

APPENDIX B

Activity Selection, Design and Measurement Form



The intention of this form is to help you gather and organise your program information. It contains sections on the:

- Blueprint career management competencies and performance indicators you are working with, and
- Local standards you have developed.

It also has spaces to record:

- A description of the activity you are undertaking,
- The assessment method you have chosen,
- The assessment tools that you will use, and
- Further comments.

You may also find this form is a useful tool for monitoring and reporting on program activities, as well as describing your career development activities to key stakeholders.

Activity Selection, Design & Measurement Form

Complete a copy of this form for every local standard related to each career management competency.

TARGET GROUP / CLIENT/S: _____			
AREA (please tick):		PHASE (please tick):	
Area A: Personal Management	<input type="checkbox"/>	Phase I	<input type="checkbox"/>
Area B: Learning and Work Exploration	<input type="checkbox"/>	Phase II	<input type="checkbox"/>
Area C: Career Building	<input type="checkbox"/>	Phase III	<input type="checkbox"/>
		Phase IV	<input type="checkbox"/>

CAREER MANAGEMENT COMPETENCY (please tick):	
1. Build and maintain a positive self concept	<input type="checkbox"/>
2. Interact positively and effectively with others	<input type="checkbox"/>
3. Change and grow throughout life	<input type="checkbox"/>
4. Participate in lifelong learning supportive of career goals	<input type="checkbox"/>
5. Locate and effectively use career information	<input type="checkbox"/>
6. Understand the relationship between work, society and the economy	<input type="checkbox"/>
7. Secure / create and maintain work	<input type="checkbox"/>
8. Make career enhancing decisions	<input type="checkbox"/>
9. Maintain balanced life and work roles	<input type="checkbox"/>
10. Understand the changing nature of life and work roles	<input type="checkbox"/>
11. Understand, engage and manage the career building process	<input type="checkbox"/>

PERFORMANCE INDICATOR (state performance indicator and include numerical code):

LOCAL STANDARD (states what participants must do, under what conditions, and to what level, in order to demonstrate competence):

DESCRIPTION OF THE LEARNING ACTIVITY (attach any relevant worksheets / handouts / documents):

- A description of the activity you are undertaking,
- The assessment method or techniques you will use to gather evidence
- The assessment tools that you will use
- Further comments.

ASSESSMENT/EVIDENCE GATHERING METHOD

ASSESSMENT/EVIDENCE GATHERING TOOLS

ADDITIONAL COMMENTS:
