

**031305T4PSY**

**COUNSELLING PSYCHOLOGY LEVEL 5 PSY/OS/CO/CR/04/5**

**Perform Administrative Duties for Counselling Service**

**Nov/Dec 2024**



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

**PRACTICAL ASSESSMENT**

**INSTRUCTIONS TO CANDIDATES**

1. You have **ONE HOUR** to answer all questions.
2. You are required to carry out the following practical tasks:
  - a) Prepare to Perform Administrative duties
  - b) Perform Administrative duties for Counselling Services
  - c) Evaluate Performance of Administrative duties for Counselling Services

**You are provided with the following resources:**

- 3 similar chairs
- 2 Bottled drinking Water
- Soft Tissues/serviettes
- Stationery i.e. biros. Note book
- Waste bin
- Interview checklist
- Job description