



Carrigallen
Vocational School
An Ghairmscoil An Charraig Álainn



WHOLE-SCHOOL GUIDANCE PLAN & PROGRAMME 2025 - 2026

Created:	Sept 2025	Guidance Department
Reviewed	WSG Team	Sept 2025 Feb 2025
Reviewed	Staff	Oct 2025
Reviewed	Board of Management	Oct 2025 Updates to BoM April 2026 BoM Mtg
Reviewed	Parents	April 2026 via school website TBC
Reviewed	Student Council/Student body	Jan 2026
<p>Updated:</p> <p>30/10/25 - Patrice Gallagher 16/11/25 - Patrice Gallagher 10/01/26 - GO'B 19/01/26 – PG 27/02/26 - PG 17.03.26 - PG 14/03/26 - ÁMcT</p>		

Link to Mission Statement

That all pupils are afforded the opportunity to develop and reach their potential both from an educational and personal perspective, and that all pupils are appreciated for the individuality and uniqueness within their learning styles and abilities as reflected in our Mission Statement.

“We aim, through positive interaction to recognise each individual’s uniqueness and to develop each individual’s potential in our school community.”

As an ETBi school, Carrigallen Vocational School is a state, co-educational, multidenominational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

In line with the Education Act 1998 9(c) Carrigallen Vocational School is committed to ‘use its available resources to ensure that students have access to appropriate guidance to assist them in their educational and career choices’,

This Whole School Guidance Plan outlines the provision of Guidance in Carrigallen Vocational School. In line with DES Guidelines, this plan outlines our school’s approach to Guidance using the All, Some, Few continuum of support and describes how students are supported and assisted in making choices and successful transitions in the personal and social, educational and career areas.

Guidance in Carrigallen Vocational School encompasses the areas of personal and social development, educational guidance, and career guidance in line with Department of Education and Science guidelines. At Junior Cycle three types of guidance activities are undertaken; Whole school/year group activities, one-to-one guidance counselling and classroom guidance related learning.

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Documents referred to:

Whole School Guidance Framework (2017)

Looking at Our School 2022: A Quality Framework for Post-Primary Schools

Information Note 0009/2023 – Information Note for Principals, Guidance Counsellors, and Guidance Teams in relation to Whole School Guidance Provision at Junior Cycle.

Information Note TC 0001/2024 – Information Note for Principals, Guidance Counsellors, and Guidance Teams in relation to Whole-School Guidance

1. Organisation

School Profile

For the school year 2025-26 CVS has a student population of 340 students, a senior and junior special class for students with Moderate General Learning Disability, Rang Carraig (RC), and 3 ASD units. There are also senior students enrolled in RC who access elements of the LCA programme and Level 3 programmes as appropriate; these students access Career Guidance classes through LCA. In line with our mission statement and school ethos we aim to provide a comprehensive Guidance Programme which involves the school's Guidance Department, in collaboration with the whole school community working together to ensure that the guidance needs of all students are addressed.

In line with the Department of Education's LAOS 2022: A Quality Framework for Post-Primary Schools, CVS takes a holistic view of learning and of the learner, adopts a level of learning and teaching that is 'inclusive, student-centred, informed and evidence-based' (p.8). With this in mind every effort is made to ensure the involvement of all staff in the appropriate provision of guidance-related learning.

There is a teaching staff of and a Classroom Assistant (SNA) allocation of 11.5.

The student cohort for 2025-26 comprises of:

Year Group	No of students	Rang Carraig	ASD Unit	AEN	UEAL	EAL
1 st Year	51	1	3 (2 with dual diagnosis)	12		
2 nd Year	42	2	4	11	3	4
3 rd Year	59		2	10	1	3
Transition Year	44	1	1	4		7
5 th Year	63	-	1	7	2	7
LCA 1	11	2	1	5	-	-
6 th Year	45	-	3	5		1
LCA 2	8	4	-	1	-	-

Guidance Department

There are currently (from Sept 2022) two fully qualified Guidance Counsellors sharing the allocation in Carrigallen Vocational School.; Patrice Gallagher & Áine McTague. Both are registered with the Teaching Council for the provision of Guidance Counselling at 2nd Level. The Guidance allocated is divided between both Guidance Counsellors.

Guidance Coordinator: 2025 - 26

Patrice Gallagher

Role and responsibilities of coordinator:

- Coordinate Guidance hours timetable with principal
- Plan and coordinate WSG Team meetings
- Ensure Guidance schemes of work/Unit of Learnings updated
- Ensures an appropriate variety of presentations from 3rd Leven HEIs and CFEs
- Oversee relevant trips are undertaken.
- Liaise and support Student Support Team as appropriate
- Member of Inclusion Team

- Link with wellbeing initiatives to support through Guidance provision/classes/events
- Coordinate College Awareness Week with a whole school approach
- Organise and provide presentation to parents one Subject Choice (1st Year & 3rdYr/TY)
- Organise, present, and provide follow-up information on CAO application procedure for LC parents
- Coordinate use of the Guidance Room to ensure the facility is used appropriately.
- Ensure the provision of one-to-one meetings for 5th & 6th Years
- Liaise with staff on Guidance-related events taking place in the school
- Liaise with wellbeing team
- Coordinate and organise whole-school guidance events, e.g., Careers Fair, Apprenticeship Fair
- Leads and supports learning and teaching in the area of guidance
- Liaise with AEN Coordinators as and when the need arises
- Update staff on guidance-related events through the school’s calendar, email, and staff meetings

Role of Guidance Counsellors:

Both Guidance Counsellors take on the following roles:

- ✚ Provision of appropriate and relevant in-class Guidance curriculum to all Junior and Senior classes/groups
- ✚ Organisation of presentations from HEIs and CFEs
- ✚ Respond to the needs of students from an academic and wellbeing perspective as the need arises
- ✚ Support students in their identification of the interests, values, motivations, and identity with a view to student effectiveness in decision-making
- ✚ Meet with students on a one-to-one basis to assist and support them in their career decision-making
- ✚ Meet with students on a small group/one-to-one basis to inform and support in the area of subject levels/subject choices

Whole School Guidance

To ensure all staff are aware of their roles in the provision of guidance-related learning the following procedures are in place:

- ❖ Whole School Guidance Team
- ❖ Guidance presentation at the staff meeting at start of each academic year
- ❖ Request for teachers to include how they include career guidance in their subject plans
- ❖ Involvement of all teachers in Subject Choice Weeks
- ❖ Involvement of teachers in College Awareness Week
- ❖ Subject-related careers and courses displayed appropriately in subject classrooms
- ❖ Include guidance-related activity where possible when planning a subject trip
- ❖ Teacher involvement in Careers Fair 2026

Whole School Guidance Team

The WSGT was established in Nov 2022. Members for school year 2025-26 are:

Áine McTague	Guidance Counsellors/SST
Patrice Gallagher	Guidance Counsellors/SST Chairperson
Veronica Edwards	Principal/SST
Geraldine O’Brien	LCVP & TY Coordinator
Mary Greene	Teacher (Business/LCVP/Maths)
Norma Comyns	AEN/ASD coordinator
Pauric Keane	Teacher (Wood Tech/Construction)
Niamh Maguire	Teacher (Irish/CSPE/SPHE)

Meetings: The WSGT meets once a term. The team meets outside school hours on a voluntary basis.

Guidance allocation – distribution of hours to Guidance activities

2025-26 Guidance Allocation

Timetabled	2025-26	Mins per group
1 st Yr	1 class weekly – Personal Development Patrice Gallagher Module rotated on a 10-week rotation	40mins
1 st Yr S C	Patrice Gallagher	40 mins
2 nd Yr	1 class weekly – Personal Development Supported by Patrice Gallagher Module rotated on a 16-week rotation	40mins
3 rd Yr	1 class weekly – Personal Development Áine McTague Module rotated on a 10-week rotation	40mins
TY	1 class weekly – Careers Guidance Patrice Gallagher (TY X) Áine McTague (TY Y)	40m x 2groups
TY S.C.	Áine McTague	40 mins
5 th Yrs	1 class weekly – Careers Guidance Patrice Gallagher (5 th Yr Y) Áine McTague (5 th Yr X & Z)	40m x 3 groups
6 th Yrs	1 class weekly – Careers Guidance Patrice Gallagher (6 th Yr X) Áine McTague (6 th Yr Y)	40m x 2 groups
LCA 1	1 class weekly – Guidance Module Patrice Gallagher	40 mins
LCA 2	1 class weekly – Guidance Module Áine McTague	40 mins
6 th Yr SC	Patrice Gallagher	40 mins
	Total Timetabled Áine Mc Tague (7 classes) Patrice Gallagher (8 classes)	4 hrs 40 mins 5 hrs 20 mins
	One-to-one/planning/organising trips /involvement with wellbeing initiatives etc. Áine McTague Patrice Gallagher	1hr 40 mins 4 hrs

NOTES:

All Junior Cycle students receive a module of Guidance Related Learning through their Personal Development class.

All senior Guidance classes are provided by qualified Guidance Counsellors.

Guidance Supervision

To accommodate the attendance of the Guidance Counsellors to IGC Branch meetings, supervision and CPD, the principal has ensured both GCs are free on Tuesday afternoon.

Appendix I lists the dates for IGC branch meetings, supervision, and branch CPD. It will be updated on an ongoing basis to include the attendance/non-attendance at same.

Continuous Professional Development/Personal Learning Environment

ALL CPD accessed 2025-26

Date attended	CPD	
8 th September 2025	IGC Branch CPD– Sligo Education Centre Micro credentials presentation – ATU Sligo Recognised Prior Learning presentation- ATU Sligo	ÁMcT/PG
6 th Nov	Oide Guidance Cluster Day	ÁMcT/PG
12 th Nov	NEART Training for SST members School Reluctance and Avoidance – the role SST can play	PG
9 th Dec	WS Approach to Mental Health	PG
22 nd Nov 25, 31 st Jan, 28 th Feb, 28 th March, 18 th April	Professional Certificate in Adolescent Studies	PG
4 th Nov	Careers Portal webinar	PG
11 th Nov	MU Nursing Update webinar	PG
13 th Jan 2026	ATU Apprenticeship Consortium	PG
26 th Jan 2026	Understanding Anxiety in the Classroom	PG
20 th Jan 26	Maximising Student Voice	PG
2 nd Feb 26	NEPS – Introducing a Trauma Informed Approach	PG
4 th February	Neart Reginal Conference – SST members	PG
11 & 12 Feb 26	Youth Mental Health First Aid	PG
24 th February	Neart Social Media & Student Mental Health	ÁMcT
10 th March	IGC Branch CPD – online – Mary Quirke	ÁMcT/PG
7 th March	IGC Conference	PG/ÁMcT

2. Guidance curricular and co-curricular programmes

(Guidance curricular planning for modular or weekly lessons (learner outcomes, assessment)
Schemes of work for guidance lessons/modules – details can go in appendix)

CAREER GUIDANCE PLAN 2025-26

1st Year Delivered as part of Wellbeing class: Modular/Rotation 10 weeks

Guidance Unit of Learning to incorporate the following topics:	1 X - Weds Class 6 26 th Aug 2025	1Z 10 th Jan 2026-	1Y 25 th March
Guidance Counsellors Patrice Gallagher			
Indicators of Wellbeing & Key Skills/Introduction to Modular class 1 class	Completed	X (Aug 25)	X (Aug25)
My School Supports /Transition to PP 4 classes	Completed -	x	x
My Pathways 1 class	x	x	
Values 2	x	x	
Subject Choice 2 classes			
College Awareness Week 9th – 13th March Definition Worksheet & College ID task (1-2 classes Pers Dev – all groups) Attend Careers Fair Exhibition	X	X Preparation work for attending Careers Fair	x

Guidance for Few

Small group may be required for certain situations, for example, subject choice

Guidance for Some

When required, individual meetings may be required around the time of subject choice.

Note on VSWare of time, duration and subject of withdrawal and GC's initials

2nd Year Delivered as part of Wellbeing class: Modular/Rotation 16 weeks

NOTE: These students have had one Guidance class per week in 1st Year

Guidance - Units of Learning to incorporate the following topics:	2Y – Monday Class 9 1 st Sept 2025	2X 12 th Jan 2026
Guidance Counsellors: Patrice Gallagher		
Topics:		
Revision of School Supports and Indicators of Wellbeing	x	x
My Values – how these relate to careers	x	x
My Strengths		
Pathways/Career Investigation – Careers Portal & Public Jobs	x	x
College Awareness Week 9th – 13th March Careers Fair exhibition My Dream Job research	Done during Personal Development class	Preparation for attending Careers Fair

Guidance for Some

When required individual meetings may be required in cases of change of subject/change of level

Note on VSWare of time, duration and subject of withdrawal and GC's initials

3rd Year Delivered as part of Wellbeing class: Modular/Rotation 10 weeks

NOTE: These students would have had one Guidance class in 2nd Year

Guidance – Units of Learning to incorporate the following topics:	3Y – Thurs Class 9 28 th Aug 2025 - 10 classes	- 3X – Thurs Class 9 - 4 th December 2025 10 classes	3 Z – Thurs Class 9 - 19 th March 2026 10 classes
Guidance Counsellors: Áine McTague			
Introduction to Wellbeing modular classes –Revision of Key Skills and Indicators of Wellbeing Start of 1 st class of term only			
Careers Portal/Qualifax Exploration of Careers Portal Careers Sectors – CPIP redo and compare. Task on CPIP 2 classes			
My Skills Exploring different skills/soft skills/transferable skills Quiz My Skills			

2 classes			
World of Work Purpose – My Purpose Something you love, what the work needs, what you are good at, what you get paid for 3 classes			
My Options/Pathways 1 class			
Subject choices Subject Investigation 2 classes			
College Awareness Week Attend Careers Fair Exhibition			

Presentations 2025-26

ATU St Angela's 4th Feb 2026

Guidance for Some

When required individual meetings may be required in cases of change of subject/change of level

Note on VSWare of time, duration and subject of withdrawal and GC's initials

Transition Year – REACH+

Work Exper 1: Wk beg 17th – 21st November 2025

Work Exper 2: Wk beg 23rd – 27th February 2026

	TY X – Patrice Gallagher	TY Y – Áine McTague
Topic		
Introduction to TY Guidance Set up students on REACH+	Covered Due to delay with order students did not receive licenses until week before midterm break	Covered Due to delay with order students did not receive licenses until week before midterm break
Preparation & participation in Mental Health Week 2024 Focus on Skills, talents, participation	5 weeks Students participated in group work, developed organisational/leadership/interpersonal skills etc.	5 weeks Students participated in group work, developed organisational/leadership/interpersonal skills etc.
My Skills	x	x
My Values		
Choosing a Career		
TY Work Experience		
CV Builder	x	x

CV Link to LCVP –		
Assessment 1: CV x 3 classes	Assessment 1 CV	Assessment 1 CV
TY Work Experience		
Senior Cycle Options		
Subject Choice research careersportal.ie Career videos		
Subject choice and Subject requirements (careersportal.ie, HEI websites and qualifax.ie)		
Assessment 2 – Work Experience Diary	Assessment 2 Work Experience Diary	Assessment 2 Work Experience Diary
College Awareness Week Attend Careers Fair exhibition & presentations in the theatre	x	x

Planned Guidance-related trips 2025-26 for TYs to include:

WorldSkills - attended

Galway TY Taster Day – day booked, but clashes with european tour

NorthWest Careers Fair

Possibly given option to attend planned LC/5th Year trips depending on numbers/availability

Other areas of focus/support may be required in small groups/individual setting:

Finding Work Experience/Job Search – **Link to LCVP** Meaningful Work Experience

Pre-placement planning – what employers want, workplace info.

