

# **Assessment Record**

## **For:**

Job Seeker 4.0: Leverage digital job  
seeking platforms for employability  
success

SFw Adapt to Change  
SFw Personal Effectiveness  
RET-CHG-3001-1.1  
RET-PMD-3005-1.1

Approved Assessment Centre:

**BELLS SG Pte Ltd**

Candidate Name:

## VERSION CONTROL RECORD

Version	Date	Change/History	Author
1.0		First Submission	Jared

## 9. ASSESSMENT RECORDS

### 9.1 Assessment Record (Portfolio Presentation)

This document is to record the evidence gathered for the competency assessment of the following candidate for the Technical and Skills Competencies (TSC), **Adapt to Change (RET-CHG-3001-1.1)** and **Personal Effectiveness (RET-PMD-3005-1.1)**

Candidate's Name (as in NRIC):	
Candidate's NRIC (Please use last four figures of NRIC, e.g. "SXXXX123A"):	S/T XXXX _ _ _ / _
Assessor's Name:	
Assessor's NRIC: (Please use last four figures of NRIC, e.g. "SXXXX123A"):	S/T XXXX _ _ _ / _
Duration of Assessment:	
Allocated Duration:	30min
Start Time	
End Time	

Knowledge & Abilities	Assessment Criteria	Please tick		Remarks
		C	NYC	
Adapt to Change (RET-CHG-3001-1.1)				
<b>Abilities</b> CA1 Analyse information gathered from the news media to determine relevant trends and issues that would affect work team at the workplace	Candidate is able to describe at least TWO changes from new media that is happening in Singapore. (Q1b)			
CA2 Analyse the implications of global competitiveness on one’s job and team at the workplace	Candidate is able to describe how the changes have affected chances of being employed. (Q1b)			
CA3 Analyse the impact of diversity on a team and facilitate team members to work within a diverse team based on strategies set	Candidate is able to describe at least TWO benefits of diversity. (Q5b)			
CA5	Candidate is able to describe their attire for the interview and			

Implement ways to provide a conducive work environment to facilitate the transfer of learning among team members and peers	answer the Top 10 interview questions. (Q6b)			
CA6 Identify and implement strategies to motivate and assist team members to adapt to change in job requirements at the workplace	Candidate is able to explain at least TWO ways to be a team-player. (Q5d)			
CA7 Identify gaps in competencies, determine training and development needs and select resources and suitable learning opportunities that match the learning styles of self and team	Candidate is able to identify at least TWO weaknesses or shortcomings and at least TWO ways to overcome these. (Q3b)			
CA8 Promote opportunities for learning and coaching within a team	Candidate is able to reply at the closing of the interview and explain at least TWO actions to take after the interview. (Q6c)			
<b>Knowledge</b>  CK1 Types of learning opportunities and uses of learning resources and references for development	Candidate is able to describe at least TWO job-specific skills learned from a particular type of job. (Q2b)			
CK2 Common challenges and difficulties in selecting the appropriate resources for development	Candidate is able to explain at least THREE self-management skills that best describes them. (Q2a)			
CK3 Ways to recommend and facilitate the use of the various resources for development	Candidate is able to describe at least TWO strengths and how they know they have them. (Q3a)			
CK4 Methods to identify learning styles of self and team	Candidate is able to describe at least TWO ways they learn best in the skill they are interested to learn. (Q4)			
CK5 Types of learning theories, learning motivation theories and motivational factors to learn	Candidate is able to describe at least TWO skills they are interested to learn for the new job and reasons why they are interested. (Q4)			

CK6 Transferable skills and knowledge and their features	Candidate is able to describe at least TWO transferable skills they learned in the previous job. (Q2c)			
CK7 Factors that hinder and encourage learning	Candidate is able to describe at least TWO factors that makes it difficult to learn on the job. (Q4)			
CK8 Types of diversity in the team	Candidate is able to explain at least TWO types of people they have worked with. (Q5a)			
CK9 Importance of team cooperation and synergy	Candidate is able to describe the importance of teamwork. (Q5c)			
CK10 Impact of changes in the workplace	Candidate is able to describe how the changes in the job market has personally impacted their job search. (Q1a)			

<b>Personal Effectiveness (RET-PMD-3005-1.1)</b>				
<b>Knowledge</b> PK1 Legal and ethical considerations relating to team communication, development of professional competence and decision-making within the team	Candidate is able to list the job requirements of THREE positions, their job responsibilities, and the company history and stability. (Q7)			
PK2 Organisational policies and procedures relating to communication at all levels within the organisation and development of professional competence	Candidate is able to identify at least FIVE job search channels in communicate. (Q6a)			
PK3 Implications and impact of decision-making processes on employees and the organisation	Candidate is able to list their certificates and/or skills and identify suitability of their skills to the positions. (Q7)			
PK4 Types of communication styles practiced at the workplace	Candidate is able to rank job search channels according to their effectiveness. (Q6a)			
PK5 Statistical analysis skills to support decision-making processes	Candidate is able to rank the 3 positions from the most suitable to the least suitable. (Q7)			

## 9.2 Assessment Record (Practical Performance)

This document is to record the evidence gathered for the competency assessment of the following candidate for the Technical and Skills Competencies (TSC), **Adapt to Change (RET-CHG-3001-1.1)** and **Personal Effectiveness (RET-PMD-3005-1.1)**

