



Advisory

# Teacher's Guide

Ban Khai Technical College,  
Office of the Vocational Education Commission  
**Ministry of Education**



royal speech

## Of His Majesty King Bhumibol Adulyadej

“The term teacher is a noble title, as it is considered a person who is revered and respected.

Therefore, to be called a teacher, one must conduct oneself well, cultivate oneself to be useful, cultivate oneself to be respected. For anyone who is a teacher and does not cultivate oneself to be respected is deficient.”

being a teacher

Being a teacher is not difficult.

But teaching well is very difficult.

Because it requires the use of art and science.

Again, there is kindness in the heart.

M.L. Pin Malakul



#### introduction

This Teacher Advisor Handbook is designed to be a tool for supervising and managing students, providing assistance and development to students, enabling them to become knowledgeable, capable, and possess desirable morals and ethics, all while maintaining professional and ethical standards. Therefore, teacher advisors are a key force at Ban Khai Technical College in developing students into capable, good, and happy individuals.

Consulting teacher work

Student Affairs Development Division

Ban Khai Technical College



## Explanation of using the advisory teacher's manual

### 1. Reasons for creating the Teacher Advisor Manual

Ban Khai Technical College's policy emphasizes that all teachers be aware of student governance and care, ensuring they are knowledgeable and ethical, enabling them to develop in the right direction. An effective approach to this is the establishment of a teacher advisory system. The expectation is that the teacher advisory manual will serve as a tool to help teachers understand the background and personality of students, and to promote, support, develop, and solve problems. Furthermore, the manual provides advice on both academic and professional life for all teachers. Therefore, the teacher advisory department has developed a teacher advisory manual for all teachers to use and adapt to their individual needs.

### 2. Objectives

- 2.1 To serve as a tool for governing and taking care of students until they complete their course.
- 2.2 To compile, collect, and compile student history, information, and various student behaviors.
- 2.3. To create awareness of the roles and responsibilities of teacher advisors.

### 3. Expected benefits

- 3.1 The advisor has systematically collected student data.
- 3.2 Advisors at each level have the opportunity to exchange problem-solving methods with each other.
- 3.3 Create love, faith, understanding, and trust between teachers and students.
- 3.4 There is continuity of the teacher advisory system that will operate the student care and support system.
- 3.5 Teacher advisors work together with parents to care for and assist students.

### 4. Using the advisory manual

- 4.1 This manual is not a complete course in student governance.
- 4.2 All advisors can be exchanged and adapted as appropriate.
- 4.3 The advisor is the person who keeps the manual with notes until the students complete the course.
- 4.4 Any advisor who wishes to request services related to the advisory work, please inform the advisory work.



K.P. 01

## History of students at Ban Khai Technical College



name: ..... Identification number .....

Academic year level... ..Name of advisor.. ..



K.P. 01

## personal information

Name-Surname.....nickname.....Age.....years  
 Born on.....month.....B.E. .... Ethnicity ...nationality. .... religion...  
 My hometown is in the province of. ....Current address...  
 ID card number. .... telephone. ....  
 Currently living with ☐ Father-Mother ☐ Father ☐ Mother ☐ Other (specify)..  
 Type of address ☐ Own house ☐ Rented house ☐ Dormitory (Rented room) ☐ Other (specify)..  
 Students travel to college by ☐ **Bus** • ☐ Car for hire ☐ Other (specify).  
 Travel time is approximately... ..hour Students receive expenses from...  
 in money .....Baht/day .....baht/month Other (specify)..  
 The closest friend in college, name-surname.. ..room...  
 Friends who live near the student's house, name-surname.. ..room

Year	What is self-esteem	What do you want to improve?	What do you want the teacher to help with?

## family information

First and last name	age	study	occupation	Place of work	Income/month	telephone
father						
mother						
parent						

Guardians are ☐ Father (Mother) ☐ Others related to the student (specify) .....  
 Parent's address. .... telephone. ....  
 Currently, ☐ parents live together, ☐ divorced, ☐ separated.  
☐ Father died ☐ Mother died ☐ Other (specify). ....  
 Family debt burden ☐ Yes ☐ No  
 The student's family has a total of.....members, consisting of. ....  
 Students have siblings from the same father. .... People with different fathers..... People with different mothers. ....person  
 The person in the family that the student trusts the most is named..... ..Age.....years is related to.. ..





