

(2) Such committees should be maintained nationally and as far as possible locally and should normally include representatives of the public and private bodies concerned with education, training (including apprenticeship), vocational guidance and other questions directly affecting the vocational adjustment of young persons.

*B. Administrative Arrangements for Vocational Guidance for Adults
(Employment Counselling)*

31. (1) Administrative responsibility for employment counselling should be entrusted primarily to the public employment service, with due regard to the administrative responsibility assigned by public authority to educational or other agencies.

(2) The offices of the public employment service should include at each administrative stage so far as practicable, specialized employment counselling units or officers.

(3) Administrative arrangements should be made to ensure, as may be necessary or desirable, co-operation by the public employment service with specialized employment counselling services maintained for special groups or persons.

32. Appropriate arrangements should be made, nationally and locally, to ensure that employment counselling is organized in close relation with—

- (a) All other activities of the employment service ;
- (b) Other vocational guidance services ;
- (c) Educational and training institutions ;
- (d) The administration of unemployment insurance and assistance schemes ;
- (e) The administration of training and retraining schemes and of other plans to promote occupational or geographical mobility of labour ;
- (f) The representative organizations of employers and workers ; and
- (g) Public and private organizations providing rehabilitation services to disabled persons.

VI. TRAINING OF OFFICERS

33. (1) In order to secure the efficiency of the vocational guidance services, the competent authority should ensure the employment of an adequate number of officers with suitable training, experience, and other qualifications, and should organize, to the fullest possible extent and in co-operation where appropriate with other bodies concerned, specialized scientific and technical training for vocational guidance staff.

(2) The measures to be taken should include, for example—

- (a) The establishment by the competent authority of minimum qualifications for vocational guidance officers ;
- (b) The establishment by the competent authority of regulations for the selection of officers on the basis of such qualifications ;
- (c) The organization of specialized training courses for persons seeking to undertake the work of vocational guidance ;
- (d) The provision of supplementary training and refresher courses for all officers ; and
- (e) The maintenance by the competent authority of conditions of appointment and employment sufficiently attractive to provide an inducement to qualified persons to undertake and continue in such work.

(3) Consideration should be given to—

- (a) The interchange of vocational guidance officers among the different branches of the services with which they are respectively concerned ;
- (b) The publication of technical material suitable for developing the professional skill of officers.

(4) Where useful, the members should co-operate for the purposes of training staff, availing themselves of the help of the International Labour Office if they so desire.