

CERTIFICATE PROGRAM IN PRACTICAL TRAINING SCHOOL COUNSELOR PROFICIENCY PROGRAM

Prospectus

ABOUT ACE

The parent company is ACADEMY FOR COUNSELING & EDUCATION PVT. LTD. is founded on a proven counseling methodology spanning over 17 years by veteran & renowned clinical psychologist, rehabilitation counselor & therapist Ms. Salma Prabhu. With over 75000 students, parents, teachers & families from all over India, successfully counseled, ACE as developed a niche in areas of Career Counseling, Learning Difficulty solutions, personal issue counseling as well as HR interventions in corporate. ACE is also the sole authorized training partner for PEARSON clinical assessments in Mumbai & Pune.

The ACE Ideology

The Journey which began 15 years ago uncovered a lot of stress and strain experienced by different age group of people in their social lives. Important decisions pertaining to Career, social status, personal confrontations were not being addressed with expertise thus leading to a lot of chaos & dissatisfaction. The effect led to a lot of multiple behavioral issues amongst people. The ideology of ACE is to make a positive difference in the lives of people by providing timely guidance to eliminate conflict thus increasing happiness quotient and creating a win-win situation for all.

The services of this company are categorized under five different brands. These are as under:

1. **YOUNG ACE:** Under this we conduct career guidance & counseling for students either on an individual basis or in a group format basis. Our USP is shortest turn-around time (In group format we can turn around the test to report-recommendations within 10-15 days for a group of around 750 students), Clarity and standardization of reports due to refinement over last 15 years. To-date we have profiled more than 42000 students. We can administer the tests in English, Marathi, Hindi & Gujarati. We have a team of trained career counselors and can reach even the

remotest corner of the country, if the need arises. Currently, our team is conducting these sessions in Vasai, Sangli, Satara, Kolhapur, Belgaum, Amravati & Aurangabad simultaneously.

2. **ACE THERAPIST:** Under this we offer end to end solutions for children suffering from Learning Difficulties (Dyslexia, Dyspraxia, Dysgraphia, Dyscalculia, ADHD, slow learners, etc).

The services include identification, Remedial Treatment, Counseling to student & Parent and also training to teachers & parents. Here, we also outpace our counselors in schools for addressing behavioral issues in students as well as parent counseling

3. **ACE PERSONAL:** Under this, we undertake individual one on one counseling for behavioral, parent-child, husband-wife relationships, etc. We also undertake clinical diagnostic testing as recommended either by doctors or psychiatrists.

4. **ACE TRAINING:** Under this, we run our own certification programs in:

- a. Remedial Education
- b. Counseling & Guidance
- c. Career Counseling
- d. Pearson clinical assessments (We are the sole authorized training centre in Mumbai & Pune for Pearson Clinical Assessments)
- e. Rational Emotive Behavior Therapy training
- f. Psychometric test administration & interpretation training

5. **ACE HR:** under this we have specific services for corporate through HR interventions in following areas:

- a. Recruitment assistance in personality mapping w.r.t job environment
- b. Employee assessments based on MBTI/16PF/Firo-B, BEI, etc.
- c. Competency Mapping
- d. KPI/KRA/PMS
- e. Managerial Skill Development Programs
- f. MBTI based Conflict management / Team Development programs
- g. Succession Planning, etc.

“ACE-SCHOOL COUNSELOR PROFICIENCY PROGRAM”

The Context

Every year a large number of Psychologists get a post graduate degree in Clinical Psychology, Counseling Psychology, Post Graduation in Psychology etc. However when they actually go for employment in schools / colleges their employers as well as them both realize that the specific skill sets required for working in a school/college environment for counseling, administering tests, following processes, feedback, planning and implementing of ideas in a structured manner is missing. They are very well versed with the theory part; however the practical application is missing. This creates a gap and also the institutes which need psychologists/counselors have to spend a lot of time and energy to identify, train and adapt to the individual counselor limitations.

ACE has designed specialized programs specifically to address the above referred training need. The programs that we conduct are listed below.

ACE CERTIFIED PROGRAMS

PROGRAM	DURATION	FEES (Rs.)
Diploma Program in ACE-Psychologist Proficiency Program (ADPPP)	1 year	50,000/-
Certificate Program in Personal Counseling -Theory (APCP-T)	3 months	10,000/-
Certificate Program in Personal Counseling- Practical (APCP-P)	1 month 2 months	5000/- 10,000/-
Certificate Program in School Counselor Proficiency (ASCP)	3 months	20,000/-
Certificate Program in Remedial Education - Theory (AREP-T)	3 months	10,000/-
Certificate Program in Remedial Education - Practical (AREP-P)	1 month 2 months	5000/- 10,000/-

Note: Additional 10.3% service tax extra at actual.

