

- Oni, J.O. (2014). Resource and Resource Utilization as Correlates of School Academic Performance. *Unpublished Ph.D Thesis*, University of Ibadan, Ibadan, Nigeria
- Onweazu, O. O. & Michael, A. O. (2021). Assessment of Availability and Utilization of Instructional Resources for Teaching Primary School Pupils' Mathematics in Ilorin Metropolis, Nigeria. *African Journal of Educational Studies in Mathematics and Sciences* 17, (2) 1-12
- Oyewale, G. M. & Jonathan, O. F. (2021). The use of technology in teaching and learning of History in secondary schools. *American Journal of Multidisciplinary Research & Development (AJMRD)* 03, (06), 43-48
- Tomei, L. A. (2005). *Taxonomy for the technology domain*. USA: Information Science Publishing.

INFLUENCE OF EDUCATIONAL PLANNING ON THE PROVISION AND UTILIZATION OF STUDENTS' SERVICES IN SECONDARY SCHOOLS IN NIGERIA

Rev. Sr. Dr. Nwosu Ogochukwu

oh.nwosu@unizik.edu.ng

Educational Management and Policy,
Nnamdi Azikiwe University, Awka

Abstract

The paper discussed the influence of educational planning on the provision and utilization of students' services in secondary schools in Nigeria. Educational planning is the application of rational systematic analysis to the process of educational development with the aim of making education more effective and efficient in responding to the needs and goals of the learners and the society. Students' services is considered as all the non-academic services rendered to students at the school setting outside the formal classroom instructions. Among the services available to students, the most important are

those which meet their academic, personal development and emotional needs. The paper therefore discusses key concepts such as; education, planning, educational planning, importance of educational planning, stages of educational planning process. The paper further discussed concept of student service, importance of student services, provision of students' service, utilization of students' services. In addition, the paper discussed in details the Influence of Educational Planning on the Provision of Students' Services in Secondary Schools; Influence of Educational Planning on the utilization of Students' Services in Secondary Schools. The paper concluded that timely provision and optimal utilization of students' service becomes a necessity if not compulsory if educational objectives are to be achieved at secondary level of our education system in Nigeria.

Key words: Planning, Education Planning, students services, Provision of students services and Utilization Students' Services

Introduction

Education is an indispensable tool for personal and social developments. Education is the formal process by which society deliberately transmits its accumulated knowledge, skills, customs and values from one generation to another. For Education to be complete, it must be humane. It must include not only the training of the intellect, but the refinement of the heart and the discipline of the spirit. Education involves planned sequence of learning experiences and method of teaching in a learning environment which is continuous over a given period of time Education thus brings out all that is unique in the individual helping him to establish the right relationship with not only the life, mind and soul of the nation to which he belongs but with the larger life, mind and soul of humanity of which he is a unit. In today's fast-changing world, innovative career pathways are constantly recounting, conventional ones are being altered and shifts have happened in the educational requirements and occupation skills. This therefore calls for effective educational planning.

Educational planning

Planning is the intellectual anticipation of possible future situations, the selection of desirable situations to be achieved (objectives) and the determination of relevant actions that need to be taken in order to reach those objectives at a reasonable cost. In other words, planning implies thinking about the future and trying to assume control over future events by organizing and managing resources so that they cater to the successful completion of the objectives set forth. (UNESCO 2010).

In the words of Ololube (2013), educational planning in its broadest generic sense is the application of rational, systematic analysis to the process of educational development with the aim of making education more effective and efficient in responding to the needs and goals of its students and society. Educational planning involves a systematic and scientific set of decisions for future action with the aim of achieving set educational goals and objectives through effective use of scarce resources. It provides the tool for

coordinating and controlling the direction of the educational system so that educational objectives can be realized (Akpan, 2018).

Effective educational planning brings about discipline in the school system. Discipline in schools is one of the most pressing issues in the education sector in the world today. Like any other organization, every school requires discipline, for no group of people can work together successfully without establishing standards of good behavior, respect and a desirable system of values that lead each person in the group to develop self-control and self-direction (Luti-Mallei and Komo, 2016)

Importance of Educational Planning

- i. It ensures success of the institution. It takes into consideration the important issues, conditions, constraints and factors in education. Its focus is on future objectives, vision and goals.
- ii. Educational Planning serves as a response to challenges in education and explores the possibilities of alternative uses and optimum utilization of limited resources.
- iii. Effective and efficient planning of education saves time, effort and money.
- iv. Educational planning serves as tool for coordinating means of attaining pre-determined purposes.
- v. Educational planning becomes absolutely necessary because education is a public service demanded by the public and supplied by the government. For any government effort of such a large magnitude requires proper planning.
- vi. The over-all planning has to provide the objectives of education and the finances for educational development for accomplishing these objectives.

