



Tertiary and Vocational Education Commission
Knowledge Assessment – August 2023
Career Guidance Practitioner – Model Paper
National Vocational Qualification Level 04



Time: 03 Hours

Instructions for the Candidates

- Answer all Questions
- In each of the questions from 1 to 50, pick the one of the alternatives (a), (b), (c), (d) which you consider is correct or most appropriate.
- Mark a cross (x) on the number corresponding to your choice in the answer sheet provided.
- This question paper consists of 02 pages

Part 1

1. List three types of communication skills necessary for career guidance practitioners.
 - a) Active listening, empathy, and questioning
 - b) Typing, grammar, and punctuation
 - c) Time management, organization, and problem-solving
 - d) Verbal communication, non-verbal communication, and rapport building
2. Which of the following is a task of a Career Guidance and Counseling practitioner?
 - a) Conduct promotional programs on TVET programmes
 - b) Maintain office supplies and equipment
 - c) Organize career awareness-related activities
 - d) Teach advanced calculus to university students
3. What is the purpose of a career assessment?
 - a) To predict an individual's future job
 - b) To match interests, skills, and values to career options
 - c) To guarantee job placement
 - d) To provide immediate job opportunities
4. Which career development theory emphasizes the importance of self-concept and personal growth?
 - a) Holland's Theory
 - b) Super's Developmental Theory
 - c) Social Cognitive Career Theory
 - d) Chaos Theory
5. What does the term "career portfolio" refer to?
 - a) A collection of job offers
 - b) A compilation of one's academic achievements
 - c) A curated showcase of an individual's skills, achievements, and experiences
 - d) A list of potential employers

6. What is the primary goal of career counseling for mid-career professionals?
 - a) Exploring entirely new career options
 - b) Advancing within their current field
 - c) Transitioning to retirement
 - d) Pursuing further education

7. When helping a student choose a subject basket, what is essential to consider?
 - a) Job availability in the local area
 - b) What their friends are studying
 - c) Their own passions, strengths, and interests
 - d) The fastest route to graduation

8. What is the purpose of a cover letter in a job application?
 - a) To provide references
 - b) To summarize educational background
 - c) To express enthusiasm and suitability for the role
 - d) To list salary expectations

9. What does the acronym SMART stand for in goal-setting?
 - a) Specific, Measurable, Achievable, Relevant, Time-Bound
 - b) Success, Motivation, Action, Results, Targets
 - c) Structured, Meaningful, Appropriate, Relevant, Timely
 - d) Specific, Manageable, Attainable, Realistic, Targeted

10. Which career assessment tool focuses on an individual's interests and suggests potential career options?
 - a) IQ test
 - b) Aptitude test
 - c) Personality test
 - d) Interest inventory

11. When working with a client experiencing career dissatisfaction, what is the first step you should take?
 - a) Help them update their resume
 - b) Assess their strengths and interests
 - c) Suggest they quit their current job
 - d) Provide information about online courses

12. What is the primary purpose of a career fair?
 - a) To showcase a variety of potential careers
 - b) To provide free samples of different professions
 - c) To guarantee job offers for attendees
 - d) To offer career guidance for high school students

