

ADMINISTERING CAREER ASSESSMENT TOOLS COURSE OUTLINE

COURSE CONCEPT	<p>Career assessments are used to explore individuals' preferences about themselves and their potential satisfaction with different career options and work environments. The most important use of assessment results is to assist individuals in identifying their interests, skills, and/or work values, strengths, and limitations. The assessment may confirm their self-evaluation or provide insight with new information. Assessment tools progress the career counselling process as an important intervention that gathers information about the client in a particular area that is debriefed during the counselling-coaching session.</p> <p>Assessment tools are used in schools, organisations, university career services, outplacement organisations, corporate human resources, rehabilitation counsellors and career counsellor/coaches.</p>
AUDIENCE	<p>For individuals seeking <i>international</i> course accreditation in career development practice to work in a global environment with organisations and clients, develop and update their knowledge and skills in career development, or fill a skills gap in their practice.</p> <p>The course is suitable in various contexts and roles, including schools, education, training, in the workplace in human resources or psychology, and/or experience working in employment, recruitment, outplacement, youth work, apprenticeship, disability and rehabilitation, case management, or management.</p>
AIMS	<ul style="list-style-type: none"> • Consider a range of client factors when administering career assessment tools. • Develop knowledge and skills in applying assessment tools when working with clients. • Practice ethical issues when administering career assessment tools.
COURSE CONTENT	<ul style="list-style-type: none"> • What is career assessment? • Aim of career assessment • Types of career assessments • How to select an appropriate career assessment • How to select an appropriate career counsellor • Methods of career assessment • Why is career assessment important? • Application of the assessment tool • Factors to consider when administering assessment <ul style="list-style-type: none"> ○ Objective ○ Client appropriateness ○ The environment ○ Timing of the assessment ○ Reliability of the assessment tool

ADMINISTERING CAREER ASSESSMENT TOOLS COURSE OUTLINE

COURSE CONTENT CONTINUED

- Validity of the assessment tool
- Accreditation of the assessment tool
- Source of the assessment tool
- Cost of the career assessment tool
- Inclusion of support materials
- Misconceptions about assessment tools
- Ethical issues to consider
- Rights of the client who undertakes the career assessment
- Administering career assessment to clients
 - Before administering assessment tools
 - During a test
 - After a career test
- Giving clients feedback following career assessment
- What do I want to assess? Types of career assessment tools — What can be assessed?
 - Interests
 - Personality
 - Skills
 - Values
 - Strengths
 - Aptitude assessments
 - Achievements
 - Emotional intelligence (EI) assessment
- Benefits of career assessment tests
- Disadvantages of career assessments

Writing case notes of client results

LEARNING OUTCOMES

Upon completion of the course, participants will be able to:

- Define career assessment to collect information about a client
- Specify the aim of career assessment tools to ensure appropriate usage
- Identify the types of career assessment tools and their purpose
- Discriminate and select appropriate career assessment tools based on understanding the client's concerns and their career goal
- Identify the range of career assessment tools to select appropriate tools for clients
- Improve and apply appropriate assessment tools to administer to a client that considers the client appropriateness, needs, goals, and requirements
- Overcome misconceptions about assessment tools
- Identify the ethical issues when administering career assessment tools

ADMINISTERING CAREER ASSESSMENT TOOLS COURSE OUTLINE

<p>LEARNING OUTCOMES CONTINUED</p>	<ul style="list-style-type: none"> • Specify the rights of the client when administering career assessment tools • Apply a structured three-part process when administering career assessment tools that include before, during, and after • Develop skills to give clients feedback following their career assessment • Specify the benefits of career assessment tests • Develop experience with undertaking career assessments • Write accurate client case notes that reflect the session
<p>LEARNING ACTIVITIES</p>	<p>The online course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> • Application of course theory to your workplace and situation • Experiential learning activities • Individual exercises • Insightful questions • Case studies with questions and answers • Administering a range of career assessment tools to self and others • Writing mock file notes, obtaining feedback, and redrafting • Reflective practices on course content and activities • Viewing video clips with reflections of your learning • Writing an Action Plan to achieve your career goals
<p>LEARNING METHODOLOGY</p>	<p>Online learning enables you to study at your own pace and schedule your learning at a time that suits you.</p> <p>Career Coaching and Training will facilitate a webinar on each course to apply the knowledge and skills and answer your questions to support your learning.</p> <p>The webinar will run for 1 hour and is an integral component of the course.</p> <p>You are required to demonstrate evidence of your competency in delivering career development services in <i>each</i> course that you enrol by completing all the course learning activities, documentation, and checklists.</p> <p>The course encourages collaborative discussions among peers. Participants are welcome to provide answers to questions, share their learning, experiences, resources such as references, blog articles, video clips, affirmations, and other tips to make learning and development a meaningful experience.</p>
<p>DURATION</p>	<p>Self-paced learning, approximately 4 hours</p>

CERTIFICATE	<p>Upon successfully finishing the <i>complete</i> program, students will receive a <u>Certificate of Professional Development</u> accredited by Associated Career Professionals International.</p> <p>Students can also receive a <u>Certificate of Professional Development</u> for <i>each</i> course they complete accredited by Associated Career Professionals International.</p>
PROFESSIONAL STANDARDS FOR TEACHERS	<p>6.2 Engage in professional learning and improve practice</p>
CONTINUING PROFESSIONAL DEVELOPMENT POINTS	<p>The time spent on <i>each</i> course of study may be claimed as continuing professional development (CPD) by CDAA members towards Career Development Association of Australia (CDAA) requirements.</p> <p>Non-CDAA members, please check with your professional association regarding their CPD policy.</p> <p>To claim your CPD points, present your certificate of course completion to CDAA or the professional association where you are a member.</p>
ADDITIONAL PROFESSIONAL DEVELOPMENT	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
FURTHER INFORMATION	<p>careercoaching.training</p> <p>hello@careercoaching.training</p>