Main Stages of Educational Planning Process

Verma (2015) identified five main stages of educational planning process:

1. Collection and Analysis of Statistical Information:

At this stage, relevant information about the system of education and concerned socio-economic factors are collected so as to provide the quantitative basis for projections aimed at the future development of the educational system.

2. Evolving Policy Proposals:

The statistical information collected helps in identifying the gaps, weaknesses and shortcomings and provides the planners with a clear idea of the existing conditions. This helps the planners in formulating policy proposals aimed at accomplishing pre-determined objectives. The formulation of the policy proposal requires an over-all view of the role of education vis-a-vis the economic development and the over-all planning.

3. Projections, Programming and Project Analysis:

An effective plan necessitates projections of all the inputs of the educational system – students, teachers, administrators, school buildings and classrooms, equipment and financial requirements. Projections have to be made of the future nature and size of the

demographic composition of population for a period of fifteen to twenty years. There are two commonly employed procedures available for scientific projections:

1. The enrolment ratio method which is based on the projection of past and present ratios of school enrolment or school attendance into the future. It requires estimates of population by age and sex regarding school enrolment and/or attendance data.
2. The grade cohort method which is also known as cohort survival method. This method also makes use of the past and current enrolment data by grade for every school level and for approximately seven-year and ten-year data for primary and secondary levels respectively.

4. Costing Educational Plans:

Education is an activity wherein the institution and the society bear part of the cost and the learner bears part of the cost. In order to improve the formulation and implementation of educational plans, it is necessary to understand the methods of costing education and the problems associated with it. The unit costs of different types of educational facilities need to be computed. These costs are to be studied in terms of the availability of present and future financial resources. It should be ensured at this stage that the real cost of education is not too high so as to be inconsistent with the attainment of the overall plan objectives.

5. Decision, Implementation and Evaluation:

A five year plan needs to be broken up into annual plans. Each annual plan is scrutinized, discussed and criticized in relation to a review of previous year's strengths, weaknesses and achievements. At this stage, the necessary conditions for effective implementation of the programme need to be created. Thereafter, the actual operations take place. At the end of the plan, evaluation is done in terms of the extent to which the objectives of the plan have been accomplished in an effective and efficient manner.

Concept of Students' Services

Students' services are programmes and activities designed, organized and implemented for the comfort and convenience of students in education institutions. These services include;

1. **Guidance and Counseling Services:** Guidance and counseling services is an essential educational support services without which the aim of education cannot fully be realized, it complements the pedagogic process. Guidance and counseling is a process of helping people by assisting them in making decisions and changing behaviour
2. **Health care Services:** School health service is that part of the comprehensive school health programme provided by physicians, nurse, dentist, health educators, other health personnel, social workers, teachers and others to appraise, protect and promote the health of students and the school personnel (Oghenewogaga & Margaret, 2014)
3. **Security Services:** School security services encompass all measures taken to combat threats to staff and students and property in education environment. One

term connected to school security is school safety, which is defined as the sheltering of students from violence and bullying, as well as exposure to harmful elements such as drugs and gangs activity (Safe Supportive Learning, 2018)

4. **Library Services:** School library services involves the provision and utilization of instructional materials such as textbooks, audio visual materials, magazines, newspapers, journals and reference materials. Library services gives support to the school curriculum by providing up-to- date information to keep teachers and students abreast of new development
5. **Recreational Services:** Recreational services are activities designed to help in overall development of students physically, mentally and emotionally. It does not only help to gather knowledge but also promotes.
6. **Hostel Services:** This involves the provision and utilization of accommodation for students within the school premises. Such accommodation are largely equipped with all the necessary facilities that make students comfortable while in the school.
7. **Transport Service:** This involves the provision and utilization of buses and cars that convey students from one part of the school to another. Most often such services are much cheaper than the ones provided by commercial operators outside the school.

These services if provided and properly managed in schools would have influence on teaching and learning. Absence or inadequate provision and management of students' services result to students' dissatisfaction, reduced motivation, anxiety and boredom, thereby affecting their academic performance negatively. The perceived influence of educational planning on the provision and utilization of students' services is directly linked to quality of teaching and learning in school.

Importance of Students' services

Student services are seen as key components of many academic systems. Student support and services contribute to the quality of their learning experience and their academic success. Without effective student services, students that do not have an academic, emotional and social connection with the institution at cultural level are more likely to give up their studies.

