



Connecting Careers to Life

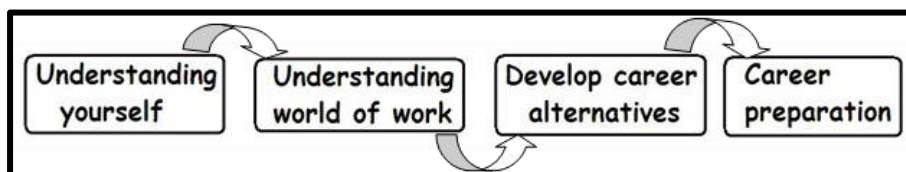
The Jiva Approach to Career Development

The Jiva Model of Career counselling has been developed for India by The Promise Foundation and the Consultant Psychologists Group in partnership with leading career psychologists from around the world. *Jiva* means life in most Indian languages and this approach views career development as integrally connected to *life*. Key features of this method are:

- A *values* based approach to career choice. The model rests on five principles drawn from Asian thought that underline how work is inherently connected to the larger context. These values are interpreted to match the demands of the contemporary world of work.
- A *mixed methods* approach to assessment. Jiva blends quantitative with qualitative methods. The Career Guidance Facilitator learns a testing process that is contextually grounded and at the same time able to offer a framework within which objective measurements can be made. The approach within the Jiva method is not to use normative data to compare one individual with another. Instead an intra-individual approach is taken to help the individual gain insights into the profile of his/her interests and aptitudes.
- *Participant-led* learning. Emphasis is laid on building the career chooser's skills to take responsibility for career development. Therefore the Jiva workshop design has no lectures or formal teaching units. The role of the facilitator is to guide and create an environment for career discovery. Strong emphasis is laid on peer-learning and introspection.
- Comprehensive *resources* for career guidance. Central to this course is the Jiva Kit. This is a rich compendium of career guidance material with which a complete career guidance programme can be delivered at low cost and low resource requirements. The Kit is described in greater detail on the following pages.

The Career Discovery Path

The Jiva model comprises four key elements of career guidance which together are described as the Career Discovery Path as shown in the figure below.



Specific activities have been developed for each of these components. The facilitator guides students systematically through each set of activities. Learning is accumulative. The learnings of one activity contribute to the next one and so on throughout the programme. The Jiva workshop series culminates with the student identifying a set of career alternatives and learning how to prepare for these alternatives.

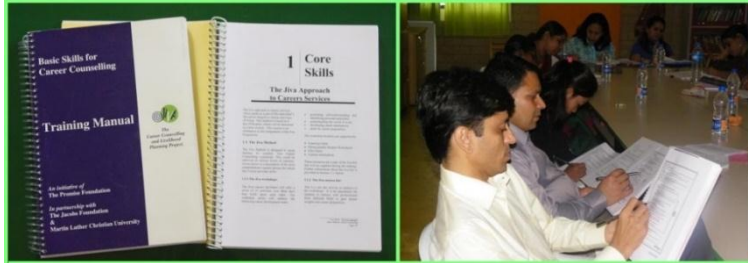
Jiva has reached over 175,000 students and youth, trained 222 individuals across 21 batches, has won international endorsement for its validity, and has been adapted for use in a number of other countries.

This course in Basic Skills for Career Counselling develops the participant's capacity to deliver career guidance using the Jiva approach. The course blends theory with practice and is designed to build participants' knowledge and skills for career guidance facilitation.



The Jiva Kit

The Jiva Kit is a collection of career development resources designed around the Career Discovery Path and developed specially for India. The Kit does not excessively rely on infrastructural support. Some Jiva counsellors are even able to conduct effective career guidance just under the shade of a tree using the Jiva Kit! An overview of the Kit is provided below.

