

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Apply interpersonal skills
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. Communicate effectively • CU2. Apply specialized counseling interviewing skills • CU3. Evaluate own communication
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Communicate effectively P1. Identify communication barriers and use strategies to overcome these barriers in the client-counselor relationship P2. Facilitate the client-counselor relationship through selection and use of micro skills P3. Observe and respond to non-verbal communication cues P4. Integrate case note taking with minimum distraction</p> <p>CU2. Apply specialized counseling interviewing skills P1. Select and use communication skills according to the sequence of a counseling interview P2. Identify points at which specialized counseling interviewing skills are appropriate for inclusion P3. Use specialized counseling communication techniques based on their impacts and potential to enhance client development and growth P4. Identify and respond appropriately to strong client emotional reactions</p> <p>CU3. Evaluate own communication P1. Reflect on and evaluate own communication with clients P2. Recognize the effect of own values and beliefs on communication with clients P3. Identify and respond to the need for development of own skills and knowledge</p>

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Apply interpersonal skills
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Communicate effectively • CU2. Apply specialized counseling interviewing skills • CU3. Evaluate own communication

I can.....

Performance Criteria	Yes	No
P1. Identify communication barriers and use strategies to overcome these barriers in the client-counselor relationship	<input type="checkbox"/>	<input type="checkbox"/>
P2. Facilitate the client-counselor relationship through selection and use of micro skills	<input type="checkbox"/>	<input type="checkbox"/>
P3. Observe and respond to non-verbal communication cues	<input type="checkbox"/>	<input type="checkbox"/>
P4. Integrate case note taking with minimum distraction	<input type="checkbox"/>	<input type="checkbox"/>
P5. Select and use communication skills according to the sequence of a counseling interview	<input type="checkbox"/>	<input type="checkbox"/>
P6. Identify points at which specialized counseling interviewing skills are appropriate for inclusion	<input type="checkbox"/>	<input type="checkbox"/>
P7. Use specialized counseling communication techniques based on their impacts and potential to enhance client development and growth	<input type="checkbox"/>	<input type="checkbox"/>
P8. Identify and respond appropriately to strong client emotional reactions	<input type="checkbox"/>	<input type="checkbox"/>
P9. Reflect on and evaluate own communication with clients	<input type="checkbox"/>	<input type="checkbox"/>
P10. Recognize the effect of own values and beliefs on communication with clients	<input type="checkbox"/>	<input type="checkbox"/>
P11. Identify and respond to the need for development of own skills and knowledge	<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	Apply interpersonal skills
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. Communicate effectively CU2. Apply specialized counseling interviewing skills. CU3. Evaluate own communication 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify communication barriers and use strategies to overcome these barriers in the client-counselor relationship			
2.	Facilitate the client-counselor relationship through selection and use of micro skills			
3.	Observe and respond to non-verbal communication cues			
4.	Integrate case note taking with minimum distraction			
5.	Select and use communication skills according to the sequence of a counseling interview			
6.	Identify points at which specialized counseling interviewing skills are appropriate for inclusion			
7.	Use specialized counseling communication techniques based on their impacts and potential to enhance client development and growth			
8.	Identify and respond appropriately to strong client emotional reactions			
9.	Reflect on and evaluate own communication with clients			
10.	Recognize the effect of own values and beliefs on communication with clients			
11.	Identify and respond to the need for development of own skills and knowledge			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Apply interpersonal skills
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around;"> 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 is interpersonal skills and examples?		
2.	How can interpersonal skills be used in the workplace?		

3.	State types of interpersonal skills		

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