



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
PROCEDURE FOR TRAINING PEER COUNSELORS (CUEA/DVC ADM/DOS/06)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	1 (ONE) (A)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ADMINISTRATION
SIGNATURE	
DATE	23 Feb 2011
ISSUE DATE	2.3 March 2011
STAMP CONTROLLED / UNCONTROLLED	
NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Administration and Dean of Students' offices. 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date
----------	----	--	------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/06
Title	PROCEDURE FOR PEER COUNSELORS TRAINING	Page 2 of 5

0.1 Table of Contents

0. CONTENTS AND RECORD OF CHANGES.....2
1. PURPOSE2
2. SCOPE2
3. TERMS AND DEFINITIONS.....2
4. REFERENCES2
5. PRINCIPAL RESPONSIBILITIES3
6. METHOD.....3
7. APPENDICES3

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1.0 PURPOSE

This procedure aims to effectively identify students who shall be trained as peer counselors in CUEA.

4.0 SCOPE

This procedure shall apply to all training activities for CUEA peer counselors.

3.0 REFERENCES


3.1 CUEA Quality Management Manual

4.0 TERMS AND DEFINITIONS

- 4.1. Peer Counselors: Persons who are trained to offer guidance/advice to their colleagues, friends, age mates or people that they share a common interest.
- 4.2. The University Counselor: the person in charge of counseling services in the university.

5.0 PRINCIPAL RESPONSIBILITIES

Revision	00	Date	18 - JAN 2011
----------	----	------	---------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/06
Title	PROCEDURE FOR PEER COUNSELORS TRAINING	Page 3 of 5

The University Counselor has the overall responsibility of ensuring that that this procedure remains adequate for its intended purpose and it is effectively applied.

6.0 METHOD

6.1 At the beginning of the first trimester, the University Counselor shall announce an interview date for all students interested in being peer counselors.

6.2 The University Counselor shall interview the applicants.

6.3 University Counselor shall put up names of successful students on the notice boards.

6.4 The successful applicants shall write a commitment letter and meet to divide themselves into class training groups.

6.5 The University Counselor shall train the successful applicants on the basic counseling skills for eight (8) months.


6.7 The University Counselor shall present the trainees who have met the requirements (course contents) of a peer counselor for award of certificates.

6.8 Trainees who are not successful shall be advised to join the next class.

7.0 APPENDICES

7.1 Appendix A: Process Map

Revision	00		Date	18 - JAN 2011
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/06
Title	PROCEDURE FOR PEER COUNSELORS TRAINING	Page 5 of 5

Revision	00		Date	18 - JAN 2011
----------	----	--	------	---------------