

Assessment Readiness Self-Evaluation Checklist for CFP

Before your assessment, go through the checklist and ensure that you are able to tick 'YES' for **at least 60% (33/54)** of the assessment criteria.

Are you able to meet these assessment criteria?

Competencies	Assessment Criteria	Yes	No
Perform career advisory services	Able to explain the roles of a career practitioner in relation to the organisation structure.		
	Able to differentiate the roles of a career advisor, a career coach and a career counsellor.		
	Able to explain how career development services in Singapore has evolved.		
	Able to explain student and adult career development issues in Singapore.		
	Able to explain the changing employment landscape and its impact on individuals.		
Apply code of ethics in career development	Able to identify relevant ethical guidelines to be used in the helping process.		
	Able to describe relevant parts of the professional code of ethics to be used in the helping process.		
	Able to apply relevant parts of the professional code of ethics in the helping process to assess breach of professional code of ethics.		
	Able to understand the Singapore Employment Act, government policies and programmes to help clients in career planning.		
Apply helping process in career development	Able to apply career development focus, resources and tools in the pre-employment (e.g. school), in-employment and out-of-employment contexts.		
	Able to address the impact of and provide help with the management of job loss through the 6-step Helping Process Model.		
	Able to apply basic counselling techniques to provide emotional support to clients.		
	Able to apply case management skills to track intervention in accordance with organisational procedures.		

Competencies	Assessment Criteria	Yes	No
	Able to encourage ownership and continuous efforts to keep career and skills portfolio relevant.		
	Able to explain the steps in the career assessment process using tools.		
Apply Career Development Theories & Principles	Able to describe the concepts and propositions of key career development theories and apply them to assist clients in their education and career decision-making and other career issues.		
	Able to explain the benefits and limitations of career development theories.		
	Able to evaluate the differences in key career development theories and theoretical models from an Asian perspective.		
Apply Career Development Instruments & Tools to Facilitate Clients' Exploration of Education, Employment & Career Opportunities	Able to facilitate personal reflection on one's Values, Career Interests, Personality, Skills (VIPS).		
	Able to apply career development focus, resources and tools in the pre-employment, in-employment and out-of-employment contexts.		
	Able to explain the steps in the career assessment process using tools.		
	Able to explain the technical requirements when using online career assessment tools.		
	Able to explain common mistakes when using career assessment tools.		
	Able to evaluate the selection of different career assessment tools in the context of diverse groups.		
	Able to use career tools, including career profiling tools, and resources in local online portals, to help clients increase their job opportunities, employability and retention, and to enhance progress in their careers		
Impart skills and techniques in the job search process	Able to facilitate basic career and training advisory sessions in individual, workshop or group settings.		
	Able to plan and conduct training sessions e.g. resume writing, interview skills.		
	Able to recognise the success factors for effective job search.		

Competencies	Assessment Criteria	Yes	No
	Able to assist with a variety of job search strategies including the use of social media platforms.		
	Able to analyse job descriptions and functions to enhance job matching.		
	Able to impart competencies on resume writing, interview, and networking.		
	Able to work with clients in the development and implementation of an action plan.		
Conduct Group Facilitation Activities to Deliver Career Services and Initiatives	Able to identify the similarities and differences in training and facilitation, and situations that are appropriate for each approach, and the qualities and responsibilities of a good facilitator and trainer.		
	Able to identify uses of groups and the various types of group facilitation e.g. single facilitator, co-leadership, etc. in delivering career services.		
	Able to describe the benefits of using groups to assist clients.		
	Able to apply different delivery modes e.g. use of social media or webinars for group facilitation.		
	Able to apply a range of group facilitation techniques to work with clients of varying career needs.		
	Able to manage difficult situations in groups.		
	Able to apply adult learning principles during training.		
	Guide Clients to Interpret Labour Market Information	Able to explain the importance of statistical data and labour market information for career practitioners.	
Able to define scope and sources of labour market information and its relevance for education and career development.			
Able to describe the relationships between global and local policies and trends, and their impact on Singapore's labour market.			
Able to cite reliable international and national sources of labour market information.			
Able to collate, interpret, present and guide clients on relevant labour market trends and data to facilitate client's education and career development.			

Competencies	Assessment Criteria	Yes	No
Develop resources for the delivery of career services	Able to extract insights from the published Industry Transformation Maps and assess its impact on career services (for example, job re-design initiatives, technological advances, and future skills).		
	Able to collate, present and guide clients on the local training landscape, including various training options, and career prospects.		
Adapt career resources to respond to the needs of diverse groups	Able to identify the characteristics of and adapt career conversations and interventions to diverse groups.		
	Able to identify appropriate channels and touch points across the full spectrum of career services available in Singapore to address specific career needs of diverse groups.		
Develop Career Development Services & Initiatives	Able to create and adapt career services and programmes to the diverse groups in various education and work contexts.		
	Able to describe the process of the development of career services and programmes and its challenges.		
	Able to describe the process of the implementation of career services and programmes.		
Promote career development services and initiatives	Able to develop a marketing plan to promote career services and programmes including a marketing strategy, budget, distribution channels, promotion campaigns, etc.		
	Able to develop strategies to increase career awareness amongst diverse groups.		
	Able to customise marketing and promotional efforts for diverse groups.		
Total		54	54

Have you met target of 33 'Yes'?

Letter of Confirmation from Host Company/Organisation

To: The Officer-in-Charge
Career Guidance Division
Workforce Singapore

Instructions

1. This letter must be completed in full by an authorised representative of the host company/organisation supporting your course application. It must be printed on the host company's/organisation's official letterhead and signed by the authorised representative.
2. Please submit the endorsed letter with your course/AOP application via the WSG eTEAMS online course registration portal.

To be completed by an Authorised Representative of the Host Company/ Organisation

I am pleased to confirm my/our* company's/organisation's support for the applicant named below for the following:

Please tick (✓) accordingly.

<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 Start & End Date : _____

Full Name of Applicant : _____

The applicant is currently/will be* providing the following career advisory/coaching services in the company/organisation:

Please tick (✓) accordingly.

- Career Advisory and/or Training Advisory
- Career Coaching, Career Counselling and/or Career Facilitation
- Education and Career Guidance
- Others, please specify: _____

**please delete as appropriate*

For the following groups and/or individuals:

- Fellow Employees/Workers
- Company's clients, clients at Career Centres, etc.
- Students in Schools or Institutes of Higher Learning

Groups with special needs

Others, please specify:

The above services are/will be* provided by the applicant on paid/pro-bono* basis.

DETAILS OF ¹AUTHORISED REPRESENTATIVE

Company Registered Name : _____

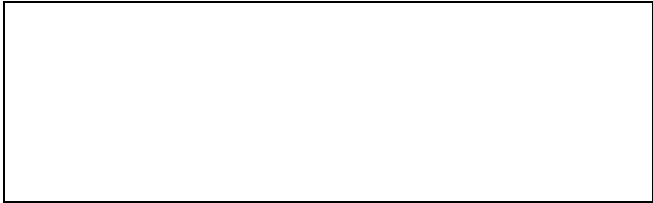
Name of Authorised Person : _____

Designation : _____

Department : _____

Office Contact No : _____

Email Address : _____

Authorised Signature : 

Date : _____

**please delete as appropriate*

¹ *Authorised representative may be either the company/organisation's contact person or training coordinator.*