

## APPENDIX A



### **Career Development Needs Assessment Survey**

The following survey is designed to help you establish the career development needs of your target group and/or client/s.

It will help you to:

- Identify the career competencies that should be prioritised in your career development program or intervention, and
- Identify the appropriate Blueprint phase/s for your learners.

It is recommended that you modify the survey instrument to suit your specific requirements.

# Information for Survey Administrators

The following survey is designed to help you establish the career development needs of your target group and/or client/s. It will help you to identify those career competencies, which should be priorities for your career development program or intervention, and the *Blueprint* phase/s you need to focus on.

## Sections to be completed by administrators

You will notice that the first page contains an overview of the survey and information relating both to you as the administrator, and to the person filling in the survey. Prior to administering the survey, you will need to complete the following sections:

1. The information in the first box on the first page relating to the target group / client/s and to your organization, and
2. The information in the last box on the first page relating to the contact person responsible for handling queries about the survey.

## How to code the survey

The survey contains three sections. The first two sections will help you to establish the level of participation in career development activities your target group and/or client/s have previously undertaken. This information will help you to decide which phase of the *Blueprint* to work with for each career competency.

The third section asks participants to rate how important they think it is that your target group and/or client/s develop specific career management competencies. This information will help you to prioritise your career development program or intervention.

## Determining the appropriate phase

To ascertain **which phase** of the *Blueprint* to work with for particular career management competencies, look at the responses given to sections one and two.

Section one will give you an overview / baseline of how much interntional career development your target group / client/s have had in the past, and can be used to inform your general thinking about where best to start.

The second section asks for specific information relating to each career management competency – look at the responses to this section carefully, and then consider the following guide as a way of identifying the appropriate phase:

- No previous participation in career development activities – consider using phase I
- A small amount of previous exposure to career development activities – consider using phase II
- A moderate amount of previous participation in career development activities – consider using phase III
- A substantial amount of previous participation in career development activities – consider using phase IV

## Establishing priorities

Section three helps you to prioritise the career development needs of your target group / client/s. Looking at the responses on the rating scale will help you to identify priorities for the development of specific career management competencies. You can then use this to inform the design of your program or intervention.

# Career Development Needs Assessment Survey

TARGET GROUP / CLIENT/S: \_\_\_\_\_

ORGANISATION: \_\_\_\_\_

The purpose of this survey is to establish the career development needs of our target group / client/s shown above. This survey lists the knowledge, skills and attitudes that are needed for effective career management, and asks you to rate:

How likely it is that the target groups has already acquired them, and

How important you think it is to develop them with the target group / client/s.

Your input will then help us to create effective career development strategies to meet these needs. Your participation in this survey is entirely voluntary, and very much appreciated.

**It would be useful if you could complete the following information about yourself, as it assists us to organise the information we are collecting.**

1) Your position / title (eg: teacher, student, HR manager, parent, administrator etc):

\_\_\_\_\_

Today's Date: \_\_\_\_\_

We thank you again for your participation. If you would like more information about this survey and how it will be used, please contact:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

## Section One

*The first section of the survey is designed to establish, in general terms, how much intentional/formal career development learning the target group / client/s have received in the past. Please read the information below and select the appropriate response.*

1. Career development has been described as the process of managing life, learning and work over the lifespan. Formal career development activities include things such as career education, career guidance/counselling, work experience, and accessing / researching/ working with career information (this information might include things such as job descriptions, working conditions, training requirements and salaries).

*Given your knowledge of the target group / client/s, how would you rate their previous participation in these types of career development activities in general? Please **tick the box** that matches the appropriate statement only:*

- No** previous participation in formal career development activities at all
- Limited** participation in formal career development activities
- Moderate** participation in formal career development activities
- Substantial** participation in formal career development activities

2. Based on your response to question one, in the space below please list, to the best of your knowledge, the career development activities that the target group / client/s have previously participated in. If you answered “no previous participation in formal career development activities at all” to question one, please leave this section blank.

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Please continue on to the next section of the survey



## Section Two

The second section of the survey is designed to establish, in more specific terms, the target group/client/s level of participation in formal or intentional career development activities. We are particularly interested in the career development areas shown in the table below.

3. People who work in the career development area have identified the following 11 career management competencies as being important to help people manage their life, learning and work over the lifespan.

Given your knowledge of the target group / client/s, how would you rate their previous formal career development activities in terms of helping them to develop these career management competencies? Please **tick one column for each career management competency** only:

CAREER MANAGEMENT COMPETENCY	No Previous Participation	A Small Amount	A Moderate Amount	A Substantial Amount
1. Build and maintain a positive self concept				
2. Interact positively and effectively with others				
3. Change and grow throughout life				
4. Participate in lifelong learning supportive of career goals				
5. Locate and effectively use career information				
6. Understand the relationship between work, society and the economy				
7. Secure/create and maintain work				
8. Make career enhancing decisions				
9. Maintain balanced life and work roles				
10. Understand the changing nature of life and work roles				
11. Understand, engage in and manage the career building process				

Please continue on to the next section of the survey



### Section Three

The third section of the survey is designed to establish which of these 11 career management competencies you think the target group / client/s need to develop. In this section we ask you to rate how important you think each of these career management competencies are for the target group / client/s to develop.

4. As mentioned previously, people who work in the career development area have identified the following 11 career management competencies as being important to help people manage their life, learning and work over the lifespan.

Given your knowledge of the target group / client/s, please rate how important you think it is for them to develop the following career management competencies. Please **tick one column for each career management competency only**:

CAREER MANAGEMENT COMPETENCY	Not important at all	Only a little important	Moderately important	Very important
1. Build and maintain a positive self concept				
2. Interact positively and effectively with others				
3. Change and grow throughout life				
4. Participate in lifelong learning supportive of career goals				
5. Locate and effectively use career information				
6. Understand the relationship between work, society and the economy				
7. Secure/create and maintain work				
8. Make career enhancing decisions				
9. Maintain balanced life and work roles				
10. Understand the changing nature of life and work roles				
11. Understand, engage in and manage the career building process				

You have now completed the survey. Thank you for your participation.

