

031306T4PSY

COUNSELLING PSYCHOLOGY LEVEL 6

PSY/OS/CO/CR/08/6

Provide Addiction Counselling

July/August 2025



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

PRACTICE ASSESSMENT

INSTRUCTIONS TO THE ASSESSOR

1. You Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name			
Candidate's Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency	Provide Addiction Counselling		
Venue of Assessment			
Date of assessment			
Items to be Evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks allocated	Marks obtained	Comments
TASK 1: PREPARE TO PROVIDE ADDICTION COUNSELLING			
1. Prepared the counselling venue according to counselling standards • 3 Similar chairs arranged correctly (2 feet apart) with a small-sized table (Award 2 marks for an appropriately arranged counselling room or 0 if not appropriately arranged) • Correctly placed other items required in venue preparation ✓ A box of tissues/serviettes ✓ Water ✓ First Aid box ✓ Wall clock ✓ Wastepaper basket. (Award 1 mark each for any 3 items identified or 0 if not identified)	2		
2. Oriented the client to addiction counselling according to counselling standards. • Greeted the client appropriately. • Allowed the client to choose where to sit. • Invited the client to self-introduce. • Portrayed appropriate body language. • Used appropriate tone of voice. (Award 1 mark each for any 3 performed tasks or 0 if not)	3		
3. Identified relevant assessment tools and counselling forms: Counselling Forms; • Intake form	2		

• Consent form • Referral form <i>(Award 2 marks if any 2 counselling forms were correctly identified and filled or 0 If not correctly identified and filled)</i> Assessment tools: • Beck's Depression Inventory (BDI) • Beck Anxiety Inventory (BAI) • AUDIT (Alcohol Use Disorders Identification Test) <i>(Award 1 mark if any tools above were identified)</i>	1		
4. Negotiated addiction counselling contract: The candidate explained to the client: • The addiction counselling process • Counsellor's and Client's rights and responsibilities • Confidentiality and its limitations <i>(Award 3 marks if all above aspects of contracting were mentioned or 0 if only some were mentioned)</i> • Length of the session • The fees and mode of payment • Cancellation policy • Risks of counselling • Referral process <i>(Award 1 mark each for any of the 3 aspects above is mentioned or 0 if one or none were mentioned)</i>	3	3	
Sub-Total 1	15		
TASK 2: PROVIDE ADDICTION COUNSELLING			
5. Obtained client's bio-data according to counselling standards • Name • Age • Gender • Birth order. • Occupation	2		

• Contacts • Physical address • No. of children • Education background • Family background • Medical history <i>(Award 2 marks if data was obtained or 0 if not obtained)</i>			
6. Provided addiction counselling according to presenting issues, assessment outcomes and counselling standards: Identified 2 presenting issues: ✓ Ongoing alcohol use ✓ History of binge drinking ✓ Escalation of drinking in the past two years ✓ Interference with work performance ✓ Absenteeism ✓ Workplace altercation while intoxicated ✓ Concern from ex-wife about drinking around child ✓ Dependence on alcohol for emotion relief <i>(Award 1 mark each for any 2 identified issues)</i> Identified 2 underlying issues: ✓ Divorce ✓ Job-related stress ✓ Possible depression ✓ Possible anxiety ✓ Lack of healthy coping mechanisms ✓ Social isolation ✓ Emotional dependence on alcohol <i>(Award 1 mark each for any 2 identified issues)</i> • Asked relevant questions • Open-ended • Probing <i>(Award 2 marks each for any 1 question asked)</i> • Developed counselling goals based on one of the identified presenting	2		
	2		

issues (<i>Assessor to ask the candidate</i>) • 1 client's goal • 1 counsellor's goal (Award 1 mark each for any goal identified and 0 if none was identified)	2		
• Used relevant counselling skills (<i>Assessor to observe</i>) • SOLER • Active listening • Minimal prompts • Paraphrasing • Questioning • Summarizing (Award 2 marks each for any 3 skills used)	6		
START • Used counselling theories (<i>assessor to ask the candidate the theory applied, how the candidate applied the theory and the objective of the theory based on the client's issue</i>) Applied relevant counselling theories based on the presenting issue: • Cognitive behavioural theory • Motivational interviewing • Trauma-Focused Cognitive Behavioural Therapy (TF-CBT) • Solution-Focused Therapy • Person-Centered Therapy (Award 2 marks each for any 2 theories applied or 0 if not applied)	4		
OR Appropriately administered any of the following tools (and provided an explanation for the use): • Beck's Depression Inventory (BDI) • Beck Anxiety Inventory (BAI) • AUDIT (Alcohol Use Disorders Identification Test) (Award 1 mark for any tool administered appropriately or none if not)			
END Applied relevant techniques, e.g. • Empathy	6		

- Genuineness - Unconditional Positive Regard (UPR) - Cognitive restructuring - Assigning Homework Tasks - Systematic desensitization - Positive reinforcement - Assertive training <i>(Award 2 marks each for any 3 techniques applied or 0 if not applied)</i>			
Sub-Total 2	26		
TASK 3: EVALUATE ADDICTION COUNSELLING			
7. Evaluated addiction 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 and helped <i>(Award 1 mark for each feedback given or 0 if not given)</i> Evaluated by the Assessor. Ask the candidate; 2 Areas of strength <i>(Award 1 mark for each strength given or 0 if not given)</i> 2 Areas that need improvement <i>(Award 1 mark for each area of improvement given or 0 if not given)</i>	1 1 1 2 2		
Sub-Total 3	7		
TASK 4: TERMINATE ADDICTION COUNSELLING			
8. Terminated addiction counselling session according to counselling standards. - Terminated gradually - Highlighted key issues	2 2 2		

Conducted appropriate referral / Booked the client for the next session based on the case. <i>(If referral is done, a filled referral form MUST be presented)</i> <i>(Award 2 marks for each item performed or 0 if not performed)</i>			
Sub-Total 4	6		
TOTAL MARKS	54		

ASSESMENT OUTCOMES	
The candidate was found to be: Competent ☐ Not yet competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>	
Feedback from candidate:	
Feedback to candidate:	
Candidate Signature	Date:
_____	_____
Assessor's Signature	Date
_____	_____