

**092305T4SWC**

**SOCIAL WORK AND COMMUNITY DEVELOPMENT LEVEL 5**

**COD/OS/SW/CR/02/5/A**

**PERFORM PSYCHO SOCIAL SUPPORT**

**July /Aug 2023**



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

**INSTRUCTIONS TO THE ASSESSOR**

1. You are required to mark the practical as the candidate performs the task.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the back and front.

## OBSERVATION CHECKLIST

<b>Candidate's Name</b>				
<b>Candidate's Registration Code</b>				
<b>Assessor's Name</b>				
<b>Assessor's Registration Code</b>				
<b>Venue of Assessment</b>				
<b>Date of assessment</b>				
<b>Items to be evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>		<b>Marks available</b>	<b>Marks obtained</b>	<b>Comments</b>
<b>Task 1:</b> Prepared for workplace counseling	<b>a) Identified counseling venue according to the counseling standards:</b> <ul style="list-style-type: none"> <li>• Identified a Clean, quiet and safe room</li> <li>• Set up a table</li> <li>• Set up two comfortable chairs</li> <li>• Placed soft tissues</li> <li>• Put Sanitizer on the table</li> <li>• Placed Clean drinking water</li> <li>• Placed functioning wall clock</li> <li>• Placed a dust bin</li> </ul> <i>(1 mark for any item appropriately placed. 6 x1 mark = 6 marks)</i>	6		
	<b>b) Oriented the client to counseling services and</b>			

	<p><b>took the client through the process of contracting</b></p> <p><b>i) Built rapport</b></p> <ul style="list-style-type: none"> <li>• Receptivity: the counselor warmly greeted the client</li> <li>• Used direct eye contact</li> <li>• Actively listened</li> </ul> <p><i>(Award 1 mark for each step. 3x1 mark=3marks)</i></p> <p><b>ii) Appropriately carried out the Introduction.</b></p> <ul style="list-style-type: none"> <li>• Introduced self.</li> <li>• Invited the client to introduce self.</li> </ul> <p><i>(Award 1 mark for each item. 2 x 1mark =2 marks)</i></p> <p><b>iii) Appropriately contracted the client.</b></p> <ul style="list-style-type: none"> <li>• Explained what counseling is to the client.</li> <li>• Assured the client of confidentiality</li> <li>• Defined the duration of the session.</li> </ul>	<p>3</p> <p>2</p> <p>10</p>		
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	<ul style="list-style-type: none"> <li>• Explained the charges for the session to the client.</li> <li>• Addressed client’s expectations.</li> <li>• Defined the responsibilities of the client and counselor</li> <li>• Defined the goals of counseling.</li> </ul> <p><i>(Award 2 mark for each information given. 5x2=10marks)</i></p>			
	<p><b>c) Used the client intake form to obtain the bio-data of the client according to counseling standards</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Birth order</li> <li>• Marital status</li> <li>• Contacts</li> <li>• No. Of children</li> <li>• Next of kin contacts</li> <li>• Occupation</li> <li>• Physical address</li> </ul> <p><i>(Award 1 mark for each data corrected 5x1mark =5 marks)</i></p>	5		
	<p><b>d) Utilized other appropriate appropriate tools for</b></p>			

	<p><b>workplace counseling</b></p> <ul style="list-style-type: none"> <li>• Signed the Consent form</li> <li>• Utilized the Referral form</li> </ul> <p><b>(Award 1 mark for each appropriate assessment tools used. 2 x 1= 2 marks)</b></p>	2		
	<p>e) <b>Assessed the client by obtaining the following information;</b></p> <ul style="list-style-type: none"> <li>• Education background</li> <li>• Family background</li> <li>• History of the problem</li> <li>• Presenting problem</li> <li>• Mental health history</li> <li>• Medical history</li> <li>• Previous assessments</li> <li>• Behavior assessment</li> </ul> <p><i>(Award 1 mark for each information asked. 6x1 mark=6 marks )</i></p>	6		
<b>Task 2:</b> provide workplace counseling	<p><b>Provided workplace counseling</b></p> <p>a) <b>Explored on the issues based on presenting issues :</b></p> <ul style="list-style-type: none"> <li>• Listened to the occurrence.</li> <li>• Gathered information from the client ( <i>observe whether the candidate is noting down the</i></li> </ul>	10		

	<p><i>information given by the client )</i></p> <ul style="list-style-type: none"> <li>• Identified the clients Problem and other underlying issues</li> <li>• Diagnosed the problem</li> <li>• Prioritized</li> <li>• Developed a treatment plan</li> </ul> <p><i>(Award 2 marks for each item as indicated. 5 x 2=10marks)</i></p>			
	<p><b>b) Appropriate counselling skills were used;</b></p> <ul style="list-style-type: none"> <li>• Active listening</li> <li>• Communication,</li> <li>• Observation</li> <li>• Questioning</li> </ul> <p><i>(Award 2 marks for appropriate skill used. 3x2mark=3marks)</i></p>	6		
	<b>Total marks</b>	<b>50</b>		
<b>ASSESSMENT OUTCOME</b>				
<p><b>The candidate was found to be:</b></p> <p style="text-align: center;">Competent <input type="checkbox"/>      Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><b><i>(The candidate is competent if s/he gets at least 50%)</i></b></p>				
<p><b>Feedback from candidate:</b></p>				

<b>Feedback to candidate:</b>	
<b>Candidate's Signature</b>	<b>Date</b>
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<b>Assessor's/ verifier's signature</b>	