**Assessment Readiness Self-Evaluation Checklist for CAP**

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| Before your assessment, go through the checklist and ensure that you are able to tick ‘YES’ for ***at least* 60% (16/26)** of the assessment criteria. | Are you able to meet these assessment criteria? |

| **Competencies** | **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/her training options in the local training landscape |  |  |
| **Apply helping process in career development** | Able to apply at least 3 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 |  |  |
| Able to facilitate personal reflection on one’s Values, Career Interests, Personality, Skills (VIPS) |  |  |
| Able to explain how to use career profiling tools and resources in local online portals |  |  |
| **Impart skills and techniques in the job search process** | Able to facilitate basic career and training advisory sessions in individual settings |  |  |
| Able to explain the success factors for effective job search |  |  |
| Able to 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 appropriate 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 |  |  |
| **Promote career development services and 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** |

*Have you met target of 16 ‘Yes’?*