

POST GRADUATE DIPLOMA IN CAREER COUNSELLING (PGDCC)

ONE-YEAR UNIVERSITY-STYLE SYLLABUS

Two Semesters | 56 Credits | Theory + Practicum + Field Work + Project

Programme Note

This is a proposed university-style academic framework for a one-year Post Graduate Diploma in Career Counselling. It is designed from common themes found in Indian guidance/counselling curricula, including career development, career information, assessment, counselling skills, statistics, practicum and project work. It is not an official syllabus of any particular university.

Programme Structure

Semester	Code	Course	Credits	Marks
I	PGDCC-101	Foundations of Guidance and Career Counselling	4	100
I	PGDCC-102	Psychology, Personality and Human Development	4	100
I	PGDCC-103	Career Development Theories and Career Decision-Making	4	100
I	PGDCC-104	Career Information, Education Pathways and Labour Market	4	100
I	PGDCC-105	Counselling Skills, Communication and Interviewing	4	100
I	PGDCC-106	Psychological Testing and Career Assessment	4	100
I	PGDCC-107	Career Counselling Practicum – I	4	100
II	PGDCC-201	Advanced Career Counselling Process and Techniques	4	100
II	PGDCC-202	Educational, Vocational and Employment Counselling	4	100
II	PGDCC-203	Career Counselling for Diverse and Special Groups	4	100
II	PGDCC-204	Research Methods and Basic Statistics in Counselling	4	100
II	PGDCC-205	Professional Practice, Ethics and Career Counselling Centre Management	4	100
II	PGDCC-206	Career Guidance Tools, Portfolio Development and Case Management	4	100
II	PGDCC-207	Career Counselling Practicum – II and Field Work	4	100
II	PGDCC-208	Research Project / Dissertation and Viva-Voce	4	100

Eligibility: Bachelor's degree in any discipline, subject to institutional rules.

Assessment: Suggested theory pattern is 70 marks end-semester examination + 30 marks internal assessment.

Practicum/project courses may use continuous assessment, portfolio/report and viva.

SEMESTER I

PGDCC-101 — Foundations of Guidance and Career Counselling

Credits: 4 | Maximum Marks: 100

Unit I – Foundations of Guidance

Meaning, nature, scope and principles of guidance; objectives and functions; educational, vocational, personal-social and career guidance; individual and group guidance; role of guidance services in schools, colleges and community settings.

Unit II – Counselling: Concept and Scope

Meaning, nature and goals of counselling; counselling versus guidance, advice, coaching and psychotherapy; characteristics of an effective counsellor; helping relationship; client-centred orientation; professional boundaries.

Unit III – Career Counselling: Concept and Need

Meaning and scope of career counselling; career, occupation, vocation and employability; need for career counselling across the lifespan; career decision-making; barriers to career choice; role of family, peers, teachers and social environment.

Unit IV – Principles, Ethics and Professional Practice

Confidentiality, informed consent, privacy, non-discrimination, competence, referral and record keeping; ethical use of assessment information; boundaries in face-to-face and online counselling; professional conduct.

Unit V – Career Counselling in India

Indian education and training pathways; school-to-higher-education transitions; vocational and skill pathways; entrance examinations; employability and entrepreneurship; role of counsellors in educational institutions and community career services.

PGDCC-102 — Psychology, Personality and Human Development

Credits: 4 | Maximum Marks: 100

Unit I – Basics of Psychology

Meaning, goals and branches of psychology; methods of studying behaviour; observation, interview, case study and basic experimental approaches; heredity and environment; individual differences.

Unit II – Cognitive Processes and Learning

Sensation and perception; attention; memory; thinking and problem solving; learning concepts; motivation; emotion; implications for educational and career decisions.

Unit III – Personality

Meaning and determinants of personality; major perspectives; trait approaches; self-concept and self-esteem; personality and occupational preferences; strengths-based understanding.

Unit IV – Human Development

Principles and stages of development from childhood to late adulthood; physical, cognitive, social and emotional development; adolescence and emerging adulthood; developmental tasks and career implications.

Unit V – Adjustment, Well-being and Career Readiness

Adjustment and coping; stress and resilience; self-efficacy; decision confidence; life skills; emotional regulation; identifying when referral to qualified mental-health professionals is appropriate.