Placement Diary & Reflection/review of work /experience

Student to do slides for TY end of year presentation

Guidance for Some

When required individual meetings may be required for support in Subject Choice

Note on VSWare of time, duration and subject of withdrawal and GC's initials

PRESENTATION:

ATU St Angela's

TRIPS

Attended WorldSkills – 18th Sept 2025

National Tertiary Office Presentation – 12th November

5th Year – REACH+

	5 th Yr X – Á McTague	5 th Yr Y – P Gallagher	5 th Yr - Áine McTague
Introduction to 5 th Year Guidance Update on 5 th Year REACH+	Completed: REACH+ not sorted until week before midterm for those 5th students who came from 3 rd Yr	Completed: REACH+ not sorted until week before midterm for those 5th students who came from 3 rd Yr	Completed: REACH+ not sorted until week before midterm for those 5th students who came from 3 rd Yr
Career Investigation – Link to LCVP 2 pathways to be researched			
Introduction to HEIs, FEI & CAO points system	x	x	x
Career Interests	x	x	x
My Skills			
Learning Styles	x	x	x
Exam Targets	x	x	x
Study Action Plan			
Personal and Career Values	x	x	x
College Awareness Week 2026 Preparation Assignment	x	x	
CAW Research presentation	x	x	x
CAO introduction CAO video (classroomguidance.ie) and CAO Demo Application (2 classes to complete) CAO search by keyword			
Exam Targets Fill in Results and set next targets for Assessment 2 (post Assessment 2)			
Apprenticeships – research apprenticeships.ie Apprenticeships Careersportal worksheet Apprenticeships video and quiz Apprenticeships PP and worksheet			
Studying Abroad Eunicas			
UCAS			
Review – Student questionnaire			
One-to-one meetings April/May 2026 Student reflection completed at end of each one-to-one meeting and uploaded to Showbie			

NOTE: 5th Years will be given options to attend:

NorthWest Careers Fair

Guidance trips as appropriate where spaces may be available

One-to-one meetings

Students avail of one-to-one meetings for change of level/change of subject/dropping subject
Each student has scheduled one-to-one meeting in March/April/May

LINKS TO LCVP – following on from LCVP Team Mtg

Skills & qualities – Portfolio work: CV (Sept)

Career Investigation (Oct)

Focus on Meaningful Work Experience (9th – 13th Feb)

5th Yr LCVP teachers 2025-26

Geraldine O'Brien & Mary Greene

TRIPS 2025-26

Cavan Institute Open Day (Guidance For Some)

PRESENTATION/WORKSHOPS:

ATU St Angela's presentation

CAW – presentation from university student

Maynooth University

6th Year

	6X – Patrice Gallagher	6Y – Áine McTague
Week 1 – Intro to 6 th Yr Guidance/revision of topics covered in 5 th Yr Start of Term Student Questionnaire Sign up to various relevant Social Media encouraged Study Skills Questionnaire	Covered	Covered
Exam Targets – Start of Year	Covered	Covered
Study Action Plan – Start of Year		
UCAS/Eunicas/studying abroad *	Covered	Covered
Where I am & Where I Want to Be Required for first 1-1 mtg	Covered	Covered
Oct CAO handbook & go through to highlight fee-paying/private colleges Minimum Entry Requirements	x	X
Apprenticeships	x	X
CAO application	x	X
Exemptions **	x	X
Scholarships		
HEAR/DARE**	Covered	X
Qualifications and Levels	Covered	
Exam Targets – Post Mini Mocks Post Mocks Review	x	
Study Action Plan – Post Mini Mocks Post Mocks Review	x	
Points CAO, Unis & TUs	x	X
Further Education/Higher Education – PLC & FET Choices	x	x
Progression Routes	x	x
April SUSI Grant process/ Student Finance	x	x
Advice for Leaving Certificate	x	
Portal/SEC/Accredited grades/Fetch.ie	x	X
College Awareness Week	x	x

Prepare for and attend Careers Fair exhibition & presentations in the theatrex		
One-to-one meetings – Educational/Careers Student reflection completed at end of each one-to-one meeting	All students met with during Nov & Dec 2025 Follow ups as requested Final check-in:	All students met with during Nov & Dec 2025 Follow ups as requested

***GUIDANCE FOR SOME: UCAS:** Follow up general meeting for students applying to UCAS during lunchtime.

GUIDANCE FOR FEW: UCAS: One to one meetings organised as required for UCAS applicants

NOTE: 6th Years will be given options to attend:

Open Day – University of Ulster, Magee Campus, 11th Sept 2025

PRESENTATIONS 25-26:

Selection of presentations from a range of HEIs and CFEs organised over the course of the year – all students access all presentations.

NTO presentation

ATU Sligo

University of Galway

DCU

CAW – presentation from university student

Maynoother University

One-to-one meetings

Students avail of one-to-one meetings for change of level/change of subject/dropping subject

Each student has scheduled one-to-one meetings in October and then in March/April/May

Students complete CAO Where I Am/Want worksheet prior to attending one-to-one meetings in October

Jan/Feb 2026

DARE EIS Meetings with relevant students

CAO Meetings with students as requested

AEN students: GUIDANCE FOR FEW

**Follow up meeting one to one for students with Irish Exemptions

All students with Irish Exemption will be given completed NUI Exemption forms

DARE applicants will have a number of follow-up one-to-one meetings to complete DARE applications

LINKS TO LCVP –

Portfolio work:

CV (Sept)

Career Investigation (Oct)

6th Yr LCVP teachers 2025-26

Geraldine O’Brien (6X) & Órla Murphy (6Y)

TRIPS 2025-26:

OPEN DAY –University of Ulster, 11th Sept 2025
Cavan Institute Open Day 5TH March (GUIDEANCE FOR ALL)
Ballytivnan MSLETB Training Centre, Sligo, Open Day (Guidance for Some)

LCA 1 2025-26

The support of 2 Classroom Assistants is available for this class group.

Semester 1 (Sept – Feb) The Student & The World of Work
Semester 2 (Feb – June) The student & One Particular Field of Work

NOTE: As LCA1 class is timetabled first class one student arrives late to class due to physical restrictions.

TRIPS:

MSLETB Sligo Open Day

PRESENTATIONS:

One-to-one meetings – new for 2025-26

LCA 1 one-to-one meetings run parallel to 5th Year meetings (April/May)

LCA 2 2025-26

The support of 1 Classroom Assistant is available for this class group.

Semester 1 (Sept – Feb) Student and the World of Work
Semester 2 (Feb – June) 2 credits The student and one particular field of work
NOTE: Complete Career Planning

ACADEMIC NOTE:

Students have some elements of Career Planning from May 2025 this work will be completed at the end of the school year 2025-26

TRIPS:

Cavan Institute Open Day – 5th March 26
MSLETB Sligo Open Day – 12th March 2026

January 2026

Cavan Institute visit for students with additional needs – students from RC, Autism Senior Classes and LCA 2 students with additional needs. (Guidance for Few)

PRESENTATIONS 2025-26:

All LCA 2 students will be given the opportunity to attend presentations by:
Cavan Institute (some)

Will also be given the opportunity to attend 6th Year presentations of interest.

One-to-one meetings

All LCA 2 students will have one-to-one meetings in Oct/Nov 2025 and follow ups as required.

Classroom Resources:

Junior Cycle:

NCGE Guidance Related Learning

Classroom Guidance resources

Teacher-created resources

TY, 5th & 6th Years

REACH+ Careers Portal

Classroom Guidance

Teacher-created Resources

LCA

Classroom Guidance Resources and Learner's Record for LCAs 1 and 2

LCA – 2 credits in Semester 4 (only) – use Classroom Guidance booklet

PLANNING FOR AEN STUDENTS

AEN students will be highlighted in the student list on each Scheme of Work and cognisance will be taken of this for classwork/learning outcomes.

When using worksheets Differentiation will be implemented as appropriate.

Strategies such as the following will be used as appropriate:

- Scaffolding,
- positive reassurance,
- extra time for tasks/assignments

AEN students will be offered extra one-to-one meetings.

Meetings with parents/guardians/outside agencies regarding transition to further education as appropriate.

PLANNING FOR STUDENTS IN SPECIAL CLASSES

Junior Rang Carraig students follow the Preparation for Work L2LP

Senior Rang Carraig students follow the LCA Guidance Module over the course of the 2 years.

Students in both senior and junior ASD classes have access to Guidance modules as appropriate and planned in conjunction with the ASD coordinators.

Meetings with parents/guardians/outside agencies regarding transition to further education as appropriate

January 2026

Cavan Institute visit for students with additional needs – students from RC, Autism Senior Classes and LCA 2 students with additional needs. (Guidance for Few)

STUDENT WELLBEING

Linking Wellbeing Indicators, the Student Reflective Journal and Guidance Classes

Due to the rotational nature of Junior Cycle Guidance, a small amount of time will be spent on one of the below classroom activities linked to Wellbeing Indicator as appropriate.

A short classroom activity will take over the course of the Wellbeing Indicator time period within the Student Reflective Journal on the following:

Career Exploration: Students select various careers and identify how each aligns with the wellbeing indicators

Respected/Connected

Discussion: Explore how different career environments might affect their sense of being respected and connected.

Responsible

Decision-Making Framework: Introduce a framework for making responsible career decisions, considering factors such as personal values, financial stability, and social responsibility.

Aware:

Community Career Map: Create a map of local businesses and organizations, discussing the roles they play in the community and the types of careers they offer.

Active:

Career Investigation: Research careers that involve physical activity (e.g., sports, outdoor work, healthcare) and discuss the benefits and challenges.

Resilience:

Resilience Mapping: Students create a personal resilience map identifying potential career challenges and strategies to overcome them.

The Guidance Department supports the Student Support Team in student wellbeing initiatives.

The Guidance Department is available to support students in a one-to-one, small group or class group environment as requested/appropriate.

SCHOOL SELF EVALUATION

Teaching and Learning

Area of Focus 2023/24 – 2025/26

Encourage students to reflect on their progress as learners and develop a sense of ownership and responsibility for their learning.

REFLECTION

Using their Reflection Folder in Showbie, students will be given a short amount of time at the end of each class/topic covered to reflect on their learning and what they may still need to discover on work covered.

When necessary, following on from their reflection students can direct their questions or queries to the Guidance Counsellors through Showbie and these can then be addressed in an individual or classroom situation, as appropriate.

LC students will have access to their assessment results with their student access to VSWare.

WHOLE SCHOOL GUIDANCE

The Guidance Programme supports all guidance-related learning activities as set out in the school's Guidance Programme and Policy 2024-25.

WHOLE SCHOOL GUIDANCE ACTIVITIES

College Awareness Week – Moved to March 2026 due to clashes with timetable

Careers Fair 2026

Subject Choice Weeks – 1st, 3rd & TY classes

SCHOOL PLANNING

Core Value: Excellence in Education

Junior Cycle: The Guidance Department will encourage student to explore their own identities, values and aptitudes through self-directed learning activities, group activities and classroom discussion

Senior Cycle: The Guidance Department will enable students to reach their full potential by the use of class time to set Exam Targets, review previous results, put in place Study Plans. Support in all areas will be offered both in a group or individual activities as appropriate.

