

031306T4PSY

COUNSELLING PSYCHOLOGY LEVEL 5

PSY/OS/CO/CR/04/5

Perform Administrative Duties

July/August 2023



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have **ONE** hour to perform all the tasks.
2. You are required to carry out the following practical tasks:
 - TASK 1: Prepare to Perform Administrative Duties
 - TASK 2: Perform Administrative Duties.
 - TASK 3: Evaluate Administrative Duties
 - TASK 4: Terminate Administrative Duties
3. You are provided with the following resources for the tasks:
 - Well ventilated room
 - Similar chairs
 - Bottles of drinking water
 - Waste Bin
 - Soft Tissues
 - Stationery i.e. Biro and notebook

- Interview Tools i.e. Interview checklist, advertisement used for accountant position, job description
- Wall clock
- Interviewee