

**031305T4PSY**

**Counseling Psychology Level 5**

**PSY/OS/CO/CR/04/5/A**

**Perform Administrative Duties for Counseling Services**

**July /August 2023 series**



**TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION  
COUNCIL**

**INSTRUCTIONS TO THE ASSESSOR**

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips and photos at critical points.
3. Ensure the candidate has a name tag and registration code at the back and front.



<ul style="list-style-type: none"> <li>• Assessment tests</li> <li>• Work samples or portfolios</li> <li>• Behavioral assessments</li> <li>• Presentation or case study exercises</li> </ul> <p><i>(Award 2 marks for any 4 identified forms)</i></p>			
<b>Sub-Total Task 1</b>	<b>11</b>		
<b>TASK 2: Provided Perform Administrative Duties for Counseling Services</b>			
<p>4. Obtained client's bio-data according to counselling standards</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Contacts</li> <li>• Physical address</li> <li>• Education background</li> </ul> <p><i>(Award 2 Marks if data is obtained or 0 if not obtained)</i></p>	2		
<p>5. Provided Administrative duties according to counselling standards: Demonstrated interviewing techniques:</p> <ul style="list-style-type: none"> <li>• Explained the interview process</li> <li>• Organizational Skills <ul style="list-style-type: none"> <li>✓ Managed time effectively</li> </ul> </li> <li>• Communication <ul style="list-style-type: none"> <li>✓ Had great communication skills</li> </ul> </li> <li>• Record-Keeping and Documentation <ul style="list-style-type: none"> <li>✓ Filed documents</li> </ul> </li> <li>• Attention to Detail. <ul style="list-style-type: none"> <li>✓ Paid attention to details</li> </ul> </li> <li>• Confidentiality and Discretion <ul style="list-style-type: none"> <li>✓ Handled sensitive and confidential information.</li> </ul> </li> <li>• Listened actively</li> </ul> <p><i>(Award 3 marks each for any 5 techniques used)</i></p>	15		
<b>Sub-Total Task 2</b>	<b>17</b>		
<b>TASK 3: Evaluated Administrative Duties for Counseling Services</b>			
<p>6. Evaluated Administrative duties according to counselling standards.</p> <ul style="list-style-type: none"> <li>• The candidate demonstrated :</li> </ul>			

<p>high competence on knowledge, skills, experience based on:</p> <ul style="list-style-type: none"> <li>✓ Gave the interviewee a chance to ask questions</li> <li>✓ Gave correct responses to the questions</li> </ul> <p><i>(Award 2 marks for each item)</i></p> <p>Evaluated by the Assessor;</p> <p>Ask the candidate;</p> <ul style="list-style-type: none"> <li>• Areas of strength</li> <li>• Areas that need improvement</li> </ul> <p><i>(Award 2 marks for each one strength and one area of improvement given)</i></p>	2		
	2		
	2		
	2		
<b>Sub-Total Task 3</b>	<b>8</b>		
<b>TASK 4: Concluded Administrative Duties for Counseling Services</b>			
<p>7. Concluded Administrative duties according to counselling standards</p> <ul style="list-style-type: none"> <li>• Concluded gradually</li> <li>• Prepared reports and shared according to organizational procedures</li> </ul> <p><i>(Award 2 marks for each item)</i></p>	2		
	2		
<b>Sub-Total Task 4</b>	<b>4</b>		
<b>TOTAL MARKS</b>	<b>40</b>		
<b>ASSESSMENT OUTCOMES</b>			
<p>The candidate was found to be:</p> <p style="text-align: center;">Competent <input type="checkbox"/>      Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50% or higher)</i></p>			
<b>Feedback from candidate:</b>			
<b>Feedback to candidate:</b>			

Candidate's signature:	Date:	
Assessor's signature:	Date:	