ACE SCHOOL COUNSELOR PROFICIENCY PROGRAM (ASCP)

The training is focused on making the professionals ready to be effective & efficient in a school or college setting.

Program Content

The 3 - month training program consists of:

Hands on Practical Learning on –

1. Case creation,
 - a. History Taking
 - b. Analysis
 - c. Suggested Course of action
2. Observations & record keeping
3. Learning all the psychometric tests required for
 - a. Career Guidance
 - b. Diagnostic Tests Including IQ
 - c. Projective Techniques
 - d. Basics of learning difficulties
 - i. First level Identification
 - ii. Quick remedies
4. Counseling Skills and Techniques required in institutional settings.
5. Report Preparation:
 - a. Individual student Reports with interpretations for above tests
 - b. Summary reports to school management
6. Need based training module development
7. Conducting effective workshops with different target groups – Parents, students, teachers, etc.
8. Conducting Exhibitions in schools and Colleges
9. Visiting Schools to get real time exposure.

Process:

- The trainee will be given total number of 3 cases in each category
- The last month the trainee will be allowed to conduct tests and do counseling independently

Training Takeaway

The trainee will be equipped to conduct the following:

1. Administer all the tests with ease which includes interpretation and making of reports.
2. Be able to carry out Individual counseling in all kinds of cases

3. Prepare modules for counseling
4. Conduct workshops with children and adults
5. Do field work
6. Conduct Seminars and organize Awareness programs
7. Organize Career Exhibitions in Schools

Who is Eligible:

Clinical Psychologists, Counseling Psychologists, Post Graduate Diploma in Psychology, MA in Psychology, M.Sc. in Psychology, Occupational Therapists, Speech Therapists, Rehabilitation Counselors, and Psychiatrists.

Registration Details:

- A duly filled application form to be submitted along with the fees at any ACE centre.
- 2 passport size photographs, copy of academic certificate, residential proof, identity proof to be submitted along with the form.
- Payment by At par cheque or demand draft payable at Mumbai/Pune favoring "Academy for Counseling & Education Pvt. Ltd."
- Seats can be reserved by making 25% payment of the Course fee i.e Rs. 5000/- + 10.3 service tax and balance 75% fees payment needs to be paid 1 week before the commencement of the program.
- In absence of the full payment before the commencement of the training program; the seats get cancelled and the amount paid is forfeited.

Terms and Conditions

- The program commences on completion of the enrolment. A trainee may get an extension of additional 1 month to be complete the program. The permission to extension is at the discretion of the organization and extension application has to be submitted in advance. (Extension Criteria- Illness/Emergency)
- Enrolments can be done at any of our center.

Refund Policy:

- Fees once paid are not refundable
- In case the trainee joins and deposits the fees and later decides to discontinue with the course, the fees shall not be refunded.
- In case if ACE terminated the admission of the trainee due to not adhering the academy's rules and regulations during the session, no fee will be refunded

Punctuality & Attendance

- A record of attendance is kept for each trainee. No leaves can be taken during the training program.
- Trainees who do not arrive at to complete their enrolment and commence their classes in time from the start of their course should inform ACE in advance of their situation and acquire an appropriate extension on the start of their course. Late trainees who do not fulfill these requirements will be deemed to have absented themselves from their classes and may be expelled from ACE, in accordance with ACE regulations on non-arrival.
- Habitually late or absent trainees may be required to explain in writing the reasons for their inability to keep their academic performance record in order. ACE reserves the right to suspend or expel such trainees, without any liability whatsoever.

Personal Conduct

ACE imposes a strict code of conduct on its trainees. ACE expects its trainees to behave as responsible and mature individuals and to act within the moral and legal norms of society whether they are on ACE premises or otherwise. The use of recreational drugs, alcohol or tobacco products are prohibited on ACE premises. Trainees are required to attend all lectures, classes and test and to submit written work as required by lecturers and tutors.

GENERAL

- A trainee after getting registered for the course will be bound by the rules and regulations of ACE
- Any change of address/contact number should be notified to the office without delay.
- If any type of mishap occurs in the premises of ACE because of situations beyond control or natural calamity of any type such as earthquake, floods, Electric short circuits, fire etc, ACE shall not be responsible in any manner whatsoever
- A trainee is not allowed to carry mobile phones/I-pad in the classes. If however they do carry, then it should be switched off. ACE is not responsible for any loss/theft.
- ACE reserves the right to amend or alter any or all these Terms & Conditions at its discretion without any prior notice.