



## **Certified Higher Education Consultant Course (CHEC)**

### **Syllabus**

**Course Duration:** 6 Months

**Mode:** Online/Hybrid

**Total Hours:** 120 hours

### **Module 1: Introduction to Higher Education Consultancy (10 Hours)**

- **Indian and Global Education Systems**

- Overview of Indian and major international education systems (U.S., U.K., Canada, Australia, Europe)
- Comparison of degree structures, grading systems, and academic requirements
- Key regulatory bodies (UGC, AICTE, NAAC in India; AACSB, EQUIS globally)

- **Role of an Education Consultant**

- Responsibilities, ethics, and the impact of education consultancy on students' lives

- Skills required: communication, research, analytical thinking, and cultural competence

## **Module 2: Admissions Processes and Requirements (20 Hours)**

- **Indian Higher Education Admissions**

- Procedures for admissions in top Indian institutions (IITs, NITs, AIIMS, DU, etc.)
- Entrance exams: JEE, NEET, CAT, CLAT, etc.
- Understanding admission timelines and reservation policies

- **International Admissions Processes**

- Application requirements for undergraduate, postgraduate, and doctoral programs abroad
- Standardized tests: SAT, ACT, GRE, GMAT, IELTS, TOEFL
- Writing effective Statements of Purpose (SOP) and Personal Essays
- Understanding and managing application timelines

## **Module 3: Career and Education Counseling Techniques (15 Hours)**

- **Career Counseling Skills**

- Assessing students' interests, strengths, and career goals
- Tools for aptitude and career assessments (MBTI, Holland Code, etc.)
- Guiding students through different career pathways within India and abroad

- **Guiding Students and Parents**

- Effective communication strategies with students and parents
- Developing personalized study and career plans
- Managing expectations and handling cultural diversity

## **Module 4: Scholarship and Financial Aid Guidance (15 Hours)**

- **Indian Scholarship Opportunities**

- Government, private, and institutional scholarships in India
- Understanding eligibility, deadlines, and application requirements

- **International Scholarships and Financial Aid**

- Overview of scholarships for international students (Fulbright, Commonwealth, Chevening, Erasmus, etc.)
- Student loans, work-study options, and budgeting for education abroad
- Strategies for identifying scholarship opportunities and crafting competitive applications

## **Module 5: Visa Processes and Documentation (10 Hours)**

- **Student Visa Application Process**

- Visa requirements and processes for popular study destinations (U.S., U.K., Canada, Australia, Schengen countries)
- Preparing students for visa interviews and handling documentation
- Navigating post-study work visas and stay-back options

## **Module 6: Digital Tools and Platforms for Consultancy (15 Hours)**

- **Digital Tools for Education Consultants**

- CRM software for managing student information and tracking progress
- Online assessment and counseling tools
- Platforms for virtual consultations and document sharing

- **Marketing and Outreach**

- Social media marketing strategies for consultants
- Creating an online presence and networking in the education industry
- Ethical marketing practices and maintaining student privacy

## **Module 7: Practical Workshops and Case Studies (25 Hours)**

- **Case Studies in Indian and International Admissions**

- Analyzing real-life cases of successful student placements
- Addressing challenges in student guidance and institutional placements

- **Hands-On Workshops**

- Crafting SOPs and essays with feedback sessions
- Conducting simulated student counseling sessions
- Scholarship application workshops with practical guidance

### **Module 8: Internship and Industry Interaction (15 Hours)**

- **Internship/Practicum**

- Opportunity to intern with established education consultancy firms
- Work on live cases under the supervision of mentors

- **Industry Expert Lectures**

- Guest lectures by experienced consultants, admission officers, and visa experts
- Insights into the latest trends and challenges in higher education consultancy

## Evaluation and Certification

- **Final Assessment**

- Written exam covering all modules
- Practical assessment (student counseling simulation)
- Submission of a sample SOP or career plan document

- **Certification Requirements**

- Minimum 75% attendance
- Passing score of 60% on the final assessment
- Completion of internship and workshop participation

Upon successful completion, participants will receive the **\*\*Certified Higher Education Consultant Certificate\*\*** from Hindustan Institute of Higher Education and Research, attesting to their skills and readiness to operate as competent, skill-based education consultants.

This syllabus ensures students gain comprehensive, hands-on expertise aligned with both Indian and international standards in education consulting.