

031305T4PSY

COUNSELLING PSYCHOLOGY LEVEL 5

PSY/OS/CO/CR/03/5

Provide Psychological First Aid

July/August 2025



**TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

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INSTRUCTIONS TO THE ASSESSOR

1. You Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name			
Candidate's Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency	Provide Psychological First Aid (PFA) Services		
Venue of Assessment			
Date of assessment			
Items to be Evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks allocated	Marks obtained	Comments
TASK 1: Prepared to Provide Psychological First Aid (PFA) Services			
<p>1. Prepared the counselling venue according to counselling standards</p> <ul style="list-style-type: none"> • 3 Similar chairs arranged correctly (2 feet apart) with a small-sized table <i>(Award 2 marks for an appropriately arranged counselling room or 0 if not appropriately arranged)</i> • Correctly placed other items required in venue preparation <ul style="list-style-type: none"> ✓ A box of tissues/serviettes ✓ Water ✓ First Aid box ✓ Wall clock ✓ Wastepaper basket. <p><i>(Award 1 mark for any 3 items identified or 0 if not identified)</i></p>	2		
<p>2. Oriented the client to counselling services according to counselling standards.</p> <ul style="list-style-type: none"> • Greeted the client appropriately. • Allowed the client to choose where to sit. • Invited the client to self-introduce. • Portrayed appropriate body language. • Used appropriate tone of voice. <p><i>(Award 1 mark for any 3 performed tasks or 0 if not)</i></p>	3		
<p>3. Identified relevant assessment tools and counselling forms:</p> <p>Counselling Forms;</p> <ul style="list-style-type: none"> • Intake form 	2		

<ul style="list-style-type: none"> • Family background • Medical history <p><i>(Award 2 marks if data was obtained or 0 if not obtained)</i></p>			
<p>6. Provided basic counselling according to presenting issues, assessment outcomes and counselling standards:</p> <ul style="list-style-type: none"> • Identified 2 presenting issues: <ul style="list-style-type: none"> ✓ Difficult in concentration ✓ Social withdrawal ✓ Emotional distress ✓ Nightmares 	2		
<p><i>(Award 1 mark each for any 2 identified issues)</i></p> <ul style="list-style-type: none"> • Identified 2 underlying issues: <ul style="list-style-type: none"> ✓ Depression ✓ Anxiety 	2		
<p><i>(Award 1 mark each for any 2 identified issues)</i></p> <ul style="list-style-type: none"> • Asked relevant questions <ul style="list-style-type: none"> ✓ Open-ended ✓ Probing 	2		
<p><i>(Award 2 marks each for any 1 question asked)</i></p> <ul style="list-style-type: none"> • Developed counselling goals based on one of the identified presenting issues <i>(Assessor to ask the candidate)</i> <ul style="list-style-type: none"> ✓ 1 client's goal ✓ 1 counsellor's goal 	2		
<p><i>(Award 1 mark each for any goal identified and 0 if none was identified)</i></p> <ul style="list-style-type: none"> • Used relevant counselling skills <i>(Assessor to observe)</i> <ul style="list-style-type: none"> ✓ SOLER ✓ Active listening ✓ Minimal prompts ✓ Paraphrasing ✓ Questioning ✓ Summarizing 	6		
<p><i>(Award 2 marks each for any 3 skills used)</i></p> <p style="text-align: center;">*START*</p> <ul style="list-style-type: none"> • Used counselling theories <i>(assessor to ask the candidate the theory applied, how the candidate applied the theory and the objective of the theory based on the client's issue)</i> 			

<p>✓ Applied relevant counselling theories based on the presenting issue:</p> <ul style="list-style-type: none"> - Trauma-Focused Cognitive Behavioural Therapy (TF-CBT) - Solution-Focused Therapy - Person-Centered Therapy <p><i>(Award 2 marks each for any 2 theories applied or 0 if not applied)</i></p> <p style="text-align: center;">*OR</p> <ul style="list-style-type: none"> • Appropriately administered any of the following tools (and provided an explanation for the use): <ul style="list-style-type: none"> ✓ Beck's Depression Inventory (BDI) ✓ Beck Anxiety Inventory (BAI) <p><i>(Award 4 marks for any tool administered appropriately or none if not)</i></p> <p style="text-align: center;">*END*</p> <ul style="list-style-type: none"> • Applied relevant techniques, e.g. <ul style="list-style-type: none"> ✓ Here-and-Now Focus ✓ Empathy ✓ Genuineness ✓ Unconditional Positive Regard (UPR) ✓ Disputing Irrational Thoughts ✓ Assigning Homework Tasks <p><i>(Award 2 marks each for any 3 techniques applied or 0 if not applied)</i></p>	4		
Sub-Total 2	26		
TASK 3: Evaluated Psychological First Aid (PFA) Services			
<p>7. Evaluated counselling according to counselling standards.</p> <p>The client gave the following feedback:</p> <ul style="list-style-type: none"> • The counsellor built a working relationship • The counsellor attended to them. • The client felt supported and helped 	1 1 1		

(Award 1 mark for each feedback given or 0 if not given)			
Evaluated by the Assessor.			
Ask the candidate;			
<ul style="list-style-type: none"> • 2 Areas of strength 	2		
(Award 1 mark for each strength given or 0 if not given)			
<ul style="list-style-type: none"> • 2 Areas that need improvement 	2		
(Award 1 mark for each area of improvement given or 0 if not given)			
Sub-Total 3	7		
TASK 4: Terminated Psychological First Aid (PFA) Services			
8. Terminated the counselling session according to counselling standards.			
<ul style="list-style-type: none"> • Terminated gradually 	2		
<ul style="list-style-type: none"> • Highlighted key issues 	2		
<ul style="list-style-type: none"> • Conducted appropriate referral / Booked the client for the next session based on the case. (If referral is done, a filled referral form MUST be presented) 	2		
(Award 2 marks for each item performed or 0 if not performed)			
Sub-Total 4	6		
TOTAL MARKS	54		
ASSESMENT OUTCOMES			
The candidate was found to be:			
Competent	<input type="checkbox"/>	Not yet competent	<input type="checkbox"/>
(Please tick as appropriate)			
(The candidate is competent if the candidate obtains at least 50%)			
Feedback from candidate:			

Feedback to candidate:

Candidate Signature

Date:

Assessor's Signature

Date

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