K.P. 01

**Family relationship between father and mother**

☐ Love each other well ☐ Sometimes have conflicts and arguments • ☐ Often have conflicts and arguments, sometimes have conflicts and physical abuse.

☐ Frequent conflict and physical abuse) Other (specify).. ..

**Family members use drugs ☐ No ☐ Yes The type of drugs used is related to**

☐ Cigarettes ☐ Alcohol ☐ Methamphetamine ☐ Other (specify)... ..

**Ability information**

academic results

Grade Level / Semester		average grades
Grade 3 from school .....	Semester 1	
	Semester 2	
Vocational Certificate Level 1	Semester 1	
	Semester 2	
Vocational Certificate Level 2	Semester 1	
	Semester 2	
Vocational Certificate Level 3	Semester 1	
	Semester 2	
Vocational Certificate Level 1	Semester 1	
	Semester 2	
Vocational Certificate Level 2	Semester 1	
	Semester 2	

Attitude towards the subject

Favorite subject to study 1... .. ๒..... ๓..... ๔.....

Subjects you are not good at 1..... ๒..... ๓..... ๔.....

Subjects that I study well 1... .. ๒..... ๓..... ๔.....

Other abilities that you have 1... .. ๒..... ๓..... ๔.....

Outstanding work 1.... .. ๒..... ๓..... ๔.....

**health information**

The student has a blood group ..... There is an obvious flaw, which is... .. สีผิว.....

congenital disease ..... The solution when symptoms occur is: .....

Students have normal vision ☐ , nearsightedness (astigmatism ☐ , other (specify). .....

Students with hearing impairments ☐ Yes ☐ No

The student has ever been seriously ill or had a serious accident, that is... .. When.....



Let the students mark / in the blank that matches their feelings (more than one answer is possible).

- ☐ worried      ☐ let go      ☐ stressed      ☐ has a sense of humor      ☐ depressed      ☐ cheerful  
☐ discouraged      ☐ lack of encouragement      ☐ have encouragement      ☐ lonely      ☐ lonely      ☐ Hopeless  
☐ aggressive      ☐ has a goal      ☐ flexible      ☐ smiling brightly      ☐ can control oneself  
☐ Look at the world as it really is.      ☐ Other, please specify.. ..

When a problem arises, students solve the problem by

- ☐ keep it to yourself      ☐ Consult a friend      ☐ Solve the problem yourself      ☐ Consult with teachers  
☐ Consult with parents/guardians to see      ☐ Other (specify). ..

what qualities the student has.

- ☐ responsible      ☐ Punctual      ☐ Discipline      ☐ gratitude      ☐ honest      ☐ be patient  
☐ dare to express yourself      ☐ be considerate      ☐ self-reliance      ☐ save      ☐ hard-working  
☐ have human relations      ☐ Help others      ☐ eager to learn and learn      ☐ Easy to adapt      ☐ knows how to use time

The characteristics of students that I think should be improved are.....





K.P. 04

## Individual guidance notes for advisors

The time

date month ..... B.E. .... start giving advice time ..... n.

Basic information

Name-Surname of student. .... Grade level/department/group. ....

Gender ☐ Male ☐ Female Age years

Asking for advice ☐ Meet in person

☐ by phone

☐ Other, please specify.. ..

Problem condition

☐ Studying

☐ Physical health

☐ Mental health

☐ Career

☐ Other aspects, please specify.. ..

Summary of interview information

.....  
.....  
.....

giving advice

.....  
.....  
.....

Follow-up

.....  
.....  
.....

End of time advice ..... n.

sign .....  
(.....)

Advisor

sign .....  
(.....)

Head of department

sign .....  
(.....)

Deputy Director of Student Affairs Development



## Classroom Meeting Summary Report

The time .....