According to UNESCO (2009) the following are among the importance of students services

1. To prepare students for active participation in society
2. Evaluates the social experiences of students in order to improve programmes efficiency
3. Supports and contributes to the creation of ethnic and cultural diversity
4. Help students to explore and clarify their values
5. Encourages the development of relationships of friendship and a sense of belonging to a campus
6. Creates opportunities to expand the cultural and aesthetic horizons of students
7. It teaches students how to solve personal and group conflicts

8. Provides special programs and services for students who have learning difficulties
9. Contributes to the understanding and appreciation of ethnic differences, racial or otherwise
10. Creates opportunities for leadership development
11. Establishes programs that encourage a healthy lifestyle and reduces misbehaviour
12. Provides opportunities for recreation and leisure

Provision of Students' Services

Jumare (2016) opined that students' services are referred to the provision of materials that could aid, assist and ease teaching and learning activities within or outside the school. Students' services are very vital because they serve as a lubricant for school goal attainment. Students' services therefore, can be defined as all the non-academic services rendered to the students at the school setting outside the formal classroom instructions. Cecilia and Nkoyo (2018) posited that students' services enable government and school administrators to take inventory of students for the purpose of providing facilities and staff to the institution. Educational services facilitate the implementation of educational policy like attainment of policy goals and the promotion of effectiveness of the educational system (FRN 2004).

The provision of library services is therefore crucial and indispensable to both the primary and secondary education system. Libraries are established to advance the course of education. Library objectives are interwoven with that of education – they both aim at producing intellectually developed and complete individuals in the society. Thus, libraries exist to promote and complement education. Because of the importance of library, it was described by Moruf (2015) as the heart of the school system, the school learning resources centre and the laboratory of laboratories. Others are counseling, internet, e-mail, e-portal and digital laboratory services.

Utilization of Students' Services

Students' services are crucial in management of discipline in schools (Kimotho, Njoka, and Gitumu, 2017). Implementing of counseling programmes for example in schools plays an important role in shaping students' behavior and discipline. Without the exercise of discipline, schools cannot work well. Students in schools need to be fully guided regarding discipline and attitudes that lead to success in life. According to Eyo, Joshua, and Esuong (2012), it is believed that the success of any programme in school lies on the students' attitude towards it. The way students respond and perceive students' services will, to a great extent, determine whether or not such services are needed or will be effectively utilized in schools

Influence of Education Planning on the Provision of Students' Services in Secondary Schools

Planning is the formal process of making decisions for the future of individuals and organizations. Planning involves dealing on aims and objectives, selecting the correct

strategies and programme to achieve the aims, determining and allocating the resources required and ensuring that plans are communicated to all concerned. The provision of student guidance and counseling services impart skills and learning opportunities in students in a proactive and preventive manner which ensures that all students can achieve school success through academic, career and personal/social development (American School Counselors Association in Comfort, 2013).

It is through effective educational planning that programmes, activities and services are designed to bring comfort and convenience to the students. For instance, Library services are provided by school librarian who is professional skilled with the obligation to deal realistically but humanely with each student by providing learning resources and to design learning experience which will be compatible with the needs, interests and abilities, goals, concerns and learning styles of each student (Moruf, 2015). The provision and management of safety and security is paramount to effective administration of schools. It is an issue that has attracted a great deal of attention and concern from learners, educators, teachers, parents and public at large. It is therefore imperative to note that the provision of school security requires efficient educational planning without which much may not be achieved. To buttress this assertion, Nwobodo & Maria, (2017) noted that the school is an organization that needs to have planned safety and security rules and regulations to protect its components so that the culture of teaching and learning is enhanced.

Influence of Education Planning on the Utilization of Students' Services in Secondary Schools

While many students need additional help, studies have shown services are underutilized, meaning student services need to foster students' involvement since programs that are not used do not provide any benefit (Ciobanu, 2013). There are many different programmes that have been underutilized in most of our education institutions such as counseling, health care, and transport service among others (Ellis- Bosold & Thornton-Orr, 2013; Hwang et al., 2014; Sherry et al., 2010). Instead of utilizing available services, students may be reaching out to fellow students for help. This may benefit students to some degree, but may not address all of their needs, especially those concerning academics.

Russell in David, Courtney and Weatherford (2020) provided a clue as to the reason that students do not adequately utilize health services offered by the university. In their study of Australian international students, 31.2% who chose not to utilize the service did so because they did not know a service was available to them. Providing more detailed information about location, hours, and services provided will help students understand how to access those services available in the school. Again, this points to the issue of the lack of knowledge of services and how it may contribute to poor usage statistics among students. However, with effective education planning these challenges would have been prevented or put to control.

Counselling services are crucial in management of discipline in schools (Kimotho, Njoka, and Gitumu, 2017). Implementing of counselling programs in schools plays an important

role in shaping students' behavior and discipline. Without the exercise of discipline, schools cannot work well. Students in schools need to be fully guided regarding discipline and attitudes that lead to success in life.

