

# CAPRICORN TVET COLLEGE



## ACADEMIC: STUDENT COUNSELLING POLICY

CAMPUSES:  
POLOKWANE  
SESHEGO  
SENWABARWANA  
RAMOKGOPA

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Approved by  
Management: 03/12/2021

Approved by  
Academic Board: 15/02/2022

Ratified by  
Council: 17 10/3/2022

A handwritten signature in black ink, appearing to read 'K. M. M. M.', is written over a dotted line.

Next revision date:  
November 2024

## VISION OF CAPRICORN TVET COLLEGE



"A dynamic Technical Vocational Education and Training Institution of Excellence"

### MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

#### Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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## ACADEMIC SERVICES

### STUDENT COUNSELLING POLICY

#### 1. POLICY OBJECTIVES (*Declaration of Intent*)

The Student Counselling, Advising, Health and Wellness, Services (SCAHW) is aimed at helping students to resolve personal difficulties and acquire knowledge and skills that will enable them to make full and effective use of their sojourn at the College and to lead more meaningful lives thereafter.

#### 2. TERMINOLOGY

2.1 **College** means Capricorn College for TVET.

2.2 **Council** means the College Council of Capricorn College for TVET as established in terms of CET Act 16 of 2006 as amended.

2.3 **Counsellors** are professionals registered with HPCSA/other health and welfare professional bodies who are available to assist students with:

2.3.1 Exploring & developing career goals

2.3.2 Planning their education to meet those goals

2.3.3 Life Planning

2.3.4 Solving problems that they may face while attending college

2.3.5 Learning college success skills and maintaining a healthy life style through Life Skills programme

2.3.6 Learning effective decision -making skills

2.3.7 Education and prevention (primary, secondary and tertiary) of "First Thing First" HIV/AIDS, substance abuse, LGBTQI+, Sexual and Gender Based Violence, Women and Men's health.

2.4 **Appointments with counsellors are:**

2.4.1 Confidential

2.4.2 Available throughout the student's enrolment at The College

2.4.3 Student driven – the student identifies the topic to discuss.

2.4.4 Made through Student Support Services at campuses

2.5 **Student Support Officers** means appointed members of staff in Student Support Services who serves as extension of SCAHW.

2.6 **Life Orientation Lecturers** are an extension of Counselling staff and serves as Peer Counsellors/educators' Mentors

2.7 **Peer Counsellor/ Educator** means:

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2.7.1 **Peer Counsellor/ Educator** is a duly selected student appointed in the position by the Student Counselling, Advising, Health and Wellness (SCAHW) for the purpose of serving as an extension staff of SCAHW for one year.

2.7.2 **Peer Counsellors/ Educators** serve a specific group of individuals to which they belong in a counselling and advisement capacity under the supervision of a trained professional.

### 2.8 Personal integrity

Personal integrity implies the maintenance of high moral standard and a sound reputation.

### 2.9 Professional integrity

Professional integrity implies observation of the binding terms of the code as adopted.

## 3. ABBREVIATIONS:

3.1 DHET	Department of Higher Education and Training
3.2 TVET	Technical and Vocational Education and Training
3.3 SCAHW	Student Counselling, Advising, Health and Wellness
3.4 HPCSA	Health Professional Council of South Africa
3.5 SRH	Sexual Reproductive Health
3.6 HIV	Human Immunodeficiency Virus
3.7 AIDS	Acquired Immune Deficiency Syndrome
3.8 PEP	Post Exposure Prophylaxis
3.9 Prep	Pre-Exposure Prophylaxis
3.10 HTS	HIV Testing Services
3.11 STI	Sexually Transmitted infection
3.12 HH	Higher Health
3.13 HHD	Higher Health and Development
3.14 GBV	Gender Based Violence
3.15 LGBTQI++	Lesbian, Gay, Bisexual, Transversal, Queer or Questioning, Intersex, Plus
3.16 MMC	Medical Male Circumcision
3.17 MSM	Men who have sex with Men

## 4. THE SCOPE OF APPLICATION

This policy applies to all college community including College Council, Management, Academic staff, Support staff and students and Peer Counsellors selected by the College.

