

## Assessment Readiness Self- Evaluation Checklist

Before your assessment, go through the checklist and ensure that you are able to tick 'YES' for at least 60% (34/54) of the assessment criteria.

*Are you able to meet these assessment criteria?*

Key Learning Objectives	Assessment Criteria	Yes	No
Perform Career Advisory Services and Apply Code of Ethics and Standards of Practices	Able to explain the roles of a career practitioner in relation to the organisation structure		
	Able to differentiate the roles of a career advisor, a career coach and a career counsellor.		
	Able to identify relevant ethical guidelines to be used in the helping process		
	Able to describe relevant parts of the professional code of ethics to be used in the helping process		
	Able to use the Singapore Employment Act, government policies and programmes to help clients in career planning		
	Able to apply relevant parts of the professional code of ethics in the helping process to assess breach of professional code of ethics		
	Able to explain how career development services in Singapore has evolved		
	Able to explain student and adult career development issues in Singapore		
	Able to explain the changing employment landscape and its impact on individuals		
Apply Helping Process in Career Development, Apply Career Development Theories & Principles and Apply Career Development Instruments & Tools to Facilitate Clients' Exploration of Education, Employment & Career Opportunities	Able to guide a client to his training options in the local training landscape		
	Able to apply communication and interpersonal skills to build rapport and establish a working alliance		
	Able to address the impact of and provide help with the management of job loss through the helping process		
	Able to apply basic counselling techniques to provide emotional support to clients		
	Able to apply case management skills to track intervention in accordance with organisational procedures		
	Able to encourage ownership and continuous efforts to keep career and skills portfolio relevant		
	Able to describe the concepts and propositions of key career development theories and apply them to assist clients in their education and career decision-making and other career issues		
	Able to explain the benefits and limitations of career development theories		
	Able to evaluate the differences in key career development theories and theoretical models from an Asian perspective		
Able to facilitate personal reflection on one's Values, Career Interests, Personality, Skills (VIPS)			

Key Learning Objectives	Assessment Criteria	Yes	No
	Able to apply career development focus, resources and tools in the pre-employment (e.g. school), in-employment and out of employment contexts		
	Able to explain the steps in the career assessment process using tools		
	Able to explain the technical requirements when using on-line career assessment tools		
	Able to explain common mistakes when using career assessment tools		
	Able to evaluate the selection of different career assessment tools in the context of diverse groups		
	Able to use career tools, including career profiling tools, and resources in local online portals to help clients increase their job opportunities, employability and retention, and to enhance progress in their careers		
Apply Problem-Solving & Decision-Making Skills in Career Coaching Process and Conduct Group Facilitation Activities to Deliver Career Services and Initiatives	Able to facilitate basic career and training advisory sessions in individual, workshop or group settings		
	Able to identify the similarities and differences in training and facilitation, and situations that are appropriate for each approach, and the qualities and responsibilities of a good facilitator and trainer		
	Able to identify uses of groups and the various types of group facilitation e.g. single facilitator, co-leadership, etc. in delivering career services		
	Able to describe the benefits of using groups to assist clients		
	Able to apply different delivery modes e.g. use of social media or webinars for group facilitation		
	Able to apply a range of group facilitation techniques to work with clients of varying career needs		
	Able to manage difficult situations in groups		
	Able to plan and conduct training sessions e.g. resume writing, interview skills		
	Able to apply adult learning principles during training		
	Able to recognise the success factors for effective job search		
	Able to assist with a variety of job search strategies including the use of social media platforms such as LinkedIn		
	Able to analyse job descriptions and functions to enhance job matching		
	Able to impart competencies on resume writing, interview, and networking		
	Able to work with clients in the development and implementation of an action plan		
Develop Labour Market Information & Career Development Resources for Delivery of Career Services and Educate	Able to explain the importance of statistical data and labour market information for career practitioners		
	Able to define scope and sources of labour market information and its relevance for education and career development		

Key Learning Objectives	Assessment Criteria	Yes	No
Clients to Interpret Labour Market Information & Adapt Career Development Resources for Exploration of Employment & Career Opportunities	Able to describe the relationships between global and local policies and trends, and their impact on Singapore's labour market		
	Able to cite reliable international and national sources of labour market information, including MOM, WSG, SSG, MOE, and MTI DOS (SSIC, SSOC)		
	Able to collate, interpret, present and guide clients on relevant labour market trends and data to facilitate client's education and career development (for example, types of employment, industry trends, changes in nature of job and workforce profile, jobs-in-demand, top-10 growth industries, top-10 growth occupations, top-10 skills-in-demand)		
	Able to extract insights from the published Industry Transformation Maps and assess its impact on career services (for example, job re-design initiatives, technological advances, and future skills)		
	Able to collate, present and guide clients on the local training landscape, including various training options, and career prospects		
Adapt Career Resources to Respond to the Needs of Diverse Groups	Able to identify the characteristics of and adapt career conversations and interventions to diverse groups		
	Able to identify appropriate channels and touch points across the full spectrum of career services available in Singapore to address specific career needs of diverse groups		
Develop Career Development Services & Initiatives and Market & Promote Career Development Services & Initiatives	Able to create and adapt career services and programmes to the diverse groups in various education and work contexts		
	Able to describe the process of the development of career services and programmes and its challenges		
	Able to develop strategies to increase career awareness amongst diverse groups		
	Able to describe the process of the implementation of career services and programmes		
	Able to develop a marketing plan to promote career services and programmes including a marketing strategy, budget, distribution channels, promotion campaigns, etc.		
	Able to customise marketing and promotional efforts for diverse groups		
<b>Total</b>		54	54

*Have you met the target of 34 'Yes'?*