

FORMS FOR SUBMISSION (ASSESSMENT ONLY PATHWAY)

ANNEX B-1 – ASSESSMENT READINESS SELF- EVALUATION CHECKLIST

Go through the checklist and ensure that you are able to tick 'YES' for at least 60% (16 questions out of total 26 questions) of the assessment criteria.

Are you able to meet these assessment criteria?

Key Learning Objectives	Assessment Criteria	Yes	No
Perform Career Advisory Services	Able to differentiate the roles of a career advisor, a career coach and a career counsellor		
	Able to explain the roles as a career advisor and when to refer a client to a trained career coach		
	Able to provide a brief description of current job role and functions relating to career advisory services in the organisation		
	Able to explain how career development services will benefit the current employment landscape in Singapore		
	Able to explain how the evolution of career development can impact the current employment landscape for your industry you work in		
	Able to describe a youth career issue and explain why it is important for students to plan their careers early		
	Able to describe an adult career issue and explain how understanding the career issue will help career advisors better serve their clients		
	Able to explain the gig economy and what are some of the activities that happen within		
	Able to guide a client to his training options in the local training landscape		
Apply Helping Process in Career Development	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 6-step Helping Process Model		
	Able to encourage ownership and continuous efforts to keep career and skills portfolio relevant		

Key Learning Objectives	Assessment Criteria	Yes	No
	Able to facilitate personal reflection on one's Values, Career Interests, Personality and Skills (VIPS)		
	Able to explain how to use career profiling tools and resources in local online portals		
Apply problem-solving and decision-making skills in education and career advisory process	Able to facilitate basic career and training advisory sessions in individual settings		
	Able to explain the success factors for effective job search		
	Able assist client with a variety of job search strategies		
	Able to explain how to analyse job descriptions and functions to enhance job matching		
	Able to explain how to showcase one's competencies in a resume, interview, or during networking		
	Able to explain how to develop and implement a client's action plan		
Adapt Career Resources to Respond to the Needs of Diverse Groups	Able to describe a diverse client group (and their characteristics) that may require special attention for career development in Singapore		
	Able to explain how to adapt conversations with diverse group		
	Able to identify 2 career services channels and/or touch points available in Singapore to address the needs of diverse client group		
	Able to explain how to use 2 career services channels and/or touch points to help the diverse client group		
Market & Promote Career Development Services & Initiatives	Able to describe two ways to increase career awareness of the diverse client group		
	Able to explain two ways to promote and market your career services to the diverse client group		
Total		26	26