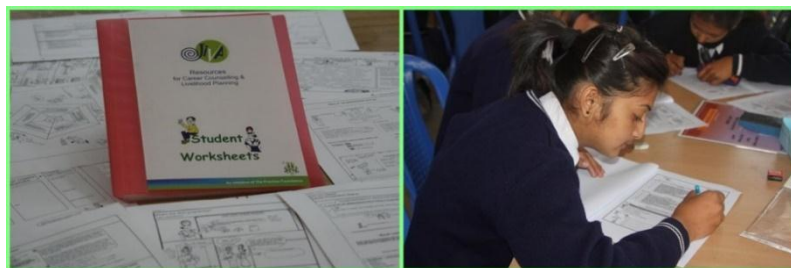
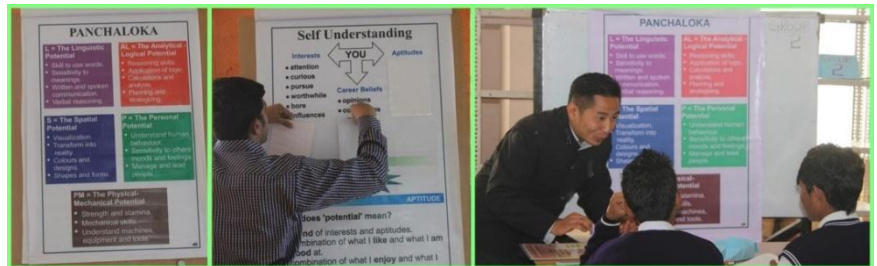


Facilitator's Training Manual

- A comprehensive handbook covering key themes, a detailed explanation of career guidance skills and comprehensive facilitators' notes.
- All notes are supported by a set of worksheets that students can use to note down their learnings.

Flip Charts

- A set of large, durable charts that the facilitator can use for each of the sessions.
- Large enough for a class room of about 30 to 40 children.
- Allows the facilitator to conduct the programme with a minimum of resources.



Student Worksheets

- The Kit supplies a Master Set of photocopiable Student Worksheets.
- Students compile all the worksheets into their Jiva Workbook at the end of the programme. A completed workbook is a permanent resource for the student's further thinking about career development.

Learning Cards

- Small group discussions are supported by large Learning Cards containing career development information.
- Students use the cards for their discussions and to fill in their worksheet.



Career Information Cards and Career Dictionary

- Comprehensive career information for close to 170 careers based on the International Standard Classification of Occupations.
- Each card carries easy to understand information about career paths, specialisations possible within each career, qualifications and eligibility.
- The cards are presented in a sturdy bag and can be placed in a classroom for easy access.
- Career Dictionaries are attractive booklets with abbreviated career definitions that students can use for a career overview.
- Each Kit contains a pack of 20 dictionaries.



Career Information Data Manager



- An easy-to-use software that offers a database of career information and addresses of colleges and training institutions.
- Students can search the database to identify colleges that offer the courses they would like to study.

The Jiva Certificate Course

The Jiva Course is an intensive *eight-day* course delivered in the workshop format and takes a competency based, learning outcomes oriented approach to the process of teaching and learning. The course content comprises *Conceptual Foundations* and *Core Skills*. Participants learn career guidance theory and concepts and receive intensive training in skills for career guidance focusing on mastery over the Jiva Kit. Key features of our training methodology are as follows:

- * Lectures and Discussions
- * Demonstrations
- * Personalised Tutorials where necessary
- * Skills Practice
- * Role plays
- * Group Presentations
- * Assignments and Tests
- * Formative and Summative Feedback
- * Skills practice with Students: Participants prepare and present a practice workshop to a group of grade 10 students
- * Independent field assignment.

Interest and Aptitude Testing

The participant is trained in a comprehensive and modern method of assessment that blends quantitative and qualitative methods. The tools used by Jiva are compiled into a battery called the **Comprehensive Student Information Protocol (CSIP)** that collects information pertaining to *aptitude, interest, hobbies and accomplishments, and academic history*. The course will train the participant to **administer** the CSIP to the client and send the data back to the Jiva team for interpretation and analysis. The Jiva Career Counsellor will be required to purchase one CSIP for each student.

The Jiva Career Report

Students who go through the Jiva Workshop receive an individualised Career Report, based on CSIP data collected by the Jiva counsellor. The Jiva Team in Bangalore will score, interpret the CSIP and generate the Report. The Report will present: the student's potential profile, recommended subject streams, suitable career alternatives and detailed career paths (with institutional information) for each of the suggested alternatives.

Types of Jiva Workshops

The Jiva workshop is flexible and can be conducted in multiple formats. The participant will learn to design Jiva workshops in these different formats. Two different time tables will be discussed. These time tables will help the Jiva counsellor fit into the schedules of the school/client. Counsellors can also select Jiva activities and conduct workshops without interest/aptitude testing, if they feel a client does not need a career report.

