Feedback Tutorial Letter

Counselling and Career Guidance

CCG620S

Assignment number 1
Dear Students

Thank you for submitting your Assignment. The marking process was interesting and insightful, and I tried to give you constructive feedback as much as possible. I have received and marked 64 Assignments. The highest grade for Assignment 1 was 84%. Some of you met the 50% pass mark requirement, whilst some of your marks were greatly affected because of a high percentage on your Turnitin report. This has raised concerns and I am therefore encouraging you to please work on the comments in your assignments, so that you can improve in your next assignment. Kindly familiarise yourself again with the NUST policy on plagiarism available on the institution’s website and your course.

I have observed the following:

1. **GENERAL COMMENTS**

   **State the objectives** of what you want to achieve with your assignment. This assignment required you to:

   - Mention the different areas of Counselling and Career Guidance in TVET.
   - State and discuss the various Social, Educational, Academic and Vocational **problems** TVET trainers experiencing.
   - Strategies to recommend to TVET trainers to address the above mentioned challenges.

   Many of you did not mention the areas of counselling and career guidance or you did not mention all of them. Some of you did not order the challenges chronologically to follow and mark easily. The challenges were intertwined and one could not differentiate the specific section i.e. Social challenges were not finish before some of you move onto the next challenge, Vocational, Educational etc. In addition to this, some of you did not provide enough content according to the mark allocation for a specific question, which resulted in you losing unnecessary marks.
2. WRITING AN ASSIGNMENT

Preparation is key: Plan your essay by doing research and outline what you are going to write about.

Find out what the different fields of counselling and career guidance is by reading and or consulting your class notes and other sources in research. Thereafter, investigate what challenges trainers face in each of the fields of Education, Academic, Vocational and Social. Once you understand the challenges of trainers, you will be able to recommend strategies that will assist trainers in each field i.e. education, academic, vocational and social.

☐ Some of you did not plan or outline how you were going to write your assignment this was evident based on the information that was written (revert to the comments in your assignment).

3. INTRODUCTION

An introduction sets the tone of an essay. It is aimed at informing the reader about the topic/topics that will be discussed throughout the essay and your opinion or thoughts about the topic. It is important to highlight each topic you will be discussing when you write your introduction. The essay should then be written in the order of the topics mentioned in your introduction; this gives the essay structure and direction and it makes it easy to understand and follow.

There are many ways to begin an introduction, depending on the topic being discussed. You could begin by writing:

- All trainers experience different types of problems such as lack of funding, being unquailed for their desired field of study and discrimination based on their race. For the purpose of this assignment, I will focus on the different fields of Counselling and guidance and outline how they assist trainers; I will also assess the different challenges trainers experience in Education, Academic, Vocational and Social and provide strategies on how these challenges can be addressed.

Or

- As a trainer, I have observed that trainer’s battle with problems such as lack of funding, being unquailed for their desired field of study and discrimination based on their race. This assignment will focus on the different fields of Counselling and outline how they assist students.
Furthermore, I will also assess the different problems trainers experience in Education, Academic, Vocational and Social areas of their lives; and recommend strategies on how their needs and problems can be addressed using specific skills.

Alternatively:

Cloete (2020) states that a lack of funding and family support as well as lack of infrastructure is some of the challenges that TVET practitioners are facing in Namibia. This research supports the basis for this assignment; which will focus on the different fields of Counselling and outline how they assist trainers. Moreover, I assess the different challenges trainers experience in Education, Academic, Vocational and Social areas of their lives and recommend strategies on how these challenges can be addressed using specific skills.

4. MAIN BODY OF YOUR ESSAY: support the discussions in your essay with evidence from your research in the main body. Use this section of your essay to define topics, explain how you understand what you are discussing, this includes your thoughts and opinions based on the topic and also shows that you are critically thinking about what is being discussed. Support what you are writing or discuss with evidence from other sources such as books, journals or articles and or use examples where need be.

P- Point (The main point)
E- Explanation E- Evidence L- Linking E- Example

**Topic sentence** – The main point the paragraph will discuss – e.g. Problems/challenges trainers experience in Educational, Academic, Vocational and Social areas of their lives.

• **Evidence** – cited material that supports your discussion – e.g. according to Hebron (2020), the main educational challenges experienced by TVET trainers is a lack of material (the problem in each area should clearly be outlined).

• **Explanation and Examples** – Justify the importance and relevance of your discussion and use examples for simplification and practicality - Revert to comments in your assignment

• **Linking**- by linking paragraphs a continuation of structure, relevance and connection of each topic is displayed; this makes the assignment easier to read, understand and follow. The use of discourse markers was advised by the tutor, which only a few of you access before you wrote the assignment.
• Discourse markers are words such as furthermore, moreover, alternatively, on the other 
  hand, in addition etc. Please refer to resources on writing essays in unit 3, week

5. CONCLUSION: restate what you have written about in the introduction, using other words and 
  avoid copying and pasting your introduction. The purpose of the conclusion is to summarise or 
  review your discussions from the main body of your essay and highlight how you supported what 
  you discussed. Then have a closing statement with a quote or your own words.

  - E.g. based on the discussions in this assignment the different fields of Counselling assist 
    trainers vocationally, educationally and socially. The assessments of the different 
    challenges trainers experience in Education, Academic, Vocational and Social areas of 
    the lives indicate that in order for their needs to be met, the government needs to 
    support TVET; and finally as a trainer with my skills I can assist my trainee through team 
    work, communication and listening.

Ending:  Before submitting your assignment always read through the content, check the 
  structure of your essay, grammar and spelling. 
  Refer to the sources on how to write an essay from your assignment feedback.

6. REFERENCING:

This area of the assignment needs a lot of work! The reference list must always be on a new sheet 
  of paper. The purpose of referencing is to give recognition to the original author from whom the 
  facts are/were taken.

  - In-text referencing is important, as it constitutes plagiarism and many of you omit it. 
    Some of you cited your sources of information; however, sources were cited incorrectly. 
    Some of you failed to reference the Study Guide, available PowerPoint presentations 
    compiled by the tutor and class notes. If you made used of your Study Guide or other 
    resources in the unit, these sources must referenced according to the APA/Harvard 
    Referencing format. See instruction on assignment page. Refer to further comments 
    in your assignment.
7. FINAL REMARKS

The efforts shown towards your assignment indicated the potential for you to succeed in the course and your studies in general. Some of you understood the content and wrote excellent assignments that were very interesting to read, you used personal experiences and relevant examples which supported your discussions. Some of you understood the content but struggled to apply and support your discussions. By working on the comments made in your assignment, you will improve on your essay writing. Try not to focus on your marks for assignment 1 too much, especially if you did not perform according to your expectations but rather shift your energy to your next assignment and focus on giving it your best and apply recommendations made in this feedback report so that you do not loose unnecessary marks.

Suggestions for Assignment 2

- Read and understand week 7 (unit 4) content from your E-Book.
- Consult the additional resources on technology and TVET, provided under week 7 for assignment 2.
- Read and follow the instructions of your assignment thoroughly.
- Apply the guidelines and advise as explained and illustrated in the MS team’s session.
- Set enough time to do research on your app/s that you will use in your assignment and test or watch if it will fit the purpose you intended it for.
- Read through your assignment to ensure you have covered all your topics before submitting your assignment.
- Consult your tutor or admin support at COLL well in advance if you need clarity on assignments and or experience problems.
- Try to submit your assignment before the due date to avoid any delays that could affect the quality and marks for your work.

All the best!
Regards
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