GUIDANCE MEETINGS 2025-26:

26th August 2025

27th August 2025

11th September 2025

18th November 2025

20th January 2026

21st January 2026 (PG, ÁMcT, VE)

19th March 2026

14th April 2026

WSG TEAM MEETINGS;

27th January 2026 (Minuted)

24th February 2026 (Minuted)

6th March 2026

BRANCH MEETINGS/CPD & SUPERVISION 2025-26

Date	Event	Attended
Sept 6 th	Branch AGM ATU Presentation – Micro-credentials & RPL	PG/ÁMcT
Sept 16 th	Supervision Session 1 – Group 4	ÁMcT
Sept 30 th	Supervision Session 1 – Group 5	PG
Sept 23rd	Branch Meeting & CPD SCFET North Connaught College Margaret Clarke	PG/ÁMcT
	Mid Term Break	
Oct 14th	Supervision Session 2 – Group 4	AMcT
Nov 4th	Supervision Session 2 – Group 5	PG
Nov 11	Supervision Session 3 – Group 4	AMcT
	CAO Conference	
Nov 18 th	Branch Meeting & CPD	PG
Nov 20th	CAO & Other Pathways – Evening for Parents in the Main Auditorium ATU Sligo	
Dec 2nd	Supervision Session 3 – Group 5	
	DARE online webinar HEAR online webinar	PG
Jan 13th	Supervision Session 4 – Group 4	ÁMcT
Jan 20 th	Supervision Session 4 – Group 5	
Jan 27th	Branch Meeting & CPD – Angela Curran – Using AI & VR in Guidance	
	Mid Term Break	
Mar 3rd	Supervision Session 5 – Group 4	AMcT

Mar 6 th & 7 th	IGC National Conference – TU Dublin Grangegorman	AMcT PG
Mar 10 th	Branch Meeting & CPD Dr Mary Quirke – Career Confidence	AMcT PG
Mar 24 th	Supervision Session 5 – Group 5	PG
May 5 th	Supervision Session 6 – Group 4	
May 6 th	NorthWest Careers Fest	
May 12 th	Supervision Session 6 – Group 5	
April 8 th	Branch Meeting & CPD	

Note new Supervision Groups for 2025-26:

Áine McTague Supervision Group 4

Patrice Gallagher Supervision Group 5

COLLEGE PRESENTATIONS 2025-26

Assessments:

Mini Mocks: 17th – 21st Nov

Mocks 9th – 13th Feb

HEI	Liaison Officer	Date
ATU Donegal	Victoria	11 th Dec 2025
ATU Sligo	Orla Seery	12 th Jan 2026
National Tertiary office	Maria Doherty	11 th Nov 2025
University of Galway	Danny Little	3 rd Feb 2026
DCU	Margaret Brierty	27 th March 2026
Maynooth University	Kay Mitchell	30 th April 5 th Yrs & LCs
St Angela's ATU Sligo		3 rd Yrs & TYs 4 th Feb 2026

Guidance co-curricular planning

COLLEGE AWARENESS WEEK (CAW) – Wk beginning 9th March 2026

Each year the Guidance Department leads the school's involvement with CAW. Each year participates in CAW with in-class events during their Personal Development class (Junior Cycle) and Career Guidance classes (senior cycle classes)

Other events that occur during CAW:

- Information Notice Boards around the school, including the school's Guidance Information notice board
- Subject teachers, where comfortable to do so, are asked to discuss their college experiences with students
- Subject teachers discuss subject/topic-related college courses during the class time

CAREERS FAIR 2025-26 – 10th March 2026

Work Experience – Transition Year and 5th Year

The Guidance Department supports the LCVP Coordinator and teachers in this area.

TY WE Week 1: 18th November 2024

TY WE Week 2: 24th February 2024

5th Yr WE: 10th – 14th February 2025

Links to LCVP

The Guidance Department joins with the LCVP coordinator and teachers for their LCVP Dept meetings.

The Guidance Coordinator is part of the LCVP Teachers Showbie Group.

Teaching, learning and assessment – current SSE school focus/targets

The current School Self Evaluation for CVS focuses on student reflection for 2025-26, with the development of a Student Reflection Booklet. This booklet, developed by the school's Forbairt Team, encourages students to reflect on:

- Attendance
- Behaviour
- Homework
- Study skills
- Monthly Wellbeing indicator
- Subject participation (one per week)

The Student Reflection Booklet will continue to be implemented over the course of the academic year 2025-26. Time will be allocated during Tutor time/SPHE classes and in a weekly-rotated subject.

Continuing focus of the school's SSE targets are:

Literacy

1. Keywords to be highlighted: In copy, on Showbie, using Quizlet, in PowerPoints, verbally, etc

2. Learning of keywords to be supported? (Quizlet, Socrative/Frayer Model, Other)

3. Keywords assessed (Written exam, Socrative Pro, MS Forms) Keyword/Term assessment grade to be included in Christmas and Summer overall grade and displayed on cover sheet.

Use of Exam Cover Sheets

Standardised Cover Sheets to be used for JC and SC students for Christmas and Summer Exams. 3

Comments (1 Strength and 2 Recommendations or 2 Strengths and 1 Recommendation)

Assessment for Learning

Use the 2S1R or 2R1S approach once for self-assessment and once for teacher assessment with each Junior Cycle class

that you have by the end of the academic year. It can be used for an assignment, a presentation, a project, a piece of homework etc. This can be used in the same manner with SC classes.

Encouraging Student Reflection

Pick one method that you can use to encourage students to reflect and use it with each of your Junior Cycle classes before the end of the year. This approach can be used with Senior Cycle classes as well.

While the Guidance modules/classes are non-exam classes, the Guidance Counsellors encourages and uses the two strengths and a recommendation where appropriate when giving feedback to students and parents in Term Reports.

Students' learning is assessed through surveys, Kahoot! and questions on Showbie where appropriate.

Teaching and learning and assessment in Guidance

Each Guidance module is evaluated at the end of the school year, with modifications made according to the programme.

Assessment in Guidance modules takes the form of:

- Student reflection sheets
- Completion of worksheets
- Completion of surveys
- Kahoot! quizzes at end of topic as appropriate

2022-23 – School Self-Evaluation of Guidance

It was noted at the start of the 2022 school year that many 2nd and 5th Year students were requesting subject change throughout September. On reviewing the causes, the feedback from students appeared to be a lack of understanding of the curriculum and project/examination expectations of their chosen subjects.

Target 2022-23: Improve student access to Subject Choice Information and decision making for 1st Years and 3rd Year/Transition Year students

Process:

Whole school involvement in Subject Choice Weeks. It was decided that rather than the Guidance Counsellors being the only person working on this area there was a need to involve subject teachers in the process. This meant a move from Subject Choices being seen as a Guidance Department task, to a whole-school related task.

It was agreed that a Subject Choice Weeks for 1st Years would be held in March, followed by a Subject Choice Week for 3rd Years and Transition Years in April with subject teachers also being involved in the promotions of their subjects to each group as appropriate.

1st Year Subject Choice Week

The Guidance Department led a whole school initiative over the course of a targeted week where all subject teachers were encouraged to spend class time discussing their subject at Junior Cycle.

Subject teachers were encouraged to use Careers Portal as a means of exploring/researching/explaining their subject at Junior Cycle.

All 1st Year students shown how to use Careers Portal for subject research and were encouraged to independently research their choice subjects on Careers Portal.

Detailed Parents' Presentation Evening was held online with the presentation made available to parents and students through Showbie

The Guidance Counsellors are available at specific times during the week to meet with students on an individual basis/through Showbie to answer any specific questions.

3rd Years & Transition Year Subject Choice Week

As with the 1st Year Subject Choice Week the Guidance Department led a whole school initiative over the course of a targeted week where all subject teachers were encouraged to spend class time to discuss their subject at Senior Cycle. Teachers were encouraged to use Careers Portal to highlight such areas as Grades Awarded, Course Content, Exam Structure, Career Possibilities, and 3rd Level Requirements.

Teachers and students were given access to Classroom Guidance videos on Leaving Certificate subjects.

All 3rd Year and Transition Year students were encouraged to independently research their choice subjects on Careers Portal.

Detailed Parents' Presentation Evening was held online with the presentation made available to parents and students through Showbie

The Guidance Counsellors was available at specific times during the week to meet with students on an individual basis/through Showbie to answer any specific questions

September 2023

It was agreed by management and the Guidance Department that a much smaller number of students wished to change subject due to poor subject choice decision-making.

While there were still a number of students wishing to change subjects on returning to school in August/September, these tended to be because of subject clashes within the timetable.

It was felt that while a number of teachers did participate in the Subject Choice Week initiative, greater teacher buy-in could be encouraged for the school year 2023-24 with teachers given extra support in the use of Careers Portal as a research tool.

Guidance-related SSE Target for 2023-26

To build on Subject Choice Weeks and encourage further teacher participation, the Guidance Department will request time at the staff meeting in January to demonstrate Careers Portal as a tool for Subject Choice research.

The Guidance Counsellors will be available to teachers at a specified time to discuss how they could promote their subjects during Subject Choice Week.

Initiative for 2024-25 – Introduction of JC Subject Information Booklet for 1st Year students

Draft booklet reviewed by WSG Team 25th February.

PG to send draft booklet to all teachers for review/proofreading/editing.

Booklet to be given to each 1st Year student during SC week.

Initiative for 2026-27 – Introduction of SC Subject Information booklet for 3rd Yrs/TYs

It is felt this initiative will allow students to understand more clearly the implications of the Senior Cycle Review and also explain in detail the Additional Assessment Component.

Social personal guidance

In the area of social personal guidance, the staff at CVS work to improve our students' ability to understand themselves, get on with others, practice social skills, understand social roles and responsibilities.

A number of these elements are also the focus on our Wellbeing Programme and targeted through SPHE, CSPE and PE classes, as well as the overall expectations placed on staff and students regarding respect for each other.

Personal Guidance – Continuum of Support

The Guidance Department of Carrigallen Vocational School recognise that there are times when students may require 'more intensive support' at various times throughout their education. This support can be accessed by students upon their request or the request of their parents.

A referral system through the Student Support Team is in place if individual staff members feel a student/group of students require more targeted support. The Guidance Department, working in conjunction with the school's Student Support Team, decides on a course of action.

Social Personal Guidance

Junior Cycle

As part of the curriculum covered in Junior Cycle modules, students focus on exploring such areas as identity, their values, self-concept and personal qualities over the course of the three-year cycle.

Senior Cycle

The senior cycle curriculum in Carrigallen Vocational School encourages students to explore their interests, motivations, values, and qualities so they can develop a sense of self which leads to improved decision-making.

WHOLE SCHOOL GUIDANCE PROVISION – Incoming First Years

Activity	Provided by	Guidance for all/some/few
Open Night	Whole School Community – students, teachers, classroom assistants, parents' association, school management	All – social/educational
1 st Year Induction	Whole School Community - staff	All – social/educational/emotional
Transition programmes	AEN coordinators Classroom Assistants Guidance Counsellors	Few – social/educational
Parents Meet and Greet	Whole School Community Home Youth Liaison Officer Members of Parents Association	All – social

WHOLE SCHOOL GUIDANCE PROVISION – 1st Year

Activity	Provided by	Guidance for all/some/few
Classroom Guidance in modules Guidance Related Learning	Guidance Counsellors	All – careers/educational/social/emotional
Subject choice	Guidance Counsellors Subject teachers AEN department	All – careers/educational
Subject choice – Information Booklet	Guidance Counsellors Subject teachers	
Check-in meetings	Guidance Counsellors Year Head Tutor HYLO	Some - emotional
Mental Health Week Promotion of activities to improve and secure students and staffs' mental health	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate	All – personal/social/emotional
College Awareness Week	Led by Guidance Department Personal Development Teachers Subject Teachers	All – educational/career
College Awareness Week Quiz	Led by Guidance Department/Transition Year	All
Parent and Student Subject Choice evening - online	Guidance Counsellors Input from subject teachers re subject presentation	All – educational/career
One to one meetings Personal Guidance	Guidance Counsellors	Few – personal/educational/career
CAT4 Assessment	AEN Department Guidance Counsellors	All - Educational
Friendship/Relationship Workshop Communication Skills	SST HSYL Officer	All – Personal/Social

Being a good friend –what that looks like, etc Bad relationships		
Mentoring Programme	SST/Tutors/Year Heads/TY Programme Coordinator	All – Personal/Emotional/Social
INSPIRE Study Skills Workshop	SST INSPIRE Facilitator	All - educational
PEACE of Mind Resilience Programme	SST PEACE of Mind facilitator	All – Personal/Emotional/Social
Bí Cinealtas Survey	SST/GC/Wellbeing Coordinator	All – Personal/Emotional/Social
Wellbeing Notice Board	Wellbeing Coordinator	All – Emotional/Social
Subject-Focused Weeks Science Week, Maths Week, Seachtain na Gaeilge, Geography etc.	Relevant Subject teachers/ GC as appropriate	All – Educational/Career
Stand Up Awareness Week	Wellbeing Coordinator	All – Emotional/Social
Parent Teacher Meeting	All Staff	All – educational
CVS Careers Fair 10 th Marh 2026	Guidance Counsellors Community participation through attending businesses/presentations/stands Subject Departments Support	All – educational/career
Leadership and school involvement Opportunities: Student Council Green Schools Comhairle	Student Council coordinator Green Schools Coordinator SPHE Teachers	All/Few - Social/educational
Show Racism the Red Card	CSPE class teacher	All
1:1 personal counselling as highlighted at SST meetings, requested by students/parents/staff referrals. Referrals from outside agencies	GC HYSL Officer	Few - emotional
International Students Induction & welcome	IT coordinator Deputy Principal Year Heads	Few – social/educational/ emotional
Prospectus Library Range of hardcopy of HE & FE Prospectuses available for students to take/borrow	Guidance Counsellors	All – career/educational
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – career / educational

WHOLE SCHOOL GUIDANCE PROVISION – 2nd Years

Activity	Provided by	Guidance for all/some/few
Classroom Guidance in modules Guidance Related Learning	Guidance Counsellors	All – career/social/educational
Mental Health Week Promotion of activities to improve and secure students and staffs’ mental health	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate	All – personal/ social/emotional
College Awareness Week	Led by Guidance Department Personal Development Teachers Subject Teachers	All – careers/educational
INSPIRE Study Skills Workshop	SST INSPIRE Facilitator	All - educational
One to one meetings Personal Guidance	Guidance Counsellors	Few – personal/ careers/educational/emotional
Change of level meetings	Guidance Counsellors Subject Teacher	Few - educational
PEACE of Mind Resilience Programme	SST PEACE of Mind facilitator	All – Personal/Emotional/Social
Participation in School Enterprise Competition	Business Studies Teacher LCVP Coordinator Local Enterprise Office/Officer	Few – career/social/educational
Bí Cinealtas Survey All students & Parents	SST/GC/Wellbeing Coordinator All staff	All – Personal/ Emotional/Social
Wellbeing Notice Board	Wellbeing Coordinator	All – emotional/social
Subject-Focused Weeks Science Week, Maths Week, Seachtain na Gaeilge, Geography etc.	Relevant Subject teachers/ GC as appropriate	All – educational/career/ social
Stand Up Awareness Week	Wellbeing Coordinator SPHE teachers All staff	All – personal/ emotional
Parent Teacher Meeting	All Staff	All – educational
Leadership and involvement Opportunities Student Council Green Schools Comhairle	Student Council coordinator Green Schools Coordinator SPHE Teachers	All/Some Social/ educational
1:1 personal counselling as highlighted at SST meetings, requested by students/parents/staff referrals. Referrals from outside agencies	GC HYSL Officer	Few – personal/emotional
International Students Induction & welcome	IT coordinator Deputy Principal Year Heads	Few – educational/ social/ personal
CVS Careers Fair 10 th March 2026	Guidance Counsellors	All – educational/career