PGDCC-103 — Career Development Theories and Career Decision-Making

Credits: 4 | Maximum Marks: 100

Unit I – Career Development Concepts

Career development, career maturity and career adaptability; life-span and life-space perspectives; career transitions; planned and unplanned career events.

Unit II – Major Career Theories

Holland's vocational personality and work-environment theory; Super's life-span/life-space theory; Ginzberg's developmental approach; Roe's theory; trait-factor perspective.

Unit III – Contemporary Career Approaches

Social Cognitive Career Theory; career construction and life-design concepts; person-environment fit; narrative approaches; employability and adaptability.

Unit IV – Career Decision-Making

Career decision processes; values, interests, abilities and constraints; decision-making styles; indecision and career anxiety; opportunity exploration; evaluating alternatives.

Unit V – Career Planning and Action

Career goal setting; short-, medium- and long-term planning; action plans; career portfolios; skill-gap analysis; continuing professional development; review and follow-up.

PGDCC-104 — Career Information, Education Pathways and Labour Market

Credits: 4 | Maximum Marks: 100

Unit I – Career Information Systems

Meaning, types and sources of career information; educational, occupational and labour-market information; evaluating reliability and currency of sources.

Unit II – Education and Training Pathways

School education, undergraduate and postgraduate routes; diploma and certificate pathways; vocational education and skill development; professional qualifications; entrance and admission planning.

Unit III – Occupational Exploration

Occupational profiles; job roles, competencies and work environments; job descriptions; qualification requirements; emerging occupations; entrepreneurship and self-employment.

Unit IV – Labour Market and Employability

Labour-market concepts; employability skills; industry trends; local versus national opportunities; formal and informal employment; internships, apprenticeships and work-based learning.

Unit V – Career Information Delivery

Career information interviews; occupational databases; digital resources; presenting information without bias; comparing options; preparing career information sheets; maintaining updated resource banks.

PGDCC-105 — Counselling Skills, Communication and Interviewing

Credits: 4 | Maximum Marks: 100

Unit I – Helping Relationship

Rapport, empathy, genuineness, respect and active listening; attending behaviour; therapeutic presence; culturally responsive communication.

Unit II – Communication Skills

Verbal and non-verbal communication; paraphrasing, reflection of feeling, summarising, clarification and probing; questioning techniques; silence; feedback.

Unit III – Counselling Interview

Purpose and structure of the first interview; intake; presenting concern; background information; goal setting; collaborative career exploration; closing and follow-up.

Unit IV – Counselling Process

Preparation, relationship building, assessment/exploration, goal formulation, intervention, action planning, termination and follow-up; individual and group career counselling.

Unit V – Practice and Professional Communication

Role plays; difficult conversations; managing resistance; communicating assessment results; parent/student communication; email and digital counselling etiquette; documentation.

PGDCC-106 — Psychological Testing and Career Assessment

Credits: 4 | Maximum Marks: 100

Unit I – Fundamentals of Assessment

Purpose and scope of psychological assessment; testing versus assessment; reliability, validity, norms, standardisation and measurement error; ethical requirements.

Unit II – Career Assessment Domains

Intelligence, aptitude, achievement, interests, personality, values, skills and work preferences; strengths and limitations of each domain.

Unit III – Administration and Scoring

Test selection; administration conditions; instructions; scoring principles; raw and standard scores; profiles; avoiding mechanical interpretation.

Unit IV – Interpretation and Feedback

Integrating multiple sources of evidence; communicating results in understandable language; strengths-based feedback; career hypotheses; informed decision-making.

Unit V – Ethical and Responsible Use

Confidentiality; test security; cultural and linguistic considerations; limitations of online tests; avoiding high-stakes decisions from a single test; referral and professional competence.

PGDCC-107 — Career Counselling Practicum – I

Credits: 4 | Maximum Marks: 100

Unit I – Observation and Self-Reflection

Observation of counselling settings; reflective journal; professional behaviour; self-awareness and communication practice.

Unit II – Basic Counselling Skills Practice

Rapport, listening, questioning, paraphrasing, reflection and summarising through supervised role plays.

Unit III – Career Interview Practice

Conducting a structured career interview; intake format; identifying goals; preparing a client profile.

Unit IV – Career Information Activity

Preparing an occupational profile; comparing education pathways; presenting reliable career information to a mock client.

