

031306T4PSY

COUNSELING PSYCHOLOGY LEVEL 6

PSY/OS/CO/CR/13/6

Manage Counselling Services

Nov/Dec 2024



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

PRACTICAL ASSESSMENT

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATE:

1. In this practical assessment, you are required to perform the following tasks in a simulated environment;
 - a) Prepare and provide induction on the following to an intern joining your organization;
 - i. Workplace orientation
 - ii. Orientation on various types of counselling services
 - iii. Obtaining Client's bio-data
 - iv. Overseeing of day-to-day operations of counselling services
 - v. counselling services policies
 - vi. management of counselling services resources
 - vii. Evaluate management of counseling services
 - viii. Preparation and sharing of periodic reports with recommendations

b) Terminate the induction process

2. You have been provided with the following resources for the practical tasks:

S/N	Items	Description	Quantity
1.	Table		1
2.	Dust bin		1
3.	Water	500ml	2 bottles
4.	Chairs/seats	Same size, shape, color	2
5.	Safe room	Quite clean Well-ventilated with curtains	
6.	Wall Clock		1
7.	Writing materials & pens		2
8.	Forms	Counselling and assessment tools: <ul style="list-style-type: none"> • Intake, • informed consent, Monitoring and evaluation tools: <ul style="list-style-type: none"> • Mileage claims • Payment forms • registers of attendance • Cashbook 	
9.	Serviettes		1
10.	Intern		1

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