Gallant (2016) carried out a study on high school students' awareness, use, and satisfaction with academic, college preparation, career, and personal, social, or emotional school counselling services in large urban school districts in the United States of America. Results indicated that a high proportion of students reported awareness of school counselling services at their school, and students who reported visiting the school counsellor for specific services were satisfied with services. Findings from the study by Eyasu, Githuthu and Tekeste (2019) indicated that most, (87.5%), of the teacher respondents indicated that students do not take counselling seriously. Students voluntarily seek for counselling services, View counselling as part of school program, Students believe counselling solves their problems. Students also view counselling as system to curb indiscipline. By implication, students have positive view about counselling and students feel shy to seek counselling services

However, some students don't go for counselling voluntarily, because some schools don't have conducive rooms for counselling, no specific counselor and counselling is done by the student affairs teacher rather than a trained counselor (Eyasu, Githuthu & Tekeste, 2019). This assertion is in agreement with Sheey (2016).who carried out a study in Nigeria and found out that students did not care much about counselling services in their schools. The study also clarified the factors that made students lose interest in counselling. The factors were lack of adequate and trained professional counselors, poor incentives, lack of proper offices for counselling and lack of confidentiality.

It is imperative to note that despite the above narration, students' attitude can be changed positively when there is effective education planning that will take cognizance of factors hindering proper utilization of students' services in our institutions

Conclusion

Educational Planning provides the necessary means for relevant stakeholders to respond appropriately to challenges in education and creates the required avenue for the provision and utilization of student services in secondary system of education. Therefore, the timely provision and optimal utilization of students' service becomes a necessity if not compulsory for educational objectives to be achieves at secondary level of our education system in Nigeria.

References

Akpan, C. P (2018). Types of educational planning/reasons for planning education. researchgate, 3/10/2023

- Ciobanu, A. (2013). The role of student services in the improving of student experience in higher education. *Procedia—Social and Behavioral Sciences*, 92, 169–173. <http://doi.org/10.1016/j.sbspro.2013.08.654>
- David W. L, Courtney M & Weatherford, J (2020). Knowledge, use, and perceived value of university student services: international and domestic student perceptions. *Journal of International Students* Volume 10, Issue 3 (2020), pp. 613-628 ISSN: 2162-3104 (Print), 2166-3750 (Online)
- Ellis-Bosold, C., & Thornton-Orr, D. (2013). A needs assessment: A study of perceived need for student health services by Chinese international students. *College Student Journal*, 47(1), 155–168.
- Eyasu, G, Florence Githuthu, F & Tekeste, O (2019) Assessment of utilization of counseling services by students in Keren Subzone Secondary Schools, Anseba Region, Eritrea
- Eyo, M.B.; Joshua, A.M.; and Esuong, A.E. (2012). Attitude of secondary school students towards guidance and counselling services in Cross River State. *Edo Journal of Counselling*, 3(1), (87-99).
- Gallant, D.J. (2016). High school students' perceptions of school counselling services: awareness, use, and satisfaction. *Counselling Outcome Research and Evaluation*, 2(1), (87-100).
- Hawwau, A.M. (2015), Students utilization of secondary school libraries in Akinyele Local Government Area of Oyo State, Nigeria. *Journal of Research & Method in Education*. Vol.5, issue3, pp: 60-66.
- Hwang, B. J., Bennett, R., & Beauchemin, J. (2014). International students' utilization of counseling services. *College Student Journal*, 48(3), 347–354.
- Josiah, S.K. (2015). Pupils' attitude towards guidance and counselling on performance in public schools in Butere Sub County Kenya. *International Journal of Education and Research*, 4(12), (34-41).
- Jumare, A.M. (2016), Introduction to issues in education management in Nigeria. Concepts Design & Prints, Nigeria.
- Kimotho, F.W., Njoka, J.N. & Gitumu, M.W. (2017) Impact of guidance and counselling services on students' discipline: A case of public secondary schools in Eastern Kenya. *Kenya Journal of Educational Planning, Economics & Management*, 11 (1), (35-46).
- Luti-Mallei, R.M. & Komo, D.G. (2016). The influence of categorization of schools on the discipline of boys and girls in Public secondary schools in Machakos Sub-County, Kenya. *European Journal of Education Studies*, 2(8), (74-83).
- Oghenewogaga, L.D. & Margaret, O. (2014), Availability and application of school health services in selected primary and secondary schools in Ovia Local Government Area of Edo State, Nigeria. *Internal Journal of Social Science and Education*. Vol.4, issue 2, pp:420-428.