	Community participation through attending businesses/presentations/stands Subject Departments Support	
Guidance Information and Apprenticeships Information Notice boards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – career / educational
Prospectus Library Range of hardcopy of HE & FE Prospectuses available for students to take/borrow	Guidance Counsellors	All – career/educational

WHOLE SCHOOL GUIDANCE PROVISION – 3rd Years

Activity	Provided by	Guidance for all/some/few
Classroom Guidance in modules Guidance Related Learning	Guidance Counsellors	All – career / educational/ social
College Awareness Week	Led by Guidance Department Personal Development Teachers Subject Teachers	All – educational/ career
Mental Health Week Promotion of activities to improve and secure students and staffs' mental health	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate	All – personal/ social
One to one meetings Careers Guidance	Guidance Counsellors	All – career/educational
One to one meetings Personal Guidance	Guidance Counsellors	Few – emotional
Change of levels	Guidance Counsellors Subject Teacher	Few - career
Pathway Choice: TY/LCA/5 th Year Subject Choice	Guidance Counsellors LCA/TY Coordinator School Management Subject Teachers	All – educational/career
INSPIRE Study Skills Workshop	SST INSPIRE Facilitator	All - educational
Parent and Student evening	Guidance Counsellors LCA Coordinator Input from Subject teachers re subject information	All - educational
Meetings with students regarding subject choice	Guidance Counsellors Subject teacher	Few – educational/career

Subject-Focused Weeks Science Week, Maths Week, Seachtain na Gaeilge, Geography etc.	Relevant Subject teachers/ GC as appropriate	All – educational/career
Stand Up Awareness Week	Wellbeing Coordinator SPHE teachers All staff	All – personal/social
Parent Teacher Meeting	All Staff	All - educational
CVS Careers Fair 10 th March 2026	Guidance Counsellors Community participation through attending businesses/presentations/stands Subject Departments Support	All – educational/career
Leadership and involvement Opportunities Student Council Green Schools Comhairle	Student Council coordinator Green Schools Coordinator SPHE Teachers	All/Sone Social/educational
Bí Cinealtas Survey All students & Parents	SST/GC/Wellbeing Coordinator All staff	All - Personal
1:1 personal counselling as highlighted at SST meetings, requested by students/parents/staff referrals. Referrals from outside agencies	GC HYSL Officer	Few - emotional
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – educational/carre
International Students Induction & welcome	IT coordinator Deputy Principal Year Heads	Few – social/educational/personal
Prospectus Library Range of hardcopy of HE & FE Prospectuses available for students to take/borrow	Guidance Counsellors	
College Awareness Week 10 th March 2026	WSG Team	

WHOLE SCHOOL GUIDANCE PROVISION – Transition Year

Activity	Provided by	Guidance for all/some/few
Timetabled classes Guidance Related Learning	Guidance Counsellors	All – social/ educational/ career/ personal
College Awareness Week College Quiz	Led by Guidance Department	All – career/education
Mental Health Week Promotion of activities to improve and secure students and staffs’ mental health Promote Leadership skills and offers opportunities for teamwork	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate TY Students	All – personal/social/ emotional
One to one meetings Careers Guidance	Guidance Counsellors	All – career/educational
One to one meetings Personal Guidance	Guidance Counsellors	Few – emotional
CVS Careers Fair 10 th March 2026 Attend exhibition & presentation	Guidance Counsellors Community participation through attending businesses/presentations/stands	All – career/educational
Pathway Choice: LCA/5 th Year Subject Choice	Guidance Counsellors LCA Coordinator School Management Subject Teachers	All – educational/career
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – educational/career
Participation in School Enterprise Competition	Business/Enterprise Teachers TY Coordinator Local Enterprise Office/Officer	All – educational/ career
Meetings with students regarding subject choice	Guidance Counsellors Subject teacher	Few - educational
PEACE of Mind Resilience Programme	SST PEACE of Mind facilitator	All – Personal/Emotional/Social
Parent and Student evening	Guidance Counsellors LCA Coordinator Input from subject teachers re subject information	All – educational/career
ATU STEM PASSPORT PROGRAMME	ATU STEM Facilitator	Some – choice given to all
SCHOOL CONCERT	Guidance Counsellors – all related careers explored	All

	Music Teacher s– performances/stagehands Art Teacher – Coordination of set design/painting with students Woodwork Department/Teachers – Coordination of Set creation with students Community Support – Corn Mill Theatre (supporting students in Lighting and Sound)	Some/Few Social/career
Subject-Focused Weeks Science Week, Maths Week, Seachtain na Gaeilge, Geography etc.	Relevant Subject teachers/ GC as appropriate	All – career/educational
Stand Up Awareness Week	Wellbeing Coordinator SPHE teachers All staff	All – personal/emotional
Bí Cinealtas Survey All students & Parents	SST/GC/Wellbeing Coordinator All staff	All - personal
Parent Teacher Meeting	All Staff	All - educational
Leadership and involvement Opportunities Student Council Green Schools Comhairle	Student Council coordinator Green Schools Coordinator SPHE Teachers	All/Sone Personal/career/social
1:1 personal counselling as highlighted at SST meetings, requested by students/parents/staff referrals. Referrals from outside agencies	GC HYSL Officer	Few - emotional
International Students Induction & welcome	IT coordinator Deputy Principal Year Heads	Few – educational/social/personal
Prospectus Library Range of hardcopy of HE & FE Prospectuses available for students to take/borrow	Guidance Counsellors	All – educational/careers
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – educational/careers

WHOLE SCHOOL GUIDANCE PROVISION – 5th Year

Activity	Provided by	Guidance for all/some/few
Timetabled classes Guidance Related Learning	Guidance Counsellors	All – social/ educational/ career/ personal
College Awareness Week Presentation of course research to junior classes	Led by Guidance Department Personal Development Teachers Subject Teachers	All – career/educational
Mental Health Week Promotion of activities to improve and secure students and staffs’ mental health	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate	All – personal/social
One to one meetings Careers Guidance	Guidance Counsellors	All – career/educational
One to one meetings Personal Guidance	Guidance Counsellors	Few - emotional
Change of level	Guidance Counsellors Subject Teacher	Few – educational/career
Change of subject	Guidance Counsellors Subject Teachers School Management	Few – educational/career
INSPIRE Study Skills Workshop	SST INSPIRE Facilitator	All - educational
Participation in School Enterprise Competition	LCVP Teachers/Business Teachers LCVP Coordinator Local Enterprise Office/Officer	All – career/educational/ social
SCHOOL CONCERT	Music Teacher Art Teacher – Coordination of set design/painting with students Woodwork Department/Teachers – Coordination of Set creation with students	All offered Some/Few Social/career
CVS Careers Fair 10 th March 2026 Attend exhibition & presentations	Guidance Counsellors Community participation through attending businesses/presentations/stands	All – educational/career
Visits In and out	Belleek Pottery LCVP coordinator/teachers	All – educational/ career
Bí Cinealtas Survey All students & Parents	SST/GC/Wellbeing Coordinator All staff	All - personal
Subject-Focused Weeks Science Week, Maths Week, Seachtain na Gaeilge, Geography etc.	Relevant Subject teachers/ GC as appropriate	All – educational/ career
Stand Up Awareness Week	Wellbeing Coordinator SPHE teachers/Tutors All staff	All – personal/ emotional
NW Careers Fest 2026	Guidance Counsellors	All – educational/career

Parent Teacher Meeting	All Staff	All - educational
Leadership and involvement Opportunities Student Council Green Schools Comhairle	Student Council coordinator Green Schools Coordinator SPHE Teachers	Offered to all/Some Social/ educational
1:1 personal counselling as highlighted at SST meetings, requested by students/parents/staff referrals. Referrals from outside agencies	GC HYSL Officer	Few - emotional
International Students Induction & welcome	IT coordinator Deputy Principal Year Heads	Few – educational/personal /social
Prospectus Library Range of hardcopy of HE & FE Prospectuses available for students to take/borrow	Guidance Counsellors	All – career/educational
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – career / educational
College Awareness Week Speaker in to talk about college experience	Guidance Coordinator	Some – all 5 th Yrs career

WHOLE SCHOOL GUIDANCE PROVISION – LCA 1

Activity	Provided by	Guidance for all/some/few
Timetabled classes Guidance Related Learning	Guidance Counsellors	All – social/ educational/ career/ personal
College Awareness Week Research place of study for apprenticeships	Guidance Counsellors	All – career/educational
Mental Health Week Promotion of activities to improve and secure students and staffs’ mental health	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate	All – personal/social
Vocational Preparation Task	LCA Teachers (cross-curricular)	All – career/ educational
One to one meetings Careers Guidance	Guidance Counsellors	All – career/educational
One to one meetings Personal Guidance	Guidance Counsellors	Few - emotional
INSPIRE Study Skills Workshop	SST INSPIRE Facilitator	All - educational
CVS Careers Fair 10 th March 2026 Attend exhibitions and presentations	Guidance Counsellors Community participation through attending businesses/presentations/stands Subject Departments Support	All – career/educational
Visits in and visits out Cavan Institute – Focused Day Cavan Institute Open Dan	LCA Coordinator Guidance Counsellors Social Development teacher	All – career/educational
Stand Up Awareness Week	Wellbeing Coordinator SPHE teachers All staff	All - personal
Parent Teacher Meeting	All Staff	All - educational
Leadership and involvement Opportunities Student Council Green Schools Comhairle	Student Council coordinator Green Schools Coordinator SPHE Teachers	Offered to All/Sone Educational/ social
Bí Cineaáltas Survey All students & Parents	SST/GC/Wellbeing Coordinator All staff	All - personal
1:1 personal counselling as highlighted at SST meetings, requested by students/parents/staff referrals. Referrals from outside agencies	GC HYSL Officer	Few - emotional
Prospectus Library	Guidance Counsellors	All – career/educational

Range of hardcopy of HE & FE Prospectuses available for students to take/borrow		
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – career / educational

WHOLE SCHOOL GUIDANCE PROVISION – 6th Year

Activity	Provided by	Guidance for all/some/few
Timetabled class Guidance Related Learning	Guidance Counsellors	All – educational/ career/ social/personal
College Awareness Week Deep research on HEI course	Led by Guidance Department Subject Teachers	All – educational/ career
Mental Health Week Promotion of activities to improve and secure students and staffs' mental health	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate	All – personal /social
One to one meetings Careers Guidance	Guidance Counsellors	All – career/ educational
One to one meetings Personal Guidance	Guidance Counsellors	Few – personal
Change of level	Guidance Counsellors Subject Teacher	Few – career/ educational
Change of subject	Guidance Counsellors Subject Teacher School Management	Few – career/educational
INSPIRE Study Skills Workshop	SST INSPIRE Facilitator	All - educational
UCAS	Guidance Counsellors Subject teachers	Few – career/educational
DARE Applications	Guidance Counsellors AEN (Additional Educational Needs) coordinators Subject Teachers	Some - educational
SCHOOL CONCERT	Guidance Counsellors Music Teacher Art Teacher – Coordination of set design/painting with students Woodwork Department/Teachers – Coordination of Set creation with students Community Support – Corn Mill Theatre (supporting students in Lighting and Sound)	Some/Few Career/social

CVS Careers Fair 10 th March 2026 Attend exhibition and presentations	WSG Team Guidance Counsellors Community participation through attending businesses/presentations/stands Subject Departments Support	All – educational/career
Visits In and Visit Out	WSG Team LCVP team Guidance Coordinators	All – educational/ career All – educational/career
Subject-Focused Weeks Science Week, Maths Week, Seachtain na Gaeilge, Geography etc	Relevant Subject teachers/ GC as appropriate	All – educational/career
Bí Cinealtas Survey All students & Parents	SST/GC/Wellbeing Coordinator All staff	All – Personal
Stand Up Awareness Week	Wellbeing Coordinator SPHE teachers All staff	All – personal/social
Parent Teacher Meeting	All Staff	All – educational
Leadership and involvement Opportunities Student Council Green Schools Comhairle na nÓg	Student Council coordinator Green Schools Coordinator SPHE Teachers CnanOg coordinator	All/Sone Social/career
1:1 personal counselling as highlighted at SST meetings, requested by students/parents/staff referrals. Referrals from outside agencies	GC HYSL Officer	Few – emotional
International Students Induction & welcome	IT coordinator Deputy Principal Year Heads	Few – educational/social/ personal
International Tour	Tour coordinator (CB) 6 th Yr Student Council members	Few
Prospectus Library Range of hardcopy of HE & FE Prospectuses available for students to take/borrow	Guidance Counsellors	All – career/educational
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – career / educational
Speaker in to LC History Past LC pupil 2025 spoke to LC History students on LC History exam & project and 1 st Yr in university.	LC History Teacher	Few - educational
College Awareness Week Speaker on personal experience in univeristy	Guidance Coordinator	Some – all LC career

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WHOLE SCHOOL GUIDANCE PROVISION – LCA 2

Activity	Provided by	Guidance for all/some/few
Timetabled Guidance Classes Guidance Related Learning	Guidance Counsellors	All – career/educational/ social/personal
College Awareness Week	Guidance Counsellors Subject teachers	All – educational/career
Mental Health Week Promotion of activities to improve and secure students and staffs’ mental health	Wellbeing Coordinator Music Teacher SST Subject Teachers as appropriate	All – personal/social
INSPIRE Study Skills Workshop	SST INSPIRE Facilitator	All - educational
One to one meetings Personal Guidance	Guidance Counsellors	Few – career/educational
One to one meetings Careers Guidance	Guidance Counsellors	All – personal/emotional
CVS Careers Fair 10 th March 2026 Attend exhibitions & presentation	WSG Team Guidance Counsellors Community participation through attending businesses/presentations/stands	All – educational/career
Bi Cinealtas Survey All students & Parents	SST/GC/Wellbeing Coordinator All staff	All - Personal
Visits In and Visits Out	Speaker from Voluntary Community Project	All – Career/educational
Guidance Information and Apprenticeships Information Noticeboards Updated with relevant information on Open Days/ Course Requirements/ Apprenticeship applications & Information	Guidance Counsellors	All – career / educational

