeria.

The designations employed and the presentation of material throughout this publication do not imply the expression of any opinion whatsoever on the part of National Open University of Nigeria concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The ideas and opinions expressed in this publication are those of the authors; they are not necessarily those of National Open University of Nigeria and do not commit the organization.

How to re-use and attribute this content

Under this license, any user of this textbook or the textbook contents herein must provide proper attribution as follows: “First produced by the National Open University of Nigeria” and include the NOUN Logo and the cover of the publication. The repository has a version of the course available in ODT-format for re-use.

If you use this course material as a bibliographic reference, then you should cite it as follows: “Course code: Course Title, Module Number, National Open University of Nigeria, [year of publication] at nouonline.net

If you redistribute this textbook in a print format, in whole or part, then you must include the information in this section and give on every physical page the following attribution: Downloaded for free as an Open Educational Resource at nouonline.net If you electronically redistribute part of this textbook, in whole or part, then you must retain in every digital file (including but not limited to EPUB, PDF, ODT and HTML) the following attribution:

Downloaded for free from the National Open University of Nigeria (NOUN) Open Educational Resources repository at nouonline.net

Introduction

EGC 801: Principles of Guidance and Counselling will teach you about the meaning of guidance and counselling historical development, guidance principles and services, processes of counsellors, training characteristics of counsellors, paradigm shift in counselling, certification, professionalism, cross-cultural counselling, counselling for target groups and ethical issues in counselling.

Course Aims

The aim of this course is to acquaint you with an overview of guidance and counselling and to teach students of education some of the principles, services, types, processes and issues in guidance and counselling.

Course Objectives

At the end of this course, you should be able to:

1. define guidance, counselling
2. describe guidance and counselling.
3. explain 5 differences between guidance counselling
4. narrate the historical development of guidance and counseling in the ancient time.
5. discuss guidance and counselling in American education
6. narrate the guidance and counselling in Nigeria
7. discuss education and academic guidance
8. explain the need for occupational information
9. discuss the personal social guidance and counselling
10. discuss the basic principle and services of guidance and counselling
11. discuss steps to take in counselling process
12. mention at least 5 attributes of a counselling
13. discuss the training and certification of a counsellor
14. discuss guidance and counselling as a profession
15. discuss the need for paradigm shift in counselling
16. mention disadvantages and advantages of a group counselling
17. describe t-group, closed- group and growth groups
18. describe leadership styles, and functions of a group leader
19. discuss the general ethical responsibility of a counsellor.

Working through the Course

The course, principles of guidance and counselling is wide and much is expected of you even outside this course material. You will need to do a lot of library search and to avail yourself of the opportunity of attending the tutorial sessions. There, you will meet your facilitator and also be able to compare notes and thoughts with your peers.

The Course Materials

You will be provided with the following materials:

Course Guide

Also at the end of each unit are lists of references for further reading. While you may not procure or read all of them, they are supplements to the course materials.

Study Units

Below are the study units of this course,

Module 1 The Meaning of Guidance and Counselling

Unit 1 What is Guidance and Counselling

Unit 2 Differences of Guidance and Counselling

Unit 3 Historical Development of Guidance and Counselling in the Ancient Time

Unit 4 Guidance and Counselling in Nigeria

Module 2 Types and Services of Guidance and Counselling

Unit 1 Educational Guidance and Counselling

Unit 2 Vocational Guidance and Counselling

Unit 3 Personal Social Guidance and Counselling

Unit 4 Basic Principles of Guidance and Counselling

Module 3 Counsellors Process, Characteristics and Training

Unit 1 Process of Counselling

Unit 2 Characteristics of Counsellors

Unit 3 Counsellor Training and Certification

Unit 4 Professionalism

Unit 5 Paradigm shift in Counselling

Module 4 Counsellors for Target Groups

Unit 1 Group Guidance and Counselling

Unit 2 Other Types of Groups

Unit 3 Group Leadership and Cross-Cultural Counselling

Unit 4 Ethical Issues in Counselling

The first module has 5 units which discusses the meaning of guidance and counselling, the definition between the two terms and explores the historical development of guidance and counselling in the ancient time, guidance and counselling in American education and guidance and counselling in Nigeria.