Date.....Month ..... B.E. .... At the room .....

students grade level .....

Number of parents attending the meeting ..... people from the number of parents ..... person

cooperative atmosphere

.....  
.....  
.....  
.....

Meeting results received

.....  
.....  
.....  
.....

Various problems from the meeting

.....  
.....  
.....  
.....

Suggestions

.....  
.....  
.....  
.....

sign .....

(.....)

Advisor

sign .....

(.....)

Head of department

sign .....

(.....)

Deputy Director of Student Affairs Development



## Record of individual parental guidance

The time

date month ..... B.E. .... start giving advice time ..... n.

Basic information

Student name-surname..... Grade level .....

Parents are involved as ☐ Father ☐ Mother ☐ Others specify!.. .....Asking for advice ☐ Meet in person☐ by phone

THE Other specified.. .....

Problem condition • Studying

☐ Physical health☐ Mental health☐ Career

THE Other aspects, please specify. ....

Summary of interview information

.....

.....

.....

giving advice

.....

.....

.....

Follow-up

.....

.....

.....

End of advice time: .....

sign .....

(.....)

Advisor

sign .....

(.....)

Head of department

sign .....

(.....)

Deputy Director of Student Affairs Development



Forwarding record

date ..... month ..... year .....

Request for cooperation in helping students

learn .....

With Mr./Ms. .... Grade level students... ..

There are problems with 0 studies, 0 careers, 0 behaviors, which can be summarized as follows:

.....

.....

.....

.....

We have provided advice and assistance, which can be summarized as follows:

.....

.....

.....

.....

But there's still a problem. It can be summarized as follows:

.....

.....

.....

.....

Therefore, we would like to ask for your cooperation in helping and resolving the problems of the aforementioned students.

We would like to take this opportunity to thank you.

sign .....

(.....)

Advisor,

sign .....

(.....)

Head of department

sign .....

(.....)

Deputy Director of Student Affairs Development



## Student assistance report form

Date.....Month ..... B.E. ....

### Notification of student assistance results

learn .....

As you have sent Mr./Ms. .... Advanced level students... which has a problem

Side 0 Study 0 Occupation 0 Behavior Come and let

Mr. / Miss / Mrs. .... me help you. Now I have helped you.

The assistance has been provided. The assistance can be summarized as follows:

.....

.....

.....

.....

.....

.....

.....

Therefore, I would like to inform you.

.....

( ..... )

counselor

sign .....

( ..... )

Deputy Director of Student Affairs Development





Grade level \_\_\_\_\_ Field of study \_\_\_\_\_

— The advisory teacher will assess the morality according to the specified criteria by giving a score level (passing the Dhamma Studies exam and having a portfolio +10 points)

4 = very good

3 = good

2 = Moderate

⑨ = improve

[illegible]

sign. ....

(.....)

## Advisor

sign .....

(.....)

Student Activities Department





## Examples of small thoughts and reminders for training students

1. Adjusting to the college in the right way

2. Adjusting to friends: What kind of friends do you want to have? How can you be accepted by them?

3. What are the advantages of coming to the college? What are the advantages of waking up early?

4. How to watch television to your own benefit

5. Methods for selecting leaders, such as class presidents, organization presidents, club presidents, color presidents, etc.

6. Creating charm from the kindness of helping each other will show a good personality.

7. Imitating or choosing a good example from a person who should be respected.

8. Prepare for study, plan for the future in advance.

9. Modern youth stay away from drugs. Do not think about, or try smoking, other addictive substances, or any kind of vice.

10. Be a good example for your juniors or be a good junior with good morals, not corrupt, from petty theft to exam corruption, not supporting tax evasion, and not breaking any form of the law.

