

031306T4PSY

COUNSELLING PSYCHOLOGY LEVEL 6

PSY/OS/CO/CR/08/6

Provide Addiction Counselling

March/April 2025



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

PRACT

MENT

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

OBSERVATION CHECKLIST

Candidate's name			
Assessor's name & Reg. code			
Unit(s) of Competency	Provide Addiction Counselling		
Venue of Assessment			
Date of assessment			
<i>(Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for each item of evaluation. Give a brief comment where necessary)</i>			
Items to be evaluated:	Marks allocated	Marks obtained	Comments
TASK 1: PREPARE TO PROVIDE ADDICTION COUNSELLING			
1. Prepared the counselling venue according to counselling standards ✓ A venue that is conducive for counselling (ventilated and quiet) ✓ 3 similar chairs (at least 2 feet apart) ✓ 1 small table <i>(Award 2 marks for an appropriately arranged counselling room or 0 if not arranged)</i> Identified other elements needed in venue preparation ✓ A box of soft tissue or serviettes ✓ Availability of drinking water ✓ Wall clock ✓ Waste paper basket <i>(Award 1 Mark for at least 3 items identified or 0 if not identified)</i>	1		
2. Oriented the client to counselling services according to counselling standards ✓ Greeted the client appropriately ✓ Showed the client where to sit			

✓ Invited the client to self-introduce ✓ Portrayed appropriate body language <i>(Award 1 mark each for any 3 performed tasks or 0 if not performed)</i>	3		
3. Identified counselling tools according to counselling standards. • Identified relevant screening tools ✓ CAGE Questionnaire (Cut down, Annoyed, Guilty, Eye-opener) ✓ AUDIT (Alcohol Use Disorders Identification Test) ✓ ASSIST (Alcohol, Smoking, and Substance Involvement Screening Test) ✓ ASI (Addiction Severity Index) <i>(Award 1 mark for any 2 identified forms or 0 if not identified)</i> • Identified relevant assessment tools: ✓ Clinical Interviews. ✓ Personality tests ✓ Brief Trauma Questionnaire (BTQ) ✓ Anxiety inventories ✓ Depression inventories ✓ Suicide tests <i>(Award 2 marks for any 2 identified tools or 0 if not identified)</i> • Identified relevant forms: ✓ Intake forms ✓ Consent forms ✓ Referral forms	1 2 1		

(Award 1 mark for any 2 identified forms or 0 if not identified)			
4. Negotiated the counselling contract: The candidate explained to the client: • The counselling process • Counsellor's and Client's rights and responsibilities • Confidentiality and its limitations • Length of the session • The fees and mode of payment • Cancellation policy • Referral process • Risks of counselling (Award 1 mark each for any 4 tasks conducted or 0 not conducted)	4		
Sub-Total Task 1			
TASK 2. PROVIDE ADDICTION COUNSELLI			
5. Obtained client's bio-data according to counselling standards ✓ Full names ✓ Age ✓ Gender ✓ Level of Education ✓ Marital Status ✓ No. of children ✓ Residence ✓ Sex Orientation ✓ Birth order ✓ Occupation ✓ Religion			

✓ Personal Contact/Physical address ✓ Contact of next of kin ✓ Family history ✓ Medical history ✓ Psychiatric history <i>(Award 2 marks for any 8 items obtained or 0 if not obtained)</i>	2		
6. Provided Counselling according to presenting issues, and assessment outcomes according to counselling standards: • Identified 2 presenting issues: ✓ Alcohol and tobacco abuse. ✓ Engagement in inappropriate or risky sexual relationships. ✓ Violence when intoxicated. ✓ Dealing with the news on the termin illness ✓ Worry about the impact of her behaviour on her relationship with her sister etc. <i>(Award 1 mark each for any 2 identified or 0 if not identified)</i> • Identified 2 underlying issues: ✓ Possible unresolved family dynamics (strict upbringing by disciplinarian parents). ✓ Low self-esteem or self-worth related to her choices. ✓ Difficulty managing stress or emotional regulation etc. <i>(Award 1 mark each for any 2 identified or 0 if not identified)</i>	2		

• Application of basic counselling skills Asked relevant questions ➤ Open-ended ➤ Probing ➤ Reflection ➤ Scaling questions ➤ Exception <i>(Award 2 marks each for any 3 questions asked or 0 if not asked)</i>	6		
• Developed counselling goals <i>(Assessor to ask the candidate)</i> The client's goals: ✓ Harm reduction ✓ Abstinence The counsellor's goals: ✓ Refer client for treatment for substance and cancer ✓ Refer client to a support group (e.g. Alcohol Anonymous) <i>(Award 1 mark each for any goal identified or 0 if not identified)</i>	1 1		
• Used relevant counselling skills <i>(Assessor to observe)</i> ✓ SOLER ✓ Empathy ✓ Open-ended questioning ✓ Summarizing ✓ Active listening ✓ Minimal prompts ✓ Paraphrasing ✓ Unconditional positive regard	6		

(Award 2 marks each for any 3 skills used or 0 if not used) - Applied relevant counselling theories (assessor to ask the candidate) ✓ Cognitive Behavioural Therapy ✓ Psychodynamic Theory ✓ Motivational Interviewing ✓ Solution Focused (Award 2 marks each for any 2 theories applied or 0 if not applied) - Applied relevant techniques ✓ Cognitive restructuring ✓ Relaxation and stress reduction techniques. ✓ Contingency management ✓ FRAMES (Feedback, Responsibility, Advice, Menu, Empathy, Self-efficacy) ✓ Roll with resistance ✓ Medication ✓ developing discrepancy ✓ supporting self-efficacy (Award 2 marks each for any 3 techniques applied or 0 if not applied)	4		
	6		
Sub-Total Task 2	30		
TASK 3: Evaluated Addiction Counselling according to counselling standards			
7. Evaluated counselling according to counselling standards. - The client gave the following feedback: ✓ The counsellor built a working relationship ✓ The counsellor attended to them ✓ The client felt supported, helped	1		
	1		
	1		

✓ The client was willing to come back (Award 1 mark for each item evaluated or 0 if not evaluated) Evaluated by the Assessor; Ask the candidate: • Areas of strength ✓ Rapport building ✓ Use of basic counselling skills (Award 2 marks for one strength given or 0 if not given) • Areas that need improvement (Award 2 marks for one area of improvement given or 0 if not given)	1		
	2		
	2		
Sub-Total Task 3			
TASK 4: Terminated Addiction Counselling			
8. Terminated session according to the counselling standards: • Terminated the session gradually • Summarized key issues presented • Conducted appropriate referral (for referral, a referral form MUST be presented) • Booked next appointment based on the case (Award 2 marks for each item applied or 0 if not applied)	2		
	2		
	2		
	2		
Sub-Total Task 4	8		
GRAND TOTAL	60		
ASSESSMENT OUTCOMES			
The candidate was found to be: Competent ☐ Not yet competent ☐			

(Please tick as appropriate) (The candidate is competent if s/he gets 50% or higher)	
Feedback from the candidate:	
Feedback to the candidate:	
Candidate's signature:	Date
Assessor's signature:	Date