

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Identify and communicate trends in career development
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • CU1. Research and explore career trends • CU2. Assess and confirm ongoing career development • CU3. Maintain quality of career development services and professional practice
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Research and explore career trends P1. Apply knowledge of changing organizational structures, lifespan of careers and methods of conducting work search, recruitment and selection processes P2. Analyze changing worker and employer issues, rights and responsibilities in context of changing work practices P3. Examine importance of quality careers development services P4. Maintain all research, documentation, sources and references (digital or physical). P5. Analyze implications of relevant policy, legislation, professional codes of practice and national standards relating to worker and employer issues P6. Confirm cluster employability skills and preferences that may open employment options in other career pathways</p> <p>CU2. Assess and confirm ongoing career development P1. Assess success of previous career development services P2. Maintain privacy and security of all data, research and personal records according to relevant policy P3. Establish existing work-life balance and friendly environment</p> <p>CU3. Maintain quality of career development services and professional practice P1. Analyze and review relevance of career theories, models, frameworks and SOPs P2. Incorporate into career development services and professional practice P3. Comply with all relevant policies</p>

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Identify and communicate trends in career development
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Research and explore career trends • CU2. Assess and confirm ongoing career development • CU3. Maintain quality of career development services and professional practice

I can.....

Performance Criteria	Yes	No
P1. Apply knowledge of changing organizational structures, lifespan of careers and methods of conducting work search, recruitment and selection processes	<input type="checkbox"/>	<input type="checkbox"/>
P2. Analyze changing worker and employer issues, rights and responsibilities in context of changing work practices	<input type="checkbox"/>	<input type="checkbox"/>
P3. Examine importance of quality careers development services	<input type="checkbox"/>	<input type="checkbox"/>
P4. Maintain all research, documentation, sources and references (digital or physical).	<input type="checkbox"/>	<input type="checkbox"/>
P5. Analyze implications of relevant policy, legislation, professional codes of practice and national standards relating to worker and employer issues	<input type="checkbox"/>	<input type="checkbox"/>
P6. Confirm cluster employability skills and preferences that may open employment options in other career pathways	<input type="checkbox"/>	<input type="checkbox"/>
P7. Assess success of previous career development services	<input type="checkbox"/>	<input type="checkbox"/>
P8. Maintain privacy and security of all data, research and personal records according to relevant policy	<input type="checkbox"/>	<input type="checkbox"/>
P9. Establish existing work-life balance and friendly environment	<input type="checkbox"/>	<input type="checkbox"/>
P10. Analyze and review relevance of career theories, models, frameworks and SOPs	<input type="checkbox"/>	<input type="checkbox"/>
P11. Incorporate into career development services and professional practice	<input type="checkbox"/>	<input type="checkbox"/>
P12. Comply with all relevant policies	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Identify and communicate trends in career development
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	<ul style="list-style-type: none"> CU1. Research and explore career trends CU2. Assess and confirm ongoing career development CU3. Maintain quality of career development services and professional practice 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Apply knowledge of changing organizational structures, lifespan of careers and methods of conducting work search, recruitment and selection processes			
2.	Analyze changing worker and employer issues, rights and responsibilities in context of changing work practices			
3.	Examine importance of quality careers development services			
4.	Maintain all research, documentation, sources and references (digital or physical).			
5.	Analyze implications of relevant policy, legislation, professional codes of practice and national standards relating to worker and employer issues			
6.	Confirm cluster employability skills and preferences that may open employment options in other career pathways			
7.	Assess success of previous career development services			
8.	Maintain privacy and security of all data, research and personal records according to relevant policy			
9.	Establish existing work-life balance and friendly environment			
10.	Analyze and review relevance of career theories, models, frameworks and SOPs			
11.	Incorporate into career development services and professional practice			
12.	Comply with all relevant policies			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Identify and communicate trends in career development
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What are career trends?		
2.	Explain recruitment and selection processes in the context of career development services		

3.	What is career development, state the current trends in career development?		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____