

031306T4PSY

COUNSELING PSYCHOLOGY LEVEL 5

PSY/OS/CO/CR/02/5/A

Provide Basic Counselling Services

Nov/Dec 2024



TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION

OBSER

CKLIST

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

OBSERVATION CHECKLIST

Candidate's Name	
Candidates Registration No.	
Assessor's name & Reg. code	
Unit(s) of Competency	Provide Basic Counselling Services
Venue of Assessment	
Date of assessment	

(Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for each items of evaluation indicated. Give a brief comment where necessary)

Items to be evaluated:	Marks allocated	Marks obtained	Comments
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TASK 1: Prepared to Provide Basic Counselling Services

1. Prepared counselling venue according to counselling standards. 3 Similar seats/chairs arranged correctly (2 feet apart) with a small size table. (Award 2 marks for an appropriately arranged counselling room or 0 if not arranged) - Identified other elements needed in venue preparation. ✓ A box of tissues/serviettes ✓ Drinking water ✓ Wall clock ✓ Wastepaper basket. (Award 2Marks each for at least 4 items identified or 0 if not identified)	2		
2. Oriented client to Basic counselling services according to counselling standards. ✓ Greeted the clients appropriately. ✓ Showed the clients where to sit. ✓ Invited the clients to self-introduce. ✓ Portrayed appropriate body language. ✓ Used appropriate tone of voice. (Award 1 mark each for any 4 performed tasks or 0 if not performed)	4		
3. Identified relevant assessment tools and			

counselling forms: ✓ Beck Depression Inventory (BDI) ✓ SBQ – Suicidal Questionnaire ✓ Cognitive Assessment Tools ✓ State-Trait Anxiety Inventory (STAI) <i>Award 2 marks each for any 2 relevant tools identified or 0 if not identified)</i> ✓ Intake form ✓ Referral form ✓ Consent form. <i>(Award 1mark each for any 2 forms identified or 0 if not identified)</i>	4		
	2		
4. Negotiated counselling contract: The candidate explained to the client: ✓ The counselling processes. ✓ 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 <i>(Award 1mark each for any 6 items explained or 0 if not explained)</i>	6		
Sub-Total Task 1	20		
TASK 2: Provide Basic Counselling Services			
5. Obtained client's biodata according to counselling standards. ✓ Name ✓ Age ✓ Gender ✓ Birth order. ✓ Occupation ✓ Contacts ✓ Physical address ✓ No. of children ✓ Education background ✓ Family background ✓ Medical history <i>(Award 4 marks for any 6 items of data obtained or 0 if not obtained)</i>	4		
6. Provided Basic Counselling Services according to presenting issues, assessment outcomes and counselling			

standards: - Identified 2 presenting issues. ✓ Anxiety and Emotional Distress ✓ Coping Mechanisms and Decision-Making ✓ Family Dynamics ✓ Suicidal ideation ✓ Potential Depression and Trauma <i>(Award 2 marks each for any 2 identified or 0 if not identified)</i>	4		
- Asked relevant questions. ✓ Open ended. ✓ Probing ✓ The miracle question ✓ Focusing questions ✓ Exception <i>(Award 2 marks for any 3 questions asked or 0 if not asked not asked)</i>	2		
- Developed counselling goals <i>(Assessor to ask the candidate)</i> ✓ The client goals. ✓ The counsellor's goals. <i>(Award 1 mark each for any 2 goals developed for each of the above tasks or 0 if not done)</i>			
- Used relevant counselling skills <i>(Assessor to observe)</i> ✓ SOLER ✓ Active listening ✓ Minimal prompts ✓ Paraphrasing & Summarizing ✓ Unconditional positive regard ✓ Empathy ✓ Reflective Listening <i>(Award 1 mark each for any 4 skills used or 0 if not used)</i>	4		
- Used counselling theories <i>(assessor to ask the candidate)</i> Applied relevant theories based on the presenting issue: ✓ Cognitive-Behavioral Therapy (CBT) ✓ Person-Centered Therapy (PCT) ✓ Solution-Focused Brief Therapy (SFBT) ✓ Mindfulness-Based Stress Reduction (MBSR)	6		

(Award 2 marks each for any 2 theories applied or 0 if not applied) ✓ Problem solving and communication skills training ✓ Active listening ✓ Cognitive Restructuring ✓ Exposure therapy ✓ Career counselling /Psychoeducation (Award 1 marks each for any 4 techniques applied or 0 if not applied)	4		
Sub-Total Task 2	26		
TASK 3: Evaluated Counselling Services			
7. Evaluated Counselling Services according to counselling standards. The client gave the following feedback: ✓ The counselor built a working relationship. ✓ The Counselor attended to them. ✓ The client felt supported and comforted ✓ The client was willing to come back. (Award 1 mark for each feedback given or 0 if not given). • Two areas of candidate strength (Award 1 mark for each strength given or 0 if not given) • Two areas that need improvement. (Award 1 marks for each area of improvement given or 0 if not given)	1 2 2		
Sub-Total Task 3	8		
TASK 4: Terminated Counselling Services			
8. Terminated Counselling session according to counselling standards. • Terminated gradually. • Highlighted key issues. • Conducted appropriate referral / Booked the client for the next session based on the case. (Award 2 marks for each item done or 0 if	2 2 2		

not done)			
Sub-Total Task 4	6		
TOTAL MARKS	60		
ASSESSMENT OUTCOMES			
The candidate was found to be: Competent ☐ Not yet competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if s/he gets 50% or higher)</i>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:	Date:		
Assessor's signature:			