## 5. GOVERNING PRESCRIPTS (*Legislative Framework That Informs the Policy*)

5.1 CET Act 16 of 2006

5.2 HPCSA form 258: Framework for Education, Training, and Registration as a Counsellor

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- 5.3 Health Professions Act, 1974 (Act no.56 of 1974)
- 5.4 National Department of Health Policy Act NO.61 OF 2008
- 5.5 HIV Legislation
- 5.6 MOU with Department of Health
- 5.7 Technical and Vocational and Training Colleges Student Support Annual Plan
- 5.8 United Convention Articles on the rights of persons with disabilities and optional protocol

**6. GUIDING PRINCIPLES (Policy content)**

**6.1. CAREER GUIDANCE**

- 6.1.1 Counselling is available for prospective and existing students.
- 6.1.2 Subject choices will be advised during career guidance sessions such as career exhibitions, career week and school visits
- 6.1.3 Role models from business / industry are invited as guest speakers.

**6.2. CAREER SERVICES (wealth of information is available)**

- 6.2.1 Career guidance is part of the induction programme.
- 6.2.2 Help choosing or changing a major during registration
- 6.2.3 Help deciding what to do after College
- 6.2.4 Help learners on how to gain work experience
- 6.2.5 Help learners job search skills
- 6.2.6 Help learners in locating employment opportunities
- 6.2.7 Career exhibitions will be attended / organized.

**6.3. COUNSELING & PSYCHOLOGICAL SUPPORT**

One-to-one counselling is offered by professional Counsellors both internally and externally in the following areas:

- 6.3.1 Personal and Family problems
- 6.3.2 Poor Academic performance
- 6.3.3 Behavioural problems
- 6.3.4 Trauma Counselling
- 6.3.5 HIV/AIDS Pre and Post counselling
- 6.3.6 Substance Abuse Counselling
- 6.3.7 Psychological assessment
- 6.3.8 Disability

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## 6.4. HEALTH SERVICES

6.4.1 **Awareness programme:** In partnership with Higher Health and external organizations and Departments, the college renders advocacy, awareness and prevention on Sexual Reproductive Health). (HTS, TB, STIs, Condom usage, Family Planning, Teenage Pregnancy, PrEP, PEP) Women & Men's Health) LGBTQI+, Substance Abuse, Gender based violence, & Mental Health. The awareness programmes are rendered quarterly.

6.4.2 **Campus Clinics:** Nurse Counsellors based at campuses will provide SRH (HTS TB, STI's, BP, Cholesterol testing, family planning, Pregnancy Testing) general primary health education for minor ailments and referral to the nearest clinics and hospital.

6.4.3 **Alcohol and Substance Abuse:** refer to Student Code of Conduct

6.4.4 **LGBTQI+:** No form of discrimination and harassment will be allowed on LGBTQI++ people.

6.4.5 **Referral Services:** Any personal-, psychological-, drug abuse- or other problems that cannot be handled by the SSS, or above the Scope of Practice for Counsellors will be referred to external professional services. Contact list will be built up with professional health workers.

## 6.5. PEER COUNSELLING/ EDUCATION

6.5.1 Peer Education is rendered by Peer Counsellors/Educators who are the extension of Student Counselling, Advising, Health and Wellness and they serve as peer helpers to their fellow students within strictly defined parameters.

6.5.2 They are very valuable source of help to the Counsellors. Student feels more at ease expressing their concerns and anxieties to a fellow student rather than an adult.

6.5.3 Peer Counsellors render the following services:

- a) One-to-one and group education/ and referrals to their supervisors.
- b) Study skills and life skills
- c) Higher Health Peer Education programme (Education, Advocacy and Awareness Campaigns) on First Thing First SRH, Women & Men's Health, LGBTQI+, Substance Abuse, Social Crime prevention, Substance Abuse, Gender based violence, & Mental Health.
- d) They work together under the supervision of Student Counsellors, Nurse Counsellors, Student Support Officers, Life Orientation Lecturers and SRC Gender Officer.
- e) They work together under the supervision of Student Counsellors, Nurse Counsellors, Student Support Officers, Life Orientation Lecturers and SRC Gender Officer.

6.5.4 Training will be done in partnership with Higher Health for three days covering SRH, Women's Health, Men's Health, LGBTQI+, Substance Abuse, Disability and Mental Health.

## 6.6. LIFE SKILLS

Student support is responsible for the Personal Development Programme (PDP) which includes the following modules:

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6.6.1 Life skills, which include topics like self-image, assertiveness, communication skills, motivation, time management, stress management etc.

6.6.2 Entrepreneurship

6.6.3 Buddy help (based on Basic Counselling skills training)

6.6.4 Job seeking skills (for senior students when ready to enter the job market)

6.6.5 Study skills for learners who have difficulty coping with their academic programme will be assisted with skills such as goal setting, time management, self-motivation and stress management.

## 7. POLICY IMPLEMENTATION AND REVIEW

This policy will be implemented the day on which it has been approved by the College Council and will be reviewed after 3 years or as the need arise.

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