Unit V – Practical Record and Viva

Case-note writing, session reflection, supervisor feedback, practical portfolio and viva-voce.

SEMESTER II

PGDCC-201 — Advanced Career Counselling Process and Techniques

Credits: 4 | Maximum Marks: 100

Unit I – Advanced Counselling Process

Case conceptualisation for career concerns; collaborative formulation; goal prioritisation; action-oriented counselling; follow-up.

Unit II – Cognitive and Behavioural Techniques

Identifying unhelpful career beliefs; cognitive restructuring basics; behavioural activation; exposure to career tasks; problem solving.

Unit III – Solution-Focused and Motivational Approaches

Strengths and resources; scaling questions; preferred future; exceptions; motivational interviewing principles; supporting commitment to career action.

Unit IV – Group Career Counselling

Group formation; stages of groups; group norms; career workshops; peer learning; managing participation and confidentiality.

Unit V – Online and Digital Career Counselling

Technology-assisted counselling; online interviewing; privacy and data protection; digital career resources; boundaries and limitations of remote counselling.

PGDCC-202 — Educational, Vocational and Employment Counselling

Credits: 4 | Maximum Marks: 100

Unit I – School and College Career Counselling

Academic planning; subject selection; stream selection; college/course choice; entrance planning; transition counselling.

Unit II – Higher Education and Professional Pathways

Undergraduate, postgraduate, professional and vocational routes; scholarships; admissions; competitive examinations; international-study awareness at an informational level.

Unit III – Employability and Job Search

Resume/CV development; job portals; networking; interview preparation; group discussion; workplace communication; internship and apprenticeship planning.

Unit IV – Entrepreneurship and Self-Employment

Entrepreneurial competencies; opportunity identification; basic business planning; freelancing; self-employment; career counselling for entrepreneurs.

Unit V – Career Transition and Re-Entry

Career change; re-skilling and up-skilling; return to work; redundancy and unemployment; mid-career transitions; retirement and second-career planning.

PGDCC-203 — Career Counselling for Diverse and Special Groups

Credits: 4 | Maximum Marks: 100

Unit I – Diversity and Inclusion

Individual and cultural differences; socioeconomic context; gender-sensitive and inclusive practice; language and accessibility.

Unit II – Counselling Adolescents and Young Adults

Developmental needs; parental involvement; peer influence; academic pressure; career uncertainty; transition to higher education and work.

Unit III – Adults and Career Transitions

Working adults; career change; re-entry after career breaks; employability concerns; work-life considerations.

Unit IV – Persons with Disabilities and Other Support Needs

Accessible career information; reasonable accommodation; strengths-based planning; supported employment; coordination with appropriate services.

Unit V – Ethical and Referral Considerations

Avoiding discrimination and stereotyping; confidentiality in family contexts; recognising concerns outside the counsellor's competence; referral and multidisciplinary collaboration.

PGDCC-204 — Research Methods and Basic Statistics in Counselling

Credits: 4 | Maximum Marks: 100

Unit I – Research Foundations

Purpose of research; research questions; quantitative, qualitative and mixed approaches; literature review; research ethics.

Unit II – Research Design and Sampling

Survey, correlational, descriptive, experimental and case-study designs; population and sample; probability and non-probability sampling.

Unit III – Data Collection

Questionnaires, interviews, observation, rating scales and records; pilot testing; data quality; consent and confidentiality.

Unit IV – Basic Statistics

Classification and tabulation; frequency distributions; graphs; mean, median and mode; range and standard deviation; interpretation of basic relationships.

Unit V – Research Report Writing

Problem statement; objectives; methodology; findings; discussion; limitations; conclusions; references; appendices; presentation and viva.

PGDCC-205 — Professional Practice, Ethics and Career Counselling Centre Management

Credits: 4 | Maximum Marks: 100

Unit I – Professional Identity

Role, competencies and limits of a career counsellor; professional development; supervision; continuing learning; inter-professional collaboration.

Unit II – Ethics and Legal Awareness

Informed consent; confidentiality; records; privacy; conflicts of interest; boundaries; advertising and professional representation; referral.

Unit III – Counselling Centre Operations

Centre setup; client intake; appointment systems; documentation; resource library; service workflow; feedback and quality assurance.