LEVEL 2 LEARNING PROGRAMME

Activity	Provided by	Guidance for all/some/few
Visit In and Visit out	Preparation for Work L2LP Mary Greene supported by Classroom Assistant	JC RC – all TY RC students
Restaurant Training	Tourism Ireland/TY coordinator	All TYs, including RC TYs

	Hospitality training	
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DEPARTMENTAL SUPPORT WHOLE SCHOOL GUIDANCE – SUBJECT ACTIVITIES

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Visual Art/Art (with Craftwork)

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Encouraging students to research Art as a subject of interest for Junior Cycle and Leaving Cert. Discuss course content	1 st Years – All 3 rd Yrs/TYs - All
College Awareness Week	Provide information through slideshow presentation and information display in the art room.	All
Portfolio Preparation Work	Provide extra tuition, guidance and Art Room access one evening per week.	Senior Students, 5 th and 6 th Year
Relevant Art Courses Poster displayed on Notice Board in Art Room	A designated noticeboard for incoming information on updates on Courses and Colleges.	All
Availability of Art colleges prospectuses	A designated shelf for Art College Prospectuses, students can freely borrow or browse through during class.	All
Showbie group for senior students for course and career updates	Showbie group provides information on College Courses, Open Days, Portfolio Preparation information, online seminars etc. It is a way of sharing information, but also used to communicate and share ideas.	Senior students, 5 th and 6 th Year
Visits to Art College Open Days	In as much as possible, the senior art classes will attend relevant Art College Open Days.	Senior Students, 5 th and 6 th Year
Art Gallery and Museum Visits	Exposure to the art world, careers in Art, Craft and Design by visiting current exhibitions in Sligo, Dublin and closer to home in Carrick on Shannon and Ballinamore.	All
Student Art Exhibitions	Experience of planning, creating and curating student Art Exhibitions in The Dock, Carrick on Shannon and in The Solas Gallery, Ballinamore.	All
Links with professionals working in Art, Craft and Design	Visiting Professional Artists Studios and video links with artists through online meetings into the classroom.	All
Annual School Musical/Concert	Students experience set building and audio/visual display	
NOTES:		

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	<p>We highlight how studying a MFL enhances cognitive ability, memory and cultural understanding. We focus on how it expands the students' career opportunities and allows them to access enriched travel experiences.</p> <p>We target students who are gifted linguistically and inform them that they could perform very well if they were to choose French as one of their optional subjects.</p>	<p>All</p> <p>Some</p>
College Awareness Week	We highlight different courses that the students could study using French and other MFL and we focus on the importance of being prepared for a globally interconnected world.	All
Learning about typical professions in France	We do a unit of work each year where students learn about different careers in France. We discuss the advantages and disadvantages of these careers. This informs students about the advantages and disadvantages of different professions	All
<p>NOTES:</p>		

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: History

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Promoted the subject to all 3 rd Year and Transition Year students	ALL
College Awareness Week	For college Awareness week we invite a past pupil come and speak with our 5 th year and 6 th year classes about studying History in college. The student is currently in their first year in UCD where they are studying History and archaeology. The student gave a detailed outline of the first year History course and how it ties in with what they are currently studying. He also talked through campus life and the clubs and societies that he is involved with.	Guidance for some
History Librarian Talk		Guidance for some
NOTES:		

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Home Economics

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	<p>Presentations made by HE teachers to different year groups during class time. Information shared on Showbie.</p> <p>3rd years and TY students listen to talk given by Home Economics teacher.</p> <p>Home Ec teacher speaks to all 3rd Yr/TY students at whole group presentation regarding Home Ec at LC</p>	1 st year, 3 rd year, TY students.
College Awareness Week	Time given in SPHE class to look at College Prospectus', both hard copy and online	LC students
Home Economics Week	Explore careers related to Home Economics and wider related subjects	
NOTES:		

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Music Department

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Students are given a chance to discuss and ask questions about studying music for Junior or Senior Cycle. A PPT is shown with information outlining the course content and requirements for the State Exams.	1 st and 3 rd Years
College Awareness Week	Students take part in research activities related to careers in music. Topic: 'Why study Music?' is explored and the various pathways available to study music outside Post-Primary Education.	All
Women in Technical Theatre Workshop	This workshop aims to increase awareness of technical theatre and stage management, and the importance that these departments play in the professional creation of a live performance. Designed and facilitated by industry professionals who lead technical departments at The Lir Academy. The performance aspect of the workshop was led by an Abbey Theatre drama facilitator	2 nd Year Music Students (female)
Link with Student Support Team	Link with student support team where appropriate	All
School Open Night	Display what learning Music is like in our school, connect with future parents and students, answer questions on the subject. CVS music students perform and are also available to answer questions about studying music.	All in-coming first year students
Annual Christmas Concert	Students involved in hosting and performing in our School Concert- exposed to all the career opportunities inspired by a concert- Public Relations, Presenting, Performing- Singing, Dancing, Acting, Drama, playing a musical instrument, Group/Solo, Sound and Light Management, Stagehands, Prop and Set Design ...	Open to All, engaged in by Some from all years.
Cavan Institute Song Competition Attending Live Finals of CI Song Competition	Students have an opportunity to enter a song composition – which runs every 2 years. Link with 2 nd year Composition CBA and progressing it further to competition level over the years. Video clips of interviews of composers (JCT resources) explaining the progress	Open to All, typically engaged in by 'few' Attended by Some
Attend Shannonside Northern Sound- Radio Station	Part of LCA Key Assignment to learn about the Music Industry and interview a person involved in the industry. Occurs every 2 nd Year.	LCA
Musical Trips to Bord Gais Theatre- Aladdin and Grease	Aiming to enhance the students' understanding of professionalism, performance, and stage production. Giving them an opportunity to see and hear a live pop orchestra in the pit while song, dance and drama take place on stage.	Music Students 2 nd , 3 rd , TY, LCA, 5 th ...

<p>Music Generation and Sing Ireland Choral Workshops</p>	<p>Led by Patrick Barrett, conductor of the Irish Youth Training Choir. Aims to encourage young people to find their collective voice, to explore the benefits of group singing for wellbeing and connection and to give them the opportunity to perform and sing together, with music that inspires them. Exposed to the idea of careers in conducting, being an accompanist, choir, or solo performer.</p>	<p>TY</p>
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WSG and the Music Department:

The Guidance Team links in with the Music Department on numerous occasions each year to update planning in relation to Parent Evenings, College Awareness Week and Subject Choice Presentations.

The Music Department attends a presentation by the guidance Counsellors to all staff on WSG at the beginning of each year.

Performances in Day Care Centre- Careers in Caring in the Community

Bodhran Making Workshop- Woodwork – designing a musical instrument- TY + LCA

Open Mic Sessions – Confidence in Performance – Open to All- taken up by Some

Graduation Displays- TY/LC??

Score Competition- Few- 2nd Yr

National Concert Hall- 2nd + 3rd / 5th + 6th

Musician Performing- LC student talking about playing the Drums to 1st Year students...

Music Therapy Topic in TY- linked with Wellbeing and career

Music Industry/Business Topic – 3rd Yr Music

Key Assignment Career Opportunities in LCA- Interview of a person involved in music in my community,

Visit to a recording studio

Sound Engineer visit to the school or a person working in the industry

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Business Department

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Exhibit sample papers and modules from subject LC and JC exams We distribute textbooks for perusal We discuss skills necessary	
College Awareness Week	Discussed the College we ourselves attended We discussed paths we could have or did take in the past. We researched those employed in our subject area in the locality We encouraged students to discuss with family members their chosen career path or what they would have liked to explore	
	Posters and visuals displayed in classrooms such as on Revenue commissioners TY Enterprise: We give a broad sampling of the Business subjects and discuss careers associated with each We commend skills that become apparent during TY that they might explore Student enterprise in TY and LCVP: Encourages a spirit of enterprise and entrepreneurship We courage even the most basic and simple of ideas that are achievable by all ability levels Leaving Cert Business: We look at the areas of the course that can become careers in their own right such as HR management HR manager did a talk during the Careers Fair that we recalled and tapped into Visit to the local Credit Union Guest speakers from local people that have set up Businesses	

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: European Studies

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Link to Politics and Society as a Leaving Certificate subject choice	Some
College Awareness Week	Careers in politics, courses linked to careers	All
MEP guest speaker	Each year a member of the European Parliament comes into the school to talk to the TYs about their role in the EU parliament, how they got involved in Politics and their career generally	Some

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Geography

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Class Discussions to all students on relevance of geography in current climate	All
College Awareness Week	Class discussions on career paths and various career opportunities in Geography.	All
Visits In and Out	Visits to local geographical attractions e.g. Marble Arch Caves and Arigna Mines, Tanagh Outdoor Educational Centre.	Some depend on year group.
Geography Week	Online quizzes, Table Quizzes, Posters etc.	Offered to all.
School Open Night	Teachers attend to showcase our subject and to connect with future parents and geography students.	All incoming 1 st year students.

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Sciences: Including:

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Posters displayed around the school where Science is used in different occupations, careers and courses. What is Biology? Presentation What is Physics? Presentation What is Agricultural Science? Presentation	All
College Awareness Week	Career Pathways discussed in class.	All
Science Week	Guest Speakers – Earth and Space Talk (David Moore)	All
Growth Mindset	Students encouraged to set SMART goals. See mistakes as opportunities and employ positive mindset in reaching their goals.	All
Scifest	Students engage in group work activities to research and experiment on a topic of their choice.	Few (TY's)
Exam Level Selection	Engage with students about the consequences of changing levels.	Few (LCs)
Environmental Innovators Programme – Agri-aware	Presents the various challenges that our global food system faces. The programme engages innovative thinking, problem-solving and global citizenship through sustainable food systems education.	Few (TY's)
Aberdeen Angus Beef Competition	Complements Agricultural Science coursework by providing practical hands-on experiences. Exposes students to career opportunities. Educates students about the workings of agriculture and food industry.	Few (TY's)

NOTES:

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Information Technology

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Trip out	Students attended the FIT Tech Expo in March where they learned about career and apprenticeship opportunities in IT	Some
College Awareness Week	Course and career opportunities are discussed in class	Some
TY Coding	Students are introduced to coding arcade games and simple functions as part the Coding Module	Few
Code Week- Promoting STEM	Coding club was run, and students given the opportunity to code simple functions during the period	Some
Maths Week- Promoting STEM	Students were given coding tasks using mathematical formulas to highlight the crossover between the two disciplines and give students experience of the kind of work that a software engineer engages in.	Some
IDEA Programme	Students complete a series of interactive tasks at gold, silver and bronze levels. The programme gives them the digital skills and knowledge that they will need to support them in whatever career they choose.	Some
Digital Skills	Students were given tuition in word processing, presentation and spreadsheets which they will need to support both their academic and work life	Some
Internet Safety Week	Competitions and presentations were given to students on the topics of Internet Safety and Cyberbullying designed to support their digital lives both in school and beyond	All

NOTES:

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Gaeilge

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	<p>As Irish is a mandatory subject for majority of students, we discussed the importance of learning and appreciating our native language.</p> <p>Spoke to class about the possible jobs through the medium of Irish · Reporting · Journalism · Translator in EU/Government departments · Law through Irish course was referenced Gaeltacht applications were distributed Seachtain na Gaeilge activities were organised.</p>	All students who study Irish
College Awareness Week	<p>Class discussions on career paths and the importance of level & grade to become a national school teacher primarily. Discussed the different career paths that one could take in Europe with the Irish language also.</p> <p>Made links with the aural section and key words relating to third level from the exam papers. Specific jobs, qualifications and related same. Spoke about the importance of the Irish Language for certain 3rd level courses and the standards required. Searched for key words that emerge in the examination from prospectus.</p>	All students who study Irish
Visits in and Out	Visit to the Hawk's Well Theatre in Sligo town to see the extra text 'An Triail' that is on the LC course.	All students studying specific text
Seachtain na Gaeilge	<p>Tráth na gceist during classes.</p> <p>Answering the roll with different Irish phrases</p> <p>Set/ Céilí dancing</p>	All
School open night	Teachers attend to showcase our subject. It is also a great opportunity to meet and interact with future parents and students.	All incoming 1 st year students

Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: English

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	<ul style="list-style-type: none"> • Element: Career Preparation • Description: English is a Core subject all students must complete. During subject choice week, we take the opportunity to highlight the importance of level for certain courses, colleges, careers and qualifications. 	Guidance for All
College Awareness Week	<ul style="list-style-type: none"> • Element: Career Guidance • Description: Highlighting and discussing the many career opportunities linked to English with students. Directing students to useful websites (QUALIFX.ie Careersportal.ie, apprenticeships etc). To see levels required, and possible courses related to English as a subject. 	Guidance for All
Career-Themed Reading and Writing Assignments	<ul style="list-style-type: none"> • Element: Career Guidance • Description: Students can explore various career options by reading literature related to different professions and writing reflective essays on their interests and possible career paths. 	Guidance for All
Study of text focused on personal development	<ul style="list-style-type: none"> • Element: Personal and Social Guidance • Description: A study of a text where students read and discuss issues centered around themes of personal growth, mental health, resilience, and social issues. 	Guidance for All
Public Speaking and Debates	<ul style="list-style-type: none"> • Element: Skills Development • Description: Workshops focused on developing students' public speaking and debate skills, which are crucial for self-confidence, communication, and future career success. 	Guidance for All
Creative Writing for Wellbeing	<ul style="list-style-type: none"> • Element: Mental Health and Wellbeing • Description: Encourage students to use creative writing as a form of self-expression and coping mechanism, particularly for those who may need support in dealing with personal issues. 	Guidance for Some
Discussions Focused on Ethical Dilemmas presented in texts	<ul style="list-style-type: none"> • Element: Ethical and Moral Development • Description: Engage students in discussions about ethical dilemmas presented in literature, promoting critical thinking and moral reasoning. 	Guidance for All
Mock Interviews Based on Literary Characters	<ul style="list-style-type: none"> • Element: Career Preparation • Description: Students participate in mock interviews where they take on the roles of literary characters, helping them develop interview skills in a creative and engaging way. 	Guidance for Some

Film Studies and Media Literacy	<ul style="list-style-type: none">• Element: Media Literacy and Critical Thinking• Description: Analyse films and media from an English perspective, focusing on how media shapes perceptions and influences society. This activity fosters critical thinking skills.	Guidance for All
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Below is an outline of the various activities carried out within our subject department that support the WSG plan.

