



AMREF INTERNATIONAL TRAINING CENTER

Qualification : Counselling Psychology Level 6
Unit Code : PSY/CU/CO/CR/13/6
Unit of Competency : Management of Counselling Services
Semester : May-August, 2026

DATE: 10TH AUGUST 2026

Time: 2 HOURS START: 9AM FINISH: 11 AM

CANDIDATE WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have **THREE** hours to answer all the questions.
2. Marks for each question are indicated in the brackets.
3. The paper consists of **TWO** sections: A and B.
4. Do not write on the question paper.
5. A separate answer booklet will be provided.

*This paper consists of **THREE (3)** printed pages*

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SECTION A: (40 MARKS)

Answer all questions in this section

1. Define what “procurement of supplies” is in preparation to manage counselling services. (2 Marks)
2. Define what “work-plan” is in preparation to manage counselling services. (2 Marks)
3. State **four** (4) steps of a pragmatic approach to development of a work-plan and budget in preparation to management of counselling services. (4 Marks)
4. Name four (4) importance of planning and making budgets. (4 Marks)
5. Outline four (4) content of a resource mobilization strategy. (4 Marks)
6. Highlight the **four** (4) fundamental principles of ethics in counselling services. (4 Marks)
7. Outline **five** (5) leadership style in management of counselling services. (5 Marks)
8. State **five** (5) important information contained in periodic reports. (5 Marks)
9. Name **five** (5) basic steps of evaluation process. (5 Marks)
10. Highlight **five** (5) occupational safety and health in environmental literacy. (5 Marks)

SECTION B (60 MARKS)

Answer only three questions

11. a. Explain **five (5)** ethical and legal standards in managing the confidentiality of supervision documents. (10 Marks)
- b. Describe **five (5)** roles of day-to-day operations in management of counselling services (10 Marks)
12. a. Explain **seven (7)** purposes of evaluation in management of counselling services. (14 Marks)
- b. Identify **three (3)** factors that influence communication in counselling services. (6Marks)
13. In evaluate management of counselling services there is enforcement of periodic reports.
- a. Define what “periodic reports” is. (2 Marks)
- b. Discuss **six (6)** steps of procurement process in management of counselling services. (12 Marks)
- c. Identify **three (3)** types of management reports (6 Marks)
14. In management of counselling services there is referral of clients as an important activity.
- a. Define what “client referral” is in management of counselling services. (2 Marks)
- b. Describe **five (5)** situations in which a referral can be made. (10 Marks)
- c. Explain any **four (4)** roles documents play in professionals' work (8 Marks)