Unit IV – Career Services and Outreach

Career seminars; school/college outreach; parent programmes; employability workshops; community engagement; digital communication.

Unit V – Professional Sustainability

Service planning; basic budgeting concepts; partnerships; outcome monitoring; client satisfaction; professional networking; responsible use of technology and AI-assisted tools.

PGDCC-206 — Career Guidance Tools, Portfolio Development and Case Management

Credits: 4 | Maximum Marks: 100

Unit I – Career Guidance Tools

Career worksheets; interest exploration activities; skills inventories; values clarification; decision matrices; career action plans.

Unit II – Case Management

Case opening; intake; case notes; goals; intervention tracking; referrals; follow-up; case closure.

Unit III – Career Portfolio

Academic and skills records; achievement evidence; certificates; project/work samples; competency mapping; personal branding basics.

Unit IV – Employability Portfolio

Resume/CV; cover letter; interview record; LinkedIn/professional profile concepts; portfolio presentation; job-search tracker.

Unit V – Integrated Career Plan

Combining self-assessment, career information, goals and labour-market evidence into a realistic individual career plan; review and revision.

PGDCC-207 — Career Counselling Practicum – II and Field Work

Credits: 4 | Maximum Marks: 100

Unit I – Field Orientation

Placement at a school, college, training centre, NGO, career centre or other suitable setting; orientation, professional conduct and supervisor expectations.

Unit II – Individual Career Counselling

Minimum supervised sessions as prescribed by the institution; intake, exploration, assessment-informed discussion and action planning.

Unit III – Group Career Guidance

Design and conduct a career-awareness session, workshop or seminar; participant feedback and evaluation.

Unit IV – Career Assessment and Case Study

Prepare supervised assessment/career profiles; integrate evidence; write a case study without unnecessary identifying information.

Unit V – Practicum Portfolio and Viva

Field diary; attendance; session summaries; reflective journal; supervisor assessment; final practicum report and viva.

PGDCC-208 — Research Project / Dissertation and Viva-Voce

Credits: 4 | Maximum Marks: 100

Unit I – Project Planning

Selection of a career-counselling topic; problem identification; rationale; objectives; research questions; scope and limitations.

Unit II – Literature Review and Methodology

Review of relevant literature; conceptual framework; research design; participants/sample; tools; ethical safeguards.

Unit III – Data Collection and Analysis

Data collection; organisation and coding; basic descriptive analysis or qualitative thematic analysis appropriate to the project.

Unit IV – Report Preparation

Introduction; review; methodology; results/findings; discussion; conclusion; recommendations; references; appendices.

Unit V – Presentation and Viva

Project presentation; defence of methodology and findings; implications for career counselling; limitations; future scope.

PRACTICUM, FIELD WORK AND PROJECT GUIDELINES

Practicum Requirements

- Maintain a practical record containing observation notes, role-play reflections, career-information sheets, case records and supervisor feedback.
- Protect confidentiality and use anonymised identifiers in student/client records.
- Use assessment tools only within demonstrated competence and applicable institutional/professional requirements.
- Complete field work under an approved supervisor.
- Demonstrate professional communication, documentation, punctuality and ethical conduct.

Project Format

- Cover Page; Certificate/Declaration; Acknowledgement; Abstract; Introduction; Review of Literature; Methodology; Results/Findings; Discussion; Conclusion and Recommendations; Limitations; References; Appendices.

Suggested Project Topics

- Career awareness among senior-secondary students.
- Factors influencing career decision-making among college students.
- Role of career counselling in employability development.
- Career interests and educational pathway preferences.
- Effectiveness of a structured career-guidance workshop.
- Career adaptability during education-to-employment transition.
- Career portfolios and student career planning.
- Career counselling needs of first-generation learners.

Learning Outcomes

- Explain major career development and counselling theories.
- Conduct structured career interviews.
- Use career information and assessment evidence responsibly.
- Develop individual career plans and employability portfolios.
- Deliver individual and group career guidance sessions.
- Apply basic research and statistics to career-counselling projects.
- Demonstrate ethical, inclusive, confidential and reflective practice.

Reference Framework

The structure was informed by publicly available Indian programme frameworks covering guidance and counselling, career development, career information, assessment, counselling skills, research/statistics, practicum and project/field work, including university and institutional syllabi.