Subject Department: Maths

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Posters where maths is used in different occupations, careers and courses	All
College Awareness Week	Career pathways discussed in class and where students	All
Maths Week	Career zone included in maths week showbie group including case studies of how and where people are using maths in their daily lives and the courses they studies Posters of 'I use maths..' in context with #IUseMaths posted around the school.	All All
Growth Mindset	Students encouraged to set SMART Goals, see mistakes as opportunities and employ positive mindset in reaching their goals in maths.	For all, engaged by some
Exam Level selection	Engage with students about selecting the appropriate level and the consequences of changing from higher level to ordinary level (or foundation level) for future careers, etc.	Some
Code Week	Encouraging students to engage with coding and its relevance to maths and to view coding as a career.	Some
TY Cryptography Module	Demonstrating and working with cryptography as a career opportunity.	Some
Spatial Thinking Course (TY)	Encourages students to reflect on how spatial thinking skills apply to careers and how embarking on the course benefits their future career choices.	Some
Curriculum opportunities	Contextual applications for the real world explained throughout the delivery of the curriculum.	All

NOTES:

Activity	Link to Whole School Guidance	Guidance for All/Some/Few
Subject Choice Week	Neil Slevin (NS), PE dept head, spoke to all 3rd year and TY PE classes re. the subjects needed to pursue a PE-based career at 3rd level, offered by CVS, namely Biology.	Some, i.e. 3rd year/TY students
College Awareness Week	NS spoke to all senior classes (5th and 6ths) re. the courses to pursue PE teaching directly, namely UL, DCU, UCC etc., as well as some indirect routes, including personal training and sport science.	Some, i.e. 5th and 6th year students
Extracurricular activities	All students offered the opportunity to participate in whole-school sporting activities and team sports, primarily Gaelic football; more activities needed school-wide.	Intended for all but realistically for some most of the time
Student-led learning	Students assigned roles within classes: referee/umpire, equipment manager, team captain/manager; this could be developed to students leading warm-ups and more skilled students demonstrating the skills of specific activities.	Can be for all
Student sport mentors	LGFA coaches to look at utilising TY and 5th year players as mentors for the first year and U14 teams next year. These students can support management before, during, and after games while mentoring younger players and encouraging their development.	Some
GAA Future Leaders course	Programme delivered to TYs developing coaching/leadership skills	Some
Sports Day/Well-being Week activities	Senior students, primarily TYs, organise and deliver activities, such as the 1st year soccer tournament and 'Staff vs. Students' activity for students and staff.	Some
Sports Journalism/Photography	Less 'sporty' students given the role of match photographer and/or reporter on school match days. Reports and photos are invaluable to promoting school extracurricular activity online, and mementos for coaches and players come the season's end	Some
In-house Challenge Matches/Tournaments	Senior/experienced players given the role of team manager/captain to pick and manage their own teams for in-house competitions/matches as preparation for upcoming competitions	Some
NOTES:		

3. Communication

Student

It is our school's Guidance Department policy that all students have access to the Guidance Counsellors.

Communication with students is made through the Showbie Platform.

Every student has access to the Guidance Counsellors through this platform and can request a meeting at any time in a private manner.

Students also access the Guidance Counsellors via their school email.

The Guidance Counsellors is available in the Guidance Room when the timetable allows, and students are free to 'drop-in'.

Parents/Guardians

Parents have access to the Guidance class through Showbie.

For Leaving Certificate parents this means they can keep up to date with relevant information on Open Days, events that may be of interest to their student.

Feedback is given on what is covered in Guidance classes over the term in Term Reports and the level of their student's participation in classes.

Text messages are sent to inform of particularly relevant events.

Parents are made aware through the Student Support Team information letter that the Guidance Counsellors is available to them, should they require their support. Parents can request a meeting/phone conversation through the school secretary.

Parents are invited, along with students, to relevant presentations:

- Subject Choice Presentation – for 1stYear Parents/Guardians and students
- Subject Choice Presentation - 3rd & TY Parents/Guardians and students
- Information evening on CAO/NTO/PLC/HEAR/DARE etc 6th Year parents/guardians and students – 7th Jan 2025.
To ensure parental voice, a survey was sent via text message to all parents/guardians with a view to a preference for an in-person or online mode of presentation. 75% chose online.

Due to the higher attendance by parents at online presentations, the decision was made in 2022-23 to continue this form of presenting.

These presentations can be held online and in-person.

The Guidance Coordinator often highlights guidance-related issues of interest to parents on the school's Facebook and Instagram page.

Staff

Staff are regularly updated on guidance-related issues through their MSLETB email.

Guidance is automatically included on the agenda of each staff meeting.

Involvement and invitation to join WSG Team.

External Agencies/Local Community

Careers Fair

Apprenticeship Fair

Work Experience

Student Support Team (SST) meetings

The Guidance Counsellors are part of the core SST, they are timetabled to attend the SST weekly meeting for two class-periods. For the school year 2025-26, these meetings take place from 9.15 – 10.35 each Wednesday.

For the school year 2025-26 Patrice Gallagher, Guidance Counsellors/Wellbeing Coordinator, is the SST Chairperson.

The SST meetings follow procedures as laid out by the DES. The SST may, at times, focus on the needs of students who may be experiencing emotional, medical, personal and academic difficulties and work towards ensuring these needs are met, within the parameters and resources of the school.

The system of referral in place for the school year 2023-24 has been formalised by the SST. Teachers/classroom assistants have access to the school's SST Referral Forms in hardcopy in the staffroom, with a locked post box for these forms beside the forms. These referral forms are used should a teacher/classroom assistant wish to refer a student due to emotional, behavioural or educational concerns. The staff member is then requested to email the Student Support Team email informing them that a referral has been made. The form is collected by a member of the SST and brought to the next SST or acted upon immediately, should it be deemed necessary. The referral form is also available on the school's SharePoint; however, staff must make the referral in hardcopy.

The SST may decide that the needs of the students/referral may be met with in-school support or may need referral to outside agencies. While discussions relating to individual students may be confidential to the team, decisions regarding follow up requirements are decided upon by the team as a whole and assigned to a team member. The team also decide on what information should be shared with staff.

All documentation from SST meetings is filed in a locked filing cabinet in the Guidance Room, while minutes of each SST meeting are stored digitally.

When and where relevant, the SST will make recommendations to management regarding initiatives and use of resources that will enhance the educational and wellbeing experience of students.

A previous initiative in the school year 2022-23 led by the Guidance Department, with the support of the SST, was a Resilience Workshop for 3rd Years, due to concerns raised by a number of staff about raised anxiety levels within the cohort of students. This workshop was devised and presented by members of the SST, including the Guidance Counsellors, in March 2023. Following on from feedback received from surveying students, and input from the SST, it is intended that a similar workshop will be facilitated with Leaving Certificate and Junior Certificate students in the school year 2023-24.

Guidance appointments

A timetable of PG availability is posted on Guidance Room door as well in Showbie classes for year groups 3rd through 6th Years.

Students can request an appointment through Showbie or verbally at any time.

Career/educational appointments are scheduled for 5th Years in their final term, and in Terms 1 and 3 for 6th Years.

Students attend appointments in the Guidance Room.

Teachers can refer students – either verbally, through email or through the SST.

Referral of students through SST.

Record of the appointment is kept on the relevant form:

- Personal Guidance Counselling one-to-one record (Appendix 2)
- Educational/Career Guidance Counselling one-to-one record (Appendix 3 & 3A for LCA students)
- Student one-to-one evaluation (Appendix 4)

At the start of each personal counselling session the student is informed that the session is confidential, but the Guidance Counsellors has a responsibility under Child Protection legislation that should they feel the student is in danger, or there is a threat to life, the information disclosed must be acted upon. In such instances the Guidance Counsellors is obliged to report to the DLP or the DDLP and ensure appropriate actions are taken.

When agreed upon by the student and should the Guidance Counsellors deem it necessary and appropriate, contact made be made with parents/guardians.

Cognisance must be given when a Leaving Certificate student has reached the age of 18, and permission to contact parents/guardians has not been given to the school.

Guidance appointments

A timetable of GC availability is posted on Guidance Room door as well in Showbie classes for all year groups.

Students can request an appointment through Showbie or verbally at any time.

Career/educational appointments are scheduled for 5th Years in their final term, and in Terms 1 and 3 for 6th Years.

Students attend appointments in the Guidance Room/Resource Room depending on availability.

Teachers can refer students – either verbally, through email or through the SST.

Appointments with students will always take place in the following circumstances

:

- Change of Level request
- Change of subject request
- Giving up a subject request
- Repeating of a school year request

Change of Level request

While change of level for students is not encouraged, these requests are dealt with on a case by case situation. Should both teacher and student feel the change of level is the correct course of action, students must follow the procedures implemented in the school around these areas.

On the recommendation of their class teacher, or at their own requests, students must meet with their Guidance Counsellor where the implications of the change of level will be discussed. They must then complete the Change of Level form – which ensures the student discusses their decision with their current class teacher, their future class teacher and parents/guardians.

On completion of the CoL form, the GC will then make the necessary changes to VSWare.

Change of subject request

On occasion it may be necessary for a student to request to change subject. Once again, this is dealt with on a case by case basis. Should a student feel the only course of action is to change/move subjects during the school year, they must follow the procedures implemented in the school around these areas.

A meeting with the Guidance Counsellor to discuss the implications, and whether the change of subject request can be facilitated within the timetable will first take place. The student then completes the relevant paperwork which involves discussion with current subject teacher and new subject teacher.

In consultation with the principal, and on the completion of the relevant 'Change of Subject' request form, the request will be facilitated, if it is in the best interests of the student.

Giving up an examination subject

While students are not encouraged to give up any curricular subject, student and parent/guardian requests are dealt with on a case-by-case basis.

In exceptional circumstances this can be facilitated once the relevant paperwork is completed by all parties. This paperwork commits both parties to acknowledge they are fully aware of the implications of this decision.

In agreement with the subject teacher, students will also commit to remain in the room for supervision purposes and spend these classes studying.

This will only be facilitated when the completed paperwork has been returned to a Guidance Counsellor.

Repeating a Year

While students are not encouraged to repeat a year, student and parent requests are dealt with on a case-by-case basis. The school follows the guidelines laid down by the Department of Education and Youth in Information Note to Circular M02/95 Repeat of a Year at Post-Primary.

The school also requests students and parents/guardians to complete relevant paperwork to confirm they are fully aware of the implications of this decision.

This will only be facilitated when the completed paperwork has been returned to a Guidance Counsellor and has been confirmed by the school's Board of Management.

Retention of Records:

Records of all appointments are retained in hardcopy format in the Guidance Room in a locked filing cabinet. The key is kept in the Guidance Room which is always locked when not in use.

The information is retained in line with the MSLETB's policy on GDPR (General Data Protection Regulation) and data management.

Each Year group has a designated folder, while senior cycle groups have a folder for each class group.

At the end of each guidance session, with actions agreed upon and recorded, the student and Guidance Counsellors sign and date the relevant documentation.

Notes taken in regard to both personal and careers meetings are stored in this filing cabinet.

Students complete a Review of Meeting form or sign Personal Counselling form as appropriate.

Any notes kept digitally are password protected.

Data management and GDPR

In line with MSLETB (Mayo, Sligo & Leitrim Educational Training Board) Data management and GDPR policies, accessed: <https://msletb.ie/about-us/policies-and-procedures/>

Information of a sensitive nature is password protected as appropriate.

Support for UEAL

Students from Ukraine attending Carrigallen Vocational School have full access to the Guidance Department. The Guidance Counsellors uses translations apps, such as Microsoft Translation App, if there is a need – both in class and in one-to-one session.

Where relevant and available, information is shared with students through their chosen language.

Students are encouraged to use translation apps when necessary to translate documents for class.

The Guidance Coordinator works closely with the UEAL coordinator to promote wellbeing and events to support the transition of students into Carrigallen Vocational School.

Support for EAL

International students attending Carrigallen Vocational School have full access to the Guidance Department. The Guidance Counsellors uses translations apps, such as Microsoft Translation App, if there is a need – both in class and in one-to-one session.

Careers Portal Accessibility Tool to translate pages into the first language as applicable.

Where relevant and available, information is shared with students through their chosen language.

Students are encouraged to use translation apps when necessary to translate documents for class.

Links with Additional Educational Needs Department

The Guidance Department work closely with the AEN coordinators throughout the school year in the following areas:

- Feedback from attainment tests may be discussed where relevant.
- RACE applications
- DARE applications
- Transition of students with AEN
- Transition of students in the school's Special Classes
- Attendance at Multi-Disciplinary Meetings as requested/appropriate.
- AEN coordinator on WSG Team from Oct 2024

Attainment Testing

Attainment testing is carried out with all incoming 1st Year students in their first week in CVS. The results of this testing may be analysed by the AEN coordinators, school management and the Guidance Department and actions decided upon should they be deemed necessary.

Testing for RACE carried out by the AEN department in consultation with staff and GCs

From 2025-26 CAT5 will be carried out with 3rd Year students in Nov 2025

Reasonable Accommodations at State Examinations (RACE)

When requested, and where appropriate, the Guidance Counsellors will feed into a student's RACE application of a student, should it be necessary.

