

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



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



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Instructions for the Candidates

- Answer four (04) Questions including question number one (01). (Question number one (01) is compulsory and total number of questions should be answered is four (04)).
- Answer the questions in the spaces provided in the same question paper
- This Question paper consists of 02 pages.

<u>Part 2</u>

1. Explain the importance of conducting a comprehensive career assessment for clients. What key factors should be considered in this process?

2. Discuss the role of networking in career development. How can career counselors guide clients in building and leveraging a professional network?

3. Describe the ethical considerations that career counselors must be aware of when working with clients. Provide examples of ethical dilemmas that may arise and how counselors can navigate them.

4. Discuss the significance of lifelong learning and professional development for career guidance counselors. How can counselors continue to enhance their skills and knowledge in the ever-changing landscape of careers?

5. Describe the importance of emotional intelligence in career counseling. How can emotional intelligence enhance the effectiveness of career counselors in supporting clients' career development?