Working with Parents

Parents are central to the career decision making process. Jiva brings parent and child together so that the child learns to inform parents' of his/her interests while parents learn to interpret their life experiences into the present context. Jiva trainees learn to conduct parent workshops using five interesting power point presentations. These workshops are designed to build parents' awareness and teach them how they can be a holistic influence on their child's career decisions. The training also teaches the Jiva counsellor skills to present and explain the Jiva Career Report to the parent.



Licensing

- For recognition as a Jiva Career Guidance Counsellor (Licensed), the candidate is required to complete a *field assignment* after the course and submit a *report* to Promise.
- All candidates who obtain a license will be recognised as Career Guidance Facilitators by the Indian Association of Career and Livelihood Planning (IACLP) (www.iaclp.org).

Ongoing Support in Addition to the Jiva Kit

- *Individualised Career Reports* developed in partnership with expert career psychologists.
- The *Jiva Registry* carrying details of Jiva Career Guidance Counsellors (Licensed) on the Jiva website.
- A *Common Marketing Framework* to bring Jiva Counsellors together. Common promotional brochures, power point presentations and endorsements for all Jiva Counsellors with permission to use the Jiva brand instruments (e.g., logo).
- Ongoing inputs for continued *professional development*.

Jiva Workshop Fee

- The Jiva Career Guidance Counsellor is authorised to charge a fee per student, according to a range of rates established for the Jiva network of counsellors.
- The Jiva Career Guidance Counsellor will be charged a fixed percentage of this fee per student for the purchase of the CSIP. This fee will cover the costs of scoring and analysis of the CSIP and generation of the career report along with the ongoing support listed above. *This fee will be a recurrent cost for the Jiva Career Guidance Counsellor.*

Faculty

Gideon Arulmani PhD., the lead trainer of the course, is the director of The Promise Foundation and headed the team that developed Jiva. Gideon is an internationally acclaimed specialist in career psychology and has written a number of papers and books on career guidance. He has led assignments for the ILO, UNICEF and the World Bank and has established career guidance services in a number of other countries. He teaches at the Tata Institute of Social Sciences and Martin Luther Christian University India, Canterbury Christchurch University UK, the ILO's International Training Centre in Italy and has lectured in more than 30 countries.

Sajma Aravind, holds a master's degree in Counselling Psychology. She is a project manager at The Promise Foundation, a gifted career guidance practitioner and an experienced trainer. She has conducted 14 batches of the course and has worked with more than 3000 students. Sajma is presently pursuing a PhD in career psychology.

Rayan Miranda, holds a master's degree in Psychiatric Social Work. He is a project coordinator at The Promise Foundation and manages the demonstration and practice components of the course. Rayan is extensively experienced in career guidance services for the disadvantaged sector and has worked with more than 3000 students.

Course Details

Eligibility

- At least Bachelor's degree (any stream).
- Minimum 20 years of age.
- At least 1 year experience of working with students and youth.
- Excellent communication skills.
- Fluency in English.

Selection

- Your application form is attached with this mail.
- Send us your completed application form to miranda@t-p-f.org
- Suitable candidates will be invited to take up an online Entrance Test.
- Candidates who reach the required grade on the entrance exam will be selected for the course.

Dates and Timings

- 27 June – 4 July, 2017
- The course will be conducted from 9 am to 5 pm. 100% attendance is compulsory.
- Last date to send application form: 30 May

Venues

Training Venue : The Promise Foundation, Sompur, Sarjapura, Bangalore.
Accommodation Venue: Nirjhari, Sarjapura, Bangalore. A retreat centre about 5 kilometres from the training venue.

Contact Information

Rayan Miranda (Course Manager),
 The Promise Foundation, 231, Cozy Home Layout, Sompur Gate, B. Hosahalli Road, Sarjapura, Bangalore-562125; Phone: 080-27823524; 9632767657 (between 9.30 am and 4.30 pm);
 email enquiries: promise@vsnl.com;
 websites: www.thepromisefoundation.org and www.jivacareer.org

Course Fee

Rs. 36,000 Course Fee + Service Tax (@15%).
 Total = Rs. 41,400. This includes: Course Fee, Jiva Kit, Board and Accommodation, Marketing Material, Daily Transport from accommodation to training venue and Service Tax. This does not include travel to Bangalore.