Disability Access Route (DARE)

The Guidance Department and AEN coordinators work closely in the application of DARE for eligible students. The AEN coordinators refer students on an ongoing basis that may need to be screened for DARE by the Guidance Counsellors. Where further information or support is required, the Guidance Counsellors and the AEN coordinator will work together to ensure a full and accurate application EIS is completed.

Language Exemptions

From 2024/25 All students who have an Irish Exemption will be given a completed NUI Lang Exemption form.

Transition of students with AEN/students enrolled in Special Classes

The Guidance Department and AEN Department work closely on transition programmes for students with additional needs. While the AEN Department focuses on the transition from primary to post primary, the Guidance Department offer additional support for students when transitioning from post primary onwards. This may take the form of:

- Arranging visits to onward placements
- Meetings with outside agencies to determine level of support required
- Meeting with parents to discuss options
- Extra support for students when accessing work experience

Meetings with external agencies

From 2025-26 School year the Guidance Counsellors will be informed of meetings with HSE Adult Guidance Officer and will attend meetings where relevant.

Assisted Decision Making

Where appropriate, the Assisted Decision-Making Act 2015, is considered and implemented.

Where appropriate the Guidance Counsellors meets with students individually, as part of Multi-Disciplinary Teams, meetings with students & guardians to ensure all decisions made, where the ability of the student:

- (a) to understand the information relevant to the decision,
- (b) to retain that information long enough to make a voluntary choice,
- (c) to use or weigh that information as part of the process of making the decision, or

(d) to communicate his or her decision (whether by talking, writing, using sign language, assistive technology, or any other means) or, if the implementation of the decision requires the act of a third party, to communicate by any means with that third party.

(Assistive Decision-Making Act, 2014, 3 (20))

Where appropriate, use of videos will be used to enhance the understanding of options for students with LD. Parents will be informed of any particular areas of interest shown by the students. Records will be kept in line with Guidance Policy – retained in locked cabinet in Guidance Room.

Links with SPHE Department

To ensure curriculum support and reduce the possibility of duplication, teachers involved in the Wellbeing Junior Cycle subjects complete the Wellbeing Subject Planning Collaboration Document. Regular informal meetings are held to ensure complementary topics are being covered where appropriate. The Guidance and SPHE Departments work closely together on ‘specific weeks’ – for example Mental Health Week, Friendship week, Stand Up Awareness Week, etc.

Links with LCVP

The Guidance Counsellors is part of the LCVP teachers Showbie group and has access to relevant documentation through this platform. The Guidance Department attend the LCVP Department’s start of year Subject Planning meeting, and other meetings as deemed necessary.

Link with TY/LCA/LCVP coordinator

The Guidance Counsellors assists the TY/LCA/LCVP coordinator in the organising of guidance-related trips or events. These include, among other supports:

- Planning and attendance at Higher Options/WorldSkills
- Planning and attendance at TY Taster Days
- LCA/TY trips to Open Days

The Guidance Counsellors and TY/LCA/LCVP coordinator meet informally on a regular basis.

Links with external partners

The Guidance Department will be updated with any relevant information from the HSE pertaining to work experience and transition plans.

Links with local businesses to support Guidance-related learning has been expanded over the last 2 years due to the development of the school’s first Careers Fair in April 2023 and the first Apprenticeship Fair in January 2025.

Links have been developed with:

- Local businesses, for example, Boxmore Plastics, Slieve Russell Hotel, King & Moffatt, KBG Accountancy
- Defence Force
- Garda Síochána
- MSLETB FET

Existing Links with local businesses – Work Experience for Transition Year and 5th Year students.

The Guidance Department continues to support students while preparing for Work Experience and supports the LCVP Department in assisting students find suitable work experience.

Support for students and parents/guardians

Parent/guardian access to Showbie allows them to keep updated with upcoming events of interest to their student and have an ongoing awareness of what is being covered in Guidance classes.

Presentations to parents are made in the following areas:

- Subject choice for 1st Years
- Subject choice, post Junior Cycle Options for 3rd Year/TY Parents – this presentation includes input from the TY and LCA coordinator.
- CAO/UCAS and Post Leaving Cert Courses for 6th Year Parents/Guardians

Recordings of these presentations (if online) are made available to parents/guardians through Showbie.

Further one-to-one meetings are offered to parents of EAL as required.

Updates and information regarding these events are publicized on the school's Facebook and Instagram pages as well as direct to parents/guardians through Text-a-parent on VSWare.

4. Inclusion

Inclusion and intersectionality

In line with our school's mission statement, each student is encouraged to reach their potential. Access to Guidance Related Learning is accommodated through the timetable. Every effort is made to ensure that those students with the greatest needs have the greatest level of access.

Through Showbie, students can have continued access to information on an ongoing basis. This assists students with Learning Disabilities as information remains on the platform. This is a universal platform used by all students in all subjects, so accessibility is assured.

Ensuring parent/guardian access to Showbie allows all relevant parties to have information in an up-to-date manner.

Special Classes – Moderate Class & ASD Classes:

Students enroll in any of the special classes access guidance through mainstream Personal Development classes.

Where this is not appropriate, alternative arrangements are put in place and the Guidance Department offers support as appropriate.

Transition Programmes

The Guidance Department is involved in supporting the relevant AEN coordinator and outside agencies in the developing of appropriate Transition plans. This may involve attending MDT meetings, meeting the student on an ongoing basis in a one-to-one situation or small group situations, meeting parents/guardians.

The Guidance Department is included in the creation of transition programmes/plans for students from Primary to 1st Year, TY/3rd Years into 5th Year and AEN students from their final year to their next step where appropriate/requested.

DARE- Disability Access Route to Education

As part of the Guidance Programme all 6th Year students are given information on DARE through contact class time and Showbie.

Parents/Guardians and students are informed about the annual online information webinar and encouraged to attend.

The Guidance Counsellors completes, in consultation with relevant staff members, the Educational Impact Statements for all students applying for DARE.

The Guidance Counsellors meets with DARE applicants on a one-to-one basis as required to ensure the completion of the EIS, the relevant documentation is available.

The Guidance Counsellors is available to support parents – through in-person meetings, phone calls, Showbie – as necessary. Parents/Guardians are aware of this availability.

HEAR – Higher Educational Access Route

As part of the Guidance Programme all 6th Year students are given information on HEAR through contact class time and Showbie.

Parents/Guardians and students are informed about the annual online information webinar and encouraged to attend.

RACE – Reasonable Accommodation in State Examinations

The Guidance Department supports the AEN coordinators in the preparation for RACE as requested.

ACCESS PROGRAMMES/SUPPORTS AT FURTHER EDUCATION

All 6th Year students are informed about the supports available in third level/further education. This is done through contact class time and follow-up with individual students as appropriate. Areas covered include:

- Access officers/Supports systems available
- Financial support

- SUSI
- Scholarships

Relevant information is uploaded on Showbie regarding relevant application dates when available to the Guidance Counsellors.

Language Exemptions – from Sept 2024

All 6th Year students will be given a completed NUI Language Exemption form, regardless of whether they intend to apply for NUI university through CAO.

Universal Design for Learning

Every effort is made by the Guidance Department to ensure all students can access Guidance Related Information. The Guidance Department use the following strategies to inform students:

- Showbie
- Oral Presentations
- Digital Portfolio
- Guidance Notice Board
- Apprenticeship Notice Board
- Posters

Assessment of learning can be presented in a number of ways:

- Oral Presentation
- PowerPoint
- Poster
- Surveys
- Kahoot!

5. Guidance-related policies and procedures

The following policies are related to Guidance and are reviewed regularly:

- Attendance Strategy
- Bí Cineáltas Policy
- Child Protection Policy
- Child Protection Procedures for Primary and Post Primary School 2017
- Child Safeguarding Policy
- Code of Behaviour Policy
- Critical Incident Policy
- Internet Acceptable Use Policy
- Mobile Phone Policy
- AEN Policy
- SPHE Plan
- EAL Policy

It is our policy that all students have access to Guidance Related Learning.

Our school's policy is that students can be referred to the Guidance Counsellors as required. This can be done directly to the Guidance Counsellors, via email or through the school's Student Support Team.

School Teams where the Guidance Department has an ongoing input:

- Wellbeing Core Team
- Inclusion Team
- Student Support Team
- HYSL Officer (1 day a week)
- Critical Incident Management Team
- Teaching and Learning Team
- School Self-Evaluation Team

6. Psychometric and standardised assessment

Attainment Testing

The CAT 5 attainment test is carried out by the AEN Department with all incoming 1st Year students in their first week in CVS.

CAT 5 attainment test is carried out by the AEN Dept will all 3rd Yr students during the academic year.

All staff carrying out this testing have the relevant qualifications.

This testing is carried out digitally by the students on the iPads. All students carry out the test in their initial groupings.

The results of this testing may be analysed by the AEN coordinators, school management and the Guidance Department and actions decided upon should they be deemed necessary.

Results of the Attainment Tests are stored digitally on each student's VSWare.

Information from this testing may also be used to inform the Guidance Counsellors when discussing subject choices and subject levels with students.

EAL students

In line with our school's EAL Policy every EAL student is entitled to necessary assessments, which include an initial informal interview assessment within the first two to three weeks of their school arrival, along with ongoing and continuous assessment. Regular evaluation and monitoring of progress in English acquisition will be conducted. The initial assessment will be carried out by the EAL teacher, and the results will be communicated to all staff.

Formal assessments will occur twice a year utilising the Post-Primary Assessment Kit placement tests.

The initial assessments are scheduled for September, and the subsequent assessments will occur in March/April each year. Students enrolling after the initial assessment rounds will undergo informal assessments in their EAL class. Teachers will employ the Common European Framework of Reference (CEFR) to observe and document each student's progress.

All staff are updated after each assessment period.

NOTE:

The Guidance Department is researching and considering implementing elements of the EirQuest careers aptitude test for the academic year 2024-25.

7. World of Work

Several initiatives are carried out by staff in Carrigallen Vocational School to ensure students are exposed to a wide range of career opportunities. These can be of a cross-curricular nature.

CAREERS & APPRENTICESHIP FAIR

In order to expand students' awareness of the career opportunities and the world of work, the Guidance Department devised, coordinated, and ran a Careers Fair and Apprenticeships Fair in 2024 & Careers Fair celebrating our Alumni in 2025.

Careers Fair 2026 will focus on the wider range of careers and opportunities available both locally and nationally through stands and presentations. All students will also be given the opportunity to attend the 'fair' while students from 3rd Yr upwards will attend the range of presentation organized and also given the opportunity to meet with the participants after their participation on stage.

These Fairs gave students the opportunity to meet with local employers, as well as national and international employers, attend presentations given by the Fairs participants, speak individually with the participants as well as spend time preparing for the events.

Transition Year

As part of the Transition programme in Carrigallen Vocational School, students find and complete two weeks' work experience over the course of the school year.

The TY coordinator organises workshops to prepare students for their workshop.

As part of the Guidance programme for Transition Year students, class contact time is also used to prepare students for and discuss their work experience. This includes covering such areas as:

- Role playing for the first meeting
- Appropriate behaviour
- Appropriate dress code

Students complete a Work Experience Diary as part of their Assessment 2.

LCVP

Students in 5th Year complete 1 week of Work Experience. This is supported by the LCVP teachers and the Guidance Counsellors through classwork.

ENTERPRISE WEEK/COMPETITION

Participation is encouraged for all students studying Business Studies to Junior Cycle, Transition Year Students and 5th Year students.

Students participate in a school-based Enterprise competition to represent the school in the county Schools Enterprise Awards annually.

These enterprises often require the support of a range of subject teachers in order to facilitate the creation of the students' product.

This initiative is coordinated by the LCVP & Business Department and is supported by the Local Enterprise Office.

VOCATIONAL TRIPS

The Construction Department organise a vocational trip with LCA students.

LCVP students, as part of their coursework, visit a local business.

Inspiring Digital Enterprise Awards (IDEAs)

All senior students actively engage in the IDEAs programme as part of their IT classes. This initiative encourages students to work on their digital, enterprise and employability skills. Students work towards achieving digital badges. Progress is reported to parents/guardians via Term Assessments.

SPEAKERS

As well as presentations from HEIs, various departments organise speakers to present to students in their subject area and invite speakers to relate to relevant career opportunities where possible.

NOTE – MOCK INTERVIEWS

It is hoped to carry out mock interviews with students in the academic year 2025-26. A past pupil who now works in HR with The Slieve Russell Hotel has agreed to carry out these.

8. Improvement Planning

Areas that may need to be explored regarding Whole School Guidance in Carrigallen Vocational School are:

- Consultation process to identify guidance needs. Student voice, consultation with parents/guardians, staff and the wider community is a priority. Possibly use NCGE questionnaires to assist in the process?
- Creation of short-, medium- and long-term goals.
- Evaluation of Guidance – a system needs to be developed where the programme can be monitored, reviewed, evaluated, and reported on.
- Inclusion of WSG data in all Subject Plans – whole school approach
- Identify target groups for interventions – what groups might need extra guidance, for example, transition for Leaving Cert and LCA 2 student, students in special classes
- Assessment of Guidance learning – establishing progress and formative assessment
- Review and evaluate Guidance programme
- Changing workplace/Career Management – preparing students for jobs not yet created/technologies not yet invented.

The school's Whole School Guidance Team should identify needs.

2025-26

Priority Targets:

Updating Whole School Guidance Plan

Presenting WSG Plan to Board of Management

Sharing WSG Plan with all members of the school community

Encourage input to plan from all subject departments using Departmental Whole School Guidance Activities

Whole School Guidance Plan ratified by Board of Management, Staff, Parents/Guardians and Students

Assessment for students – 5th Year 2025-26

Reflection

NOTE – MOCK INTERVIEWS

It is hoped to carry out mock interviews with students in the academic year 2024-25. A past pupil who now works in HR with The Slieve Russell Hotel has agreed to carry out these.

NOTE:

The Guidance Department is researching and considering implementing elements of the EirQuest careers aptitude test for the academic year 2025-26.