11. Benefits from reading and listening: Read a lot, listen a lot, know a lot, broaden your vision.

12. Strive for goodness, bring honor to yourself and your family.

13. Modern teenagers always care about their own health and body.

14. Abstain from addictive substances to enhance your life energy.

15. The extravagance of children is the sweat and tears of their parents.

## 16. Procrastination

17. Have morality, concentration, and develop mindfulness and wisdom. Wisdom comes from mindfulness.

18. Adjusting yourself to be punctual and keep your word, and to be a trustworthy person.

19. Dangers from nightlife, promiscuous sex, and AIDS infection are certain to cause death.

20. What is the trigger for a fight between male/female teenagers?

21. Exercise is a way to build a good personality.

22. Stay at home and do nothing, make cows and buffaloes for your children to play with (simile), take care of the college grounds.

22. Knowledge is wealth, obtain it at any time (don't be like a cup of tea that overflows).

23. Cooperation is unity in the group, is success.

24. Dreams in life (adolescence, love, school, turning points in life)

25. Provide training, ask about news and updates on students' activities in the classroom and praise their good behavior.

Students are warned of inappropriate behavior and are encouraged to improve.

26. You can marry your heart at any time, all day and all night. Therefore, you must train your heart to be good at all times.

27. Knowing one's own limits always brings success.

28. High and low depend on one's actions. Good and bad depend on the doer.

Discipline, whoever studies it, will always bring happiness. It is orderly, neat, and neat. Discipline creates elegance and charm.

29.

30. Review various subjects, be attentive, know how to divide your time, improve and develop your dreams, and make a daily life plan.

31. Goodness cannot be bought. If you want it, you must earn it yourself.

32. Follow, inquire, observe, record (Suji Pu Li)

33. Others, etc.



## Duties and responsibilities of the advisor

The duties and responsibilities of the advisor are as follows:

1. Coordinate with the registration and financial departments in registering students, receiving money, fees, providing advice and recommendations in preparing and checking student contracts.
2. Orient students on their academic responsibilities, behavior, discipline, and various regulations of the educational institution. Provide knowledge about the various services and welfare facilities of the educational institution and the agencies that students can contact to request services or assistance.
3. Give approval to students to register for courses, including registration for courses, registration for equivalency exams, knowledge or experience, registration for repeat courses or substitute courses, requesting to change, add or withdraw from registered courses.
4. Provide advice, suggestions, problem solving, and approval for requests for deferment of course registration fees for students under our responsibility.
5. Prepare and compile the history, learning information, and behavior of students under your responsibility. Create a student portfolio to use as information for student development and to resolve any problems that may arise.
6. Prepare and verify student information in the RMS program to be complete and current by
  - 6.1 Fill in the information and details of the students in the section related to the advisor teacher.
  - 6.2 Check the student's history information (in the registration section)
  - 6.3 Check names in front of the flagpole and record in the RMS system every day of the flagpole activity.
  - 6.4 Record homeroom activities of each grade level in the RMS system for 18 weeks according to the teaching schedule.
7. Follow up, assist and provide advice regarding participation in activities as specified in the Ministry of Education regulations regarding the evaluation of academic performance for students under its responsibility.
8. Provide advice and supervision regarding studies, internships, professional projects, and calculation of grade point averages for students under their responsibility.
4. Contact and coordinate with parents and report the academic results and behavior of students under their responsibility to parents.
10. Submit a report on the performance of duties as a teaching advisor for each semester (KP.1-KP.18)
11. Supervise matters of scholarships and loans from the Education Fund.
12. Coordinate with subject teachers, departments, and other related work.
- other duties as assigned by the executives and supervisors to ensure development in the academic year 2025.
13. Perform



## Ethics of Advisors

1. We must always take into account the welfare, morale and spirit of students. We must not do anything that will unfairly harm students.
2. Must maintain student confidentiality.  
sincere and help the students for whom they are responsible, such as their children.
4. When giving advice, opinions should be neutral and should not be criticized by any person or institution for students in a way that would cause damage or disharmony to the person or institution.
5. Must behave in a manner worthy of being a revered person, adhering to morality in order to be a good example for students.



Advisors should collect important documents about students, including:

(student-student)

1. Copy of identification card
2. Copy of house registration
3. Copy of educational qualification

(parent)

1. Copy of identification card
2. Copy of house registration
3. Copy of bank account passbook page