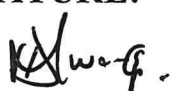





KISII NATIONAL POLYTECHNIC

PROCEDURE FOR GUIDANCE AND COUNSELLING

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1. PURPOSE
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3. REFERENCES
4. TERMS USED
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0.2 RECORDS OF CHANGE

NO.	Date (dd-mm-yy)	Details of changes		Authorization/ Name
		<i>Page</i>	<i>Clause/Sub-clause and comment</i>	
01	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
02	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

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0.3 DISTRIBUTIONS

HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMIN'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE

0.4 ABBREVIATIONS

Abbreviations given in the IMSM apply.

1.0 PURPOSE

To guide and counsel the staff and students on various aspects of life as need arises.


2.0 SCOPE

This procedure applies to the entire KNP Community.

3.0 REFERENCES

- 3.1 Various G&C resource materials.
- 3.2 IMS manual
- 3.3 Drug Abuse Chart from NACADA

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4.0 TERMS AND DEFINITIONS

Terms and definitions in the IMSM apply.

5.0 RESPONSIBILITIES

The HOD GCS is responsible for the implementation of this procedure.

6.0 METHOD

- 6.1 The counselee is referred or visits the counselor for assistance.
- 6.2 The counselor and counselee introduce themselves
- 6.3 The counselee explains his/her problem.
- 6.4 The counseling process takes off, with the counselor exploring the problem with the counselee.
- 6.5 The counselor leads the counselee to generate solutions to his/her problem.
- 6.6 The counselor sets the appointment for the subsequent session before the departure of the counselee.
- 6.8 The counselor makes a record of what has transpired in a confidential form.
- 6.9 The counselor makes follow up with the counselee to monitor progress.
- 6.10 The counselor refers any serious cases for appropriate specialist attention

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