NOTE – SUBJECT CHOICE

Following on from discussions with some teachers and students it is proposed that during SC week subject-choice teachers will be given the opportunity to speak with all 3rd Yr students prior to making SC.

Using SSE model

Complete Whole School Guidance Planning Prompt Sheet – what is working well, identify needs

Determine One area of focus for improvement for 2025 – 2026 – possibly the role of parents?

Set targets and identify actions to achieve these targets/goals (SMART)

Ensure targets are measurable

Determine one area of focus for improvement for 2024 - 2027

SSE MODEL:

- Monitor actions and evaluate impact
- Identify focus
- Gather evidence, e.g., survey, feedback from parent evenings, inspector’s report
- Analyse and make judgements
- Write and share report and improvement plan – only needs to be a short document
- Put improvement plan into action – set a timeline
- Back to 1.

This completes the Whole School Guidance Plan, Provision and Programme for 2024-25.
This is a working document and will be updated appropriately.


Board of Management Chairperson

Date

Principal

Date

APPENDIX 1 – PERSONAL GUIDANCE COUNSELLING ONE-TO-ONE RECORD (TEMPLATE)

	Personal guidance counselling one-to-one record	Session Number: <input type="text"/>
School Name: <input type="text"/>	Student's Name / Identifier: <input type="text"/>	
Guidance Counsellor Name: <input type="text"/>	Time <input type="text"/>	
	Date <input type="text"/>	
<small>This record template has been designed and provided by the National Centre for Guidance in Education (NCGE) for direct use by individual school Guidance Counsellors with students. Information provided on this form is NOT recorded, transferred to or held by NCGE.</small>		

Aim of the session (in brief):

Summary of discussions:

(include students report of feelings, thoughts, behaviour and your own observations in brief)

Agreements / actions agreed with the student:

Guidance Counsellor follow-up:

(include actions and referral as appropriate)

Guidance Counsellor Signature

Student Signature



Interests, Talents, Pastimes:

Family Careers (background):

Strengths:

Achievements:

Goals:

Notes (brief record of discussion, decisions, agreed actions):

Guidance Counsellor Signature

Student Signature

Session length

Next Apointment



Educational/career guidance counselling one-to-one record LCAs

Student name:	G.C. Name:
Date: [?]	Time:

Notes/Additional Information:

Work Experiences:

Educational/Careers Interests:	Career Plan Post school
---------------------------------------	--------------------------------

Interests, Talents, Pastimes

Family Careers (background)

Strengths:

Achievements:

Goals

Notes from meeting: (agreed)

<p>Applying for an Apprenticeship</p>	<p>If yes: What type of apprenticeship?</p> <p>Where do you plan to find an apprenticeship? What preparation have you done for this apprenticeship?</p> <p>Work experience with carpenter</p> <p>What actions do you need to take?</p>
<p>Do you have an Irish Exemption?</p>	<p>If Yes Have you applied for a NUI Language Exemption if attending an NUI? Have you contacted the HEI to inform them of this exemption?</p> <p>What actions do you need to take?</p>
<p>Applying for DARE? Disability Access Route to Education</p>	<p>If yes: Are you aware of the documents required?</p> <p>Do you have the relevant supporting documents (within the specified timeline for Ongoing Health Difficulties, for example)?</p> <p>What actions do you need to take?</p>
<p>Applying for HEAR Higher Education Access Route</p>	<p>If Yes: Are you aware of the documents required?</p> <p>Do you have the relevant supporting documents</p> <p>What actions do you need to take?</p>

Guidance Counsellor: _____

Student: _____ Date: _____

APPENDIX 4A LCA EDUCATIONAL/CAREER GUIDANCE COUNSELLING ONE-TO-ONE

LCA ONE TO ONE STUDENT EVALUATION

What was the most valuable thing you got from today's session?

Learned more about achievements and self

What needs your most attention now?

All going okay

What action are you going to focus on now/before your next session?

Educational Impact Statement

Student: _____ Date: _____ GC: _____

Guidance Unit of Learning – Study Skills

2nd Year 2025-26

Term 1

This Unit of Learning links into the Key Skills of: Managing Myself, Staying Well, Managing Information and thinking, Being Creative, Communications and Working with Others to the three guidance areas: Personal/Social Development, Educational and Career.

Relevant JC SOLs: Through their Guidance module, students will be able to:

- 1: Communicate effectively using a variety of means in in a range of contexts in their first language.
- 5: Has an awareness of personal values and an understanding of the process of moral decision-making.
- 6: Appreciates and respects how diverse values, beliefs, and traditions have contributed to the communities and culture in which they live
- 10: Has the awareness, knowledge, skills, values and motivation to live sustainably
- 11: Takes action to safeguard and promote her/his wellbeing and that of others
- 24: Uses technology and digital media tools to learn, communicate, work and think collaboratively and creatively in a responsible and ethical manner

Duration	10 x 40 mins per week: 6 hours 40 mins
Identified Need	Students self-knowledge and study skills have been highlighted as a need. Students self-knowledge and values have been highlighted as a need
The aim of the unit:	<p>Topics covered:</p> <p>My Learning Style/Study Strategy – Personal & Social Development: Managing Changes & transitions Students will gain a greater understanding of 'self' and their stage of development Students will explore the different types of learning styles and discover the study strategy best suited to their learning style</p> <p>My values – Personal & Social Development/Educational Guidance: Managing changes & transitions Students will explore the term 'values' Explore the work of an inspirational person in their lives and examine their values Examine their own values and consider how they themselves can be inspirational</p>
Statements of Learning	<p>1: Communicate effectively using a variety of means in in a range of contexts in their first language.</p> <p>5: Has an awareness of personal values and an understanding of the process of moral decision-making.</p> <p>24: Uses technology and digital media tools to learn, communicate, work and think collaboratively and creatively in a responsible and ethical manner</p>
Sample student learning experiences	<p>Students will engage in group work/whole class work in completing task.</p> <p>Students will view and discuss relevant videos</p> <p>Students will complete their own worksheets, but in a collaborative way</p> <p>Students will actively research independently and collaboratively</p> <p>Students will use technology to gather information in an appropriate manner</p> <p>Students will reflect on their prior knowledge and what they have achieved throughout the module</p>

Statements of Learning in Focus

Statement of Learning	Example of related learning in the unit
<p>1: Communicate effectively using a variety of means in a range of contexts in their first language.</p> <p>5: Has an awareness of personal values and an understanding of the process of moral decision-making.</p>	<p>Students will independently complete a My Learning Style online quiz and complete strategy that complements their learning style</p> <p>Students will view and discuss video that will lead to better understanding of vocabulary around value/the stage of identity they are at</p> <p>Students will identify their what factors contribute to their values</p>

Key Skills in Focus

Key Skill	Element	Student learning activity
Managing Myself	<p>Knowing myself</p> <p>Making considered decisions</p> <p>Using digital technology to manage myself and my learning</p>	Complete a self-reflection task on what their interests and their strengths are.
Managing Information and thinking	Gathering, recoding, organising and evaluating information and data.	Researching
Being Creative	Exploring options and alternatives	Discovering which strategy best suits their LS and will complete a task using this strategy
Communicating	<p>Listening and expressing myself</p> <p>Using digital technology to communicate</p>	Group discussions regarding values using Showbie as a means of requesting further information
Staying Well	Being safe	<p>Completing a worksheet both individually, but with group support.</p> <p>Identifying their own values.</p>
Working with Others	<p>Co-operating</p> <p>Developing good relationships and dealing with conflict - through groupwork</p> <p>Learning with others</p>	Group work/whole class collaboration on tasks
Links to WSG	<p>Developing Myself:</p> <p>Develop & Maintain self-esteem & a positive self-concept</p> <p>Interact effectively with others</p> <p>Identify and describe their personal qualities, attitudes and strengths, interests and how they influence behaviour</p> <p>Demonstrate effective social skills when cooperating, collaborating and negotiating with peers and teacher</p> <p>Participate in a range of activities and tasks to enhance emotional, social, cognitive and physical development</p>	

Learning Outcomes:

Students will evaluate information from classes and reflect on their own aspects that make up a person's identity

Students will




Students will reflect on identity and what it means

Students will organise the research they have conducted

Indicators of Wellbeing in Focus



Connected: Do I feel connected to my school, my friends?

	 Respected: Do I have positive relationships with my friends, my peers and my teachers? Do I show care and respect for others?  Responsible: Do I take action to protect and promote my wellbeing and that of others?  Aware: Am I aware of what my personal values are and do I think through my decisions? Am I aware of my thoughts, feelings and behaviours and can I make sense of them?
EAL skills	

Assessment:

Students to complete Review worksheet at end of Unit.

Kahoot! Quiz re Identity

Resources:

NCGE My Identity Worksheets/presentations

NCGE My Unique Values Worksheet/presentations

Careersportal.ie

Career Investigation (Public Jobs) Worksheet

Showbie

APPENDIX 6 – MENTAL HEALTH WEEK TIMETABLE 2025



TIMETABLE OF EVENTS FOR MENTAL HEALTH WEEK 2025



THEME FOR THE WEEK – ACTIVE AND CONNECTED

Class	Monday	Tuesday	Wednesday	Thursday	Friday
9.15 – 9.55	<p>Green Ribbons to all staff and students – please wear all week Just Say Hi – start a conversation</p> <p>BRIGHTEN UP YOUR DAY 1st Years No Homework Replace with Random Act of Kindness Photo in Pers Dev Showbie</p> <p>LCA 1 & 2 Wellbeing Walk – VOC PREP</p>	<p>2nd Years No Homework Replace with Random Act of Kindness Photo of act into Pers Dev Showbie</p>	<p>3rd Years & TYs No Homework Replace with Random Act of Kindness Photo of act into Pers Dev Showbie (3rd Yrs)/ TYs into Guidance</p> <p>2X leaves on Gratitude Tree – Tutor 2Y Leaves on Gratitude Tree – Tutor</p>	<p>5th Yrs & LCA 1 No Homework Replace with Random Act of Kindness Photo of act into Guidance Class Showbie</p> <p>1Y leaves on Gratitude Tree – Tutor 1X Leaves on Gratitude Tree – Pers Dev 1Z leaves on Gratitude Tree – Pers Dev</p>	<p>6th Yrs & LCA 2 No Homework Replace with Random Act of Kindness Photo of act into Guidance Class Showbie</p>
9.55 – 10.35	<p>6X Leaves on Gratitude Tree – RE</p>	<p>5Z Leaves on Gratitude Tree – SPHE</p>			
10.35 – 11.15		<p>6Y leaves on Gratitude Tree – CAR GUID 6Y Wellbeing Walk – CAR GUID</p>	<p>3Z Leaves on Gratitude Tree – PERS DEV</p>		

APPENDIX 7 – COLLEGE AWARENESS WEEK/CAREERS FAIR
CVS COLLEGE AWARENESS WEEK 2025/26

9th – 13th March 2026



‘WHY SHOULD I STUDY ...? SUBJECT POSTER
DISPLAY IN CLASSROOMS

(A3 Subject posters will be available in the staffroom or from Patrice)

Why Should I study posters in all classrooms – if possible, maybe teachers could refer and discuss these posters over the course of the week...?

NOTE: Selection of hard copies of prospectuses available on the bookstand beside the Guidance Noticeboard (opposite Veronica’s office) & older ones in Room 14 on shelf inside door if needed.

Individual Year Classroom Activities during Personal Development/Careers Classes:

Year	Initiative/Event	Class	Resources/Notes
1 st Years	Create My College ID (Digital) Definition Match Worksheet	Personal Development Class 12.50 Weds Nollaig, Matt and Patrice	Template College website/Hard copy of prospectus Hardcopy of Definition Match Worksheet
2 nd Years	My Dream Job Worksheet Definition Match Worksheet	Personal Development Class 15.30 Monday Nollaig & Patrice	My Dream Job Worksheet – hardcopy or digital worksheet – maybe digital might work best so they could upload to Showbie? Hardcopy of Definition Match Worksheet
3 rd Years	Course Research Worksheet	Personal Development Class 15.30 Thursday Áine, JP & Nakita	Course Research ppt Course Research Hardcopy or digital worksheet
Transition Years	Presentation with PowerPoint on 3 rd Level Course of the choice to their classmates.	Guidance classes	Student-prepared ppts on college course – appleTV
5 th Years	Talk from/with Ciara Rogers about her university experiences.	All 5th Yrs – Thurs 2.10 Guidance classes	Student-prepared ppts on college course – appleTV

	Presentation on 3 rd Level Courses to their classmates	Weds– Áine Thurs - Patrice & Áine	(This will be their Term 2 assessment)
6 th Years	Talk from/with Ciara Rogers about her university experience.	Guidance class Thurs 2.50	
LCAs	Oral Reflection on Career Fair	Guidance class LCA 1 & LCAA 2 Tues 25 th 9.15	Áine Patrice

OTHER ACTIVITIES/EVENTS

Year	Initiative/Event	Time of event	Resources
TYs, 5th Years, 6th Years LCA 1 & 2 Attend Talks 1st, 2nd 3rd Years attend exhibition in hall	Careers Fair 2026 Stands in hall - all students scheduled to attend (see below) All senior students attend presentations in the theatre as well as attending the stands in the hall	Tuesday 10th March	Theatre CVS Banners CAW Banner Whiteboard Projector Speakers Hall Tables & chairs for exhibitors Extension cables as required
WHOLE SCHOOL COMMUNITY	DAILY LUNCHTIME 'QUIZ'/RAFFLE Area in hall outside Rm 1 & 2 with a daily question – prizes/goodie bags for those with the correct/'closest to' answers	Lunchtime - Daily	Corridor Daily Quiz Question 'Answer Box' Slips of paper for answers
6th Yrs & LCA 2 (19 students)	Visit to MSLETB Training Centre	Thursday 9.15 – 15.00	

ATTENDANCE TO HALL FOR CAREERS FAIR, Tuesday 10th March

11.30 (Eng)	3rd Years *Need break (in school) from 11.05 – 11.20 and then to hall*
12.10 (Hist/SPHE)	2nd Years Leave school at 12.00
12.50 (Eng/PE/Hist)	1st Years Leave school at 12.40