

OB092205T4CPR

CHILD PROTECTION OFFICER LEVEL 5

SW/OS/CP/CR/04/5

Carry Out Case Management

July/August 2025



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

PRACTICAL ASSESSMENT

OBSERV ECKLIST

INSTRUCTIONS TO ASSESSOR

1. 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

This paper consists of FIVE (5) printed pages

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
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 Available	Marks Obtained	Comments
TASK 1: Conducted initial assessment			
1. Introduction • Welcomed the clients • Self-introduced <i>(Award marks as guided in the grid=2Marks)</i>	1 1		
2. Background information • Age • Gender • Education <i>(Award 1mark for each correct response 1x3=3Marks)</i>	1 1 1		
3. Established a rapport with the clients • Common ground • Active listening e.g. nodding, summarizing, repeating back what they said in your own words being empathetic • Being professional <i>(Award marks as guided in the grid=9Marks)</i>	2 5 2		
4. Explained the case management process: • Identify and intake • Assessment • Case planning • Implementation • Monitor and review • Closure <i>(Award 1 Mark for correctresponse1x6=6Marks)</i>	1 1 1 1 1 1		
5. Ensured confidentiality			

• Got informed consent • Built trust before asking sensitive questions • Kept records secured • Respected the client's dignity <i>(Award 1 mark for each correct response 1x4=4 Marks)</i>	1 1 1 1		
Sub-Total 1	24		
TASK 2: Gathered relevant information			
1. Used structured tools through Following a Case Management assessment tool. • Questionnaires • Observation <i>(Award 1 mark for each correct structure 1x2=2Marks)</i>	 1 1		
2. Recorded information • Took notes during the session • Asked questions <i>(Award 1 mark for each correct recorded information 1x2=2Marks)</i>	 1 1		
Sub-Total 2	4		
TASK 3 :Developed and Implement case plan			
1. Drafted a case plan through developed Specific goals e.g. • Improved emotional health • provides academic support • Ensured proper healthcare. <i>(Award 2 marks for each correct specific goal 2x3=6Marks)</i>	 2 2 2		
2. Developed Interventions measures: • Medical check-up • Counseling • Family support services.	 2 2 2		

(Award 2 marks for each correct intervention measures 2x3=6Marks)			
3. Identified useful Resources: • Medical services • counseling • Social services. (Award 2 marks for each correct identified resources 2x3=6)	2 2 2		
Sub-total 3	18		
TASK 4: Terminated			
1. Reviewed the case goals and outcomes • Documented the outcomes • Recorded the status of each goal (Award 1mark for each correct goal and outcomes 1x2=2Marks)	2 2		
2. Evaluated the progress • Made notes on any barrier or challenges encountered (Award marks as guided in the grid 3Mar	3		
3. Client agreement • Used question and answer method to get feedback • Used satisfactory survey (Award 2 marks for each correct item 2x2=4Marks)	2 2		
4. Closure summary • Gave reasons for ending the session • Gave a summary of services provided • Outlined the outcomes achieved (Award 1 mark for correct summary closure 1x3=3Marks)	1 1 1		
5. Conclusion • Ended the session on time • Thanked the audience (Award 1 mark for each correct item 1x2=2Marks)	1 1		
Sub-Total 4	14		

GRAND TOTAL	60		
ASSESSMENT OUTCOME			
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 the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	

MARKSHEET

UNIT NAME AS PER OS	UNIT CODE AS PER OS	TOTAL MARKS	MARKS AWARDED	PERCENTAGE (%)
CARRY OUT CASE MANAGEMENT	SW/OS/CP/CR/04/5/A	60		

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