

Assessment Readiness Self-Evaluation Checklist for CAP

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 | | |

| Competencies | Assessment Criteria | Yes | No |
|---|---|-----|----|
| | 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'?

COMPANY SPONSORSHIP FORM

Instructions

1. This form must be completed in full, verified and endorsed by the company/organisation sponsoring your course application.
2. Please note that the company/organisation sponsoring your course application must be your **DIRECT EMPLOYER** who will be paying the full or nett course fee (if you are eligible for SSG course fee funding) for you to attend the course. “**DIRECT EMPLOYER**” refers to the employer that pays your salary and provides you with other statutory benefits (such as CPF contribution, medical benefits, leave etc).
3. Please submit the endorsed sponsorship form with your course application via the WSG eTEAMS online course registration portal.

| To be completed by a Direct Employer | |
|--|--|
| Please tick (✓) to indicate the course applied for: | |
| <input type="checkbox"/> Career Advisory Programme (CAP) | <input type="checkbox"/> CAP Assessment Only Pathway (CAP AOP) |
| <input type="checkbox"/> Career Facilitation Programme (CFP) | <input type="checkbox"/> CFP Assessment Only Pathway (CFP AOP) |
| Course/AOP Run No | : _____ |
| Course/AOP Start & End Date | : _____ |
| Full Name of Applicant | : _____ |
| Direct Employer's Billing Details & Contact Person | |
| Direct employers' registered company name | : _____ |
| Company UEN no ¹ | : _____ |
| Company Sub-BU code | : _____ |

¹ The employer's Unique Entity Number (UEN) is a mandatory field and should be that of the direct employer who pays the trainee's salary and provides other statutory benefits (such as CPF contribution, medical benefits, leave etc.). The UEN provided will be used to verify the employment status of the trainee as part of SSG's grant disbursement process. If the UEN provided is not that of the direct employer, course fee funding for the trainee will be withdrawn by SSG and the full course fee will be charged on the trainee.

DETAILS OF ²AUTHORISED REPRESENTATIVE

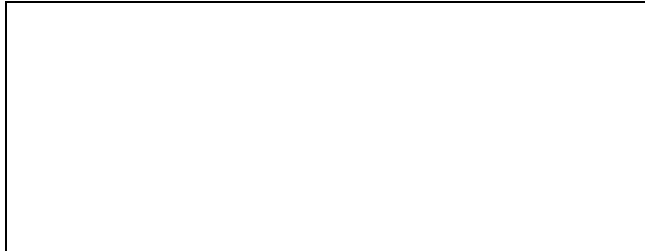
Name of Authorised Person : _____

Designation : _____

Department : _____

Office Contact No : _____

Email Address : _____

Direct employer's company
official stamp and
authorised signature : 

Date : _____

**please delete as appropriate*

² Authorised representative may be either the company/organisation's contact person or training coordinator. The tax invoice for the course fee will be sent to the authorised representative.