## Assessment task 1.1.4 – Knowledge task – Written questions

### Resources required

- Computer
- Microsoft office

### Assessment Overview

In this assessment students are required to demonstrate their knowledge.

### Conditions of assessment

This is an open book assessment to be undertaken in the student's own time and submitted to their assessor at an agreed date.

Students must read each question and provide a written response. Students must attempt all questions before submitting their response. Your assessor will confirm the requirements with you prior to the commencement of this task.

For a student's performance to be deemed satisfactory in this assessment task, students must satisfactorily address all the assessment criteria. I.e. you must provide an appropriate response to each question.

Students are encouraged to contact their trainer if they require clarification on any part of the assessment process prior to attempting this task.

You will be provided feedback on performance on completion of the task. The feedback will indicate if you have satisfactorily answered all questions or will indicate the questions you have incorrectly answered.

If you have not provided satisfactory responses to any question/ s you must re-attempt these question/ s at a later date.

The feedback will also indicate any area/s of the unit that you have not answered satisfactorily and will request you to contact your trainer for support before re-attempting the assessment.

Students have the right to appeal the outcome of assessment decisions if they feel they have been dealt with unfairly or have other appropriate grounds for an appeal.

Cheating, plagiarism and collusion in any form during assessments will result in the assessment submission being invalidated. By submitting this assessment task students are declaring that the submission is the result of their own work and they have not engaged in any form of cheating or collusion when undertaking this activity.

Students are encouraged to contact their trainer prior to attempting this task if they do not understand any part of this task or if they have any learning issues/ needs that may hinder them when attempting any part of the assessment.

### Questions

1. In 200 words describe the legal and ethical considerations that will apply to the initial stages of counselling. In your response address legal and ethical considerations in relation to:

- Codes of conduct/practice
- Discrimination
- Duty of care
- Human rights
- Mandatory reporting
- Practitioner/client boundaries
- Privacy, confidentiality and disclosure
- Records management
- Rights and responsibilities of workers, employers and client's
- Work role boundaries
- Work health and safety

2. In 100 words explain how counselling has evolved.

3. In 100 words outline the principles of person-centred practice.

4. In 50 words outline the professional limitations of counselling practice.

5. In 50 words outline what clients have the right to expect from counselling.

6. In 50 words outline the place of counselling within the helping services.

7. In 100 words outline the purpose, scope and nature of the counselling relationship.

8. Write 100 words on how to recognise your own bias and the impact your own values may have on the counselling relationship:

9. Write a paragraph for each of the following communication technique's and micro skills describing what each technique involves and how and when you would apply each technique:
   Effective use of body language, attending behaviours, active listening, Paraphrasing, reflecting feelings, open questioning, closed questioning, Probing, Summarising, reframing, providing client feedback,

10. In dot points write down at least 5 types of issues that clients may present to a counselling session with:

11. Write a sentence for each issue below giving details about the extent to which these issues fall within the counselling scope of practice and provide examples for the options for referral for clients presenting with the following issues:
    A. Alcohol and other drugs
    B. Domestic and family violence,
    C. Financial difficulty,
    D. Homelessness,
    E. Mental illness,
    F. Problem gambling,
    G. Child abuse and neglect

12. In 100 words name and outline 3 different models of counselling and intervention.

13. Identify the key stages of a counselling session. Write a paragraph outlining what happens in each stage. Describe techniques used for managing each stage of the counselling session.

14. In dot points outline 5 techniques and strategies that can be used to help clients identify and work through their concerns?

15. In 100 words outline how you would monitor the counselling process to ensure it remains of value to clients?

16. Outline in 100 words on how you bring the counselling process to an end?

17. List five obstacles to the counselling process. Outline each obstacle and how you would overcome the obstacle. Obstacles must relate to psychological, physical and economic issues.

18. In dot points outline 5 circumstances where you would seek support or guidance from your supervisor.

19. In 50 words explain the key objectives of counselling.

## Submit

Your submission is to be sent to your assessor via e-mail in a PDF document.
Each question must be identified with a full response to every question.