In Module 2, there are five units that focus on types, principles and services of Guidance and counselling. The three major types of guidance and counselling were fully discussed. Also the basic principles of guidance and counselling and guidance services in schools were highlighted.

Module 3 is made up of five units on counsellors process, characteristic and training. The processes of counselling were fully discussed, with characteristics of counsellors. The

counsellor training, the certification, professionalism and paradigm shift in counseling were explained.

Module 4 is made of only four units which was based on counselling for target groups, group guidance and counselling, other types of groups, group leadership, cross cultural counselling and ethical issues in counseling were fully discussed..

Assessments

There are two types of assessments. The Tutor-Marked Assessment (TMA) and the end-of-course examination. Within each unit are self-assessment exercises which are aimed at helping you check your assimilation as you proceed. Ensure that you attempt each of the exercises before finding out the expected answer from the lecture.

Tutor-Marked Assignment

You are expected to answer at least four TMAs, out of which the best three marks of 10% each will be selected.

End of Course Examination

The end-of-course examination would earn you 70% which would be added to your TMA score (30%). The time for this exam would be communicated to you.

Course Marking Scheme

The following table shows the course marking scheme.

Table 1 Course Marking Scheme

Assessment	Marks
TMAs	30%
Final Examination	70%
Total	100%

How to Get the Most from This Course

In distance learning, the study units replace the university lecture. This is one of the great advantages of distance learning; you can read and work through specially designed study materials at your own pace, and at a time and place that suits you best. Think of it as reading the lecture instead of listening to the lecturer. In the same way a lecturer might give you some reading to do, the study units tell you when to read, and which are your text materials or recommended books. You are provided exercises. to do at appropriate points, just as a lecturer might give you an in-class exercise.

Each of the study units follows a common format. The first item is an introduction to the subject matter of the unit, and how a particular unit is integrated with the other units and the course as a whole. Next to this is a set of learning objectives. These objectives let you know what you should be able to do, by the time you have completed the unit. These

learning objectives are meant to guide 'our study. The moment a unit is finished, you must go back and check whether you have achieved the objectives. If this is made a habit, then you will significantly improve your chances of passing the course.

The main body of the unit guides you through the required reading from other sources. This will usually be either from your references or from a Reading section.

The following is a practical strategy for working through the course. If you run into any trouble, telephone your tutor or visit the study centre nearest to you. Remember that your tutors' job is to help you. When you need assistance, do not hesitate to call and ask your tutor to provide it.

Read this Course Guide thoroughly. It is your first assignment.

Organise a Study Schedule- Design a Course Overview to guide you through the Course. Note the time you are expected to spend on each unit and how the assignments relate to the units and important information. Details of your tutorials and the date of the first day of the semester are available at the study centre. You need to gather all the information into one place, such as your diary or a wall calendar. You should decide on whatever method you choose to use and write your own dates and schedule of work for each unit.

Once you have created your own study schedule, do everything to stay faithful to it. The major reason that students fail is that they get behind with their course work. If you get into difficulties with your schedule, please inform your tutor before it is too late for help.

Turn to Unit I, and read the introduction and the objectives for the unit.

Assemble the study materials. You will need your references and the unit you are studying at any point in time.

As you work through the unit, you will know what sources to consult for further information. Visit your study centre whenever you need up to date information. Well before the relevant due dates (about 4 weeks before due dates), visit your study centre for your next required assignment. Keep in mind that you will learn a lot by doing the assignment carefully. They have been designed to help you meet the - objectives of the course and, therefore, will help you pass the examination. Submit all assignments not later than the due date.

Review the objectives for each study unit to confirm that you have achieved them. If you feel unsure about any of the objectives, review the study materials or consult your tutor. When you are confident that you have achieved a unit's objectives, you can start on the next unit. Proceed unit by unit through the course and try to space your study so that you can keep yourself on schedule.

After completing the last unit, review the course and prepare yourself for the final examination. Check that you have achieved the unit objectives (listed at the beginning of each unit) and the course objectives (listed in the Course Guide).

We therefore, sincerely wish you the best and that you enjoy the course. You are blessed.