Candidate's Name (as in NRIC):	
Candidate's NRIC (Please use last four figures of NRIC, e.g. "SXXXX123A"):	S/T XXXX _ _ _ / _
Assessor's Name:	
Assessor's NRIC: (Please use last four figures of NRIC, e.g. "SXXXX123A"):	S/T XXXX _ _ _ / _
Duration of Assessment:	
Allocated Duration:	60min
Start Time	
End Time	

Knowledge & Abilities	Assessment Criteria	Please tick		Remarks
		C	NYC	
Adapt to Change (RET-CHG-3001-1.1)				
Abilities CA4 Identify the competencies required in current job for self and team at the workplace	Candidate is able to articulate at least TWO relevant job skills, transferable skills, people skills language skills or software skills for the job.			

<b>Personal Effectiveness (RET-PMD-3005-1.1)</b>				
<b>Abilities</b> PA1 Seek comments and feedback to ensure messages are received and understood	Candidate is able to articulate how they would like to be interviewed.			
<b>Abilities</b> PA2 Explain organisation's strategies and Standard Operating Procedures (SOP) to team members to facilitate decision-making processes	Candidate is able to describe previous job experience AND responsibilities.			
PA3	Candidate is able to state their education level with the			

Work with team to develop, assess and select most appropriate decisions to meet team and organisational objectives based on success rate and risk factor considerations	relevant certifications AND at least TWO strengths (self-management skills) in the workplace.			
PA4 Address barriers to communication to improve team collaboration and effectiveness	<p>Candidate is able to demonstrate <b>at least FOUR</b> of the following behaviours:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> maintain non-threatening eye contact</li> <li><input type="checkbox"/> use polite language</li> <li><input type="checkbox"/> use professional language</li> <li><input type="checkbox"/> display positive body language</li> <li><input type="checkbox"/> display professional body language</li> <li><input type="checkbox"/> display appropriate facial expression</li> <li><input type="checkbox"/> display appropriate posture</li> </ul>			
PA5 Use appropriate communication styles and verbal and non-verbal cues to communicate ideas and concepts in the workplace	<p>Candidate is able to demonstrate ALL of the following behaviours:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dressed appropriately</li> <li><input type="checkbox"/> Proper personal grooming</li> <li><input type="checkbox"/> Introduce self by using polite &amp; professional language</li> </ul>			
PA6 Maintain communication and engagement with team members and supervisor to identify new and emerging areas of professional practice	Candidate is able to articulate how they can be contacted for job opportunities.			

### 9.3 Assessment Summary Record

Skills Framework: Retail  
 Skill: Job Seeker 4.0: Leverage digital job seeking platforms for employability success  
 Skill Code: RET-CHG-3001-1.1, RET-PMD-3005-1.1

Candidate's Name (as in NRIC):	
Candidate's NRIC (Please use last four figures of NRIC, e.g. "SXXXX123A"):	S/T XXXX _ _ _ / _

Domain	S/N	Domain Outcomes	Overall Result C / NYC	Remarks
<b>Adapt to Change (RET-CHG-3001-1.1)</b>				
Knowledge C	CK1	Types of learning opportunities and uses of learning resources and references for development		
	CK2	Common challenges and difficulties in selecting the appropriate resources for development		
	CK3	Ways to recommend and facilitate the use of the various resources for development		
	CK4	Methods to identify learning styles of self and team		
	CK5	Types of learning theories, learning motivation theories and motivational factors to learn		
	CK6	Transferable skills and knowledge and their features		
	CK7	Factors that hinder and encourage learning		
	CK8	Types of diversity in the team		
	CK9	Importance of team cooperation and synergy		
	CK10	Impact of changes in the workplace		
Abilities	CA1	Analyse information gathered from the news media to determine relevant trends and issues that would affect work team at the workplace		
	CA2	Analyse the implications of global competitiveness on one's job and team at the workplace		



	CA3	Analyse the impact of diversity on a team and facilitate team members to work within a diverse team based on strategies set		
	CA4	Identify the competencies required in current job for self and team at the workplace		
	CA5	Implement ways to provide a conducive work environment to facilitate the transfer of learning among team members and peers		
	CA6	Identify and implement strategies to motivate and assist team members to adapt to change in job requirements at the workplace		
	CA7	Identify gaps in competencies, determine training and development needs and select resources and suitable learning opportunities that match the learning styles of self and team		
	CA8	Promote opportunities for learning and coaching within a team		
<b>Personal Effectiveness (RET-PMD-3005-1.1)</b>				
Knowledge	PK1	Legal and ethical considerations relating to team communication, development of professional competence and decision-making within the team		
	PK2	Organisational policies and procedures relating to communication at all levels within the organisation and development of professional competence		
	PK3	Implications and impact of decision-making processes on employees and the organisation		
	PK4	Types of communication styles practiced at the workplace		
	PK5	Statistical analysis skills to support decision-making processes		
Abilities	PA1	Seek comments and feedback to ensure messages are received and understood		
	PA2	Explain organisation's strategies and Standard Operating Procedures (SOP) to team members to facilitate decision-making processes		
	PA3	Work with team to develop, assess and select most appropriate decisions to meet team and organisational objectives based on success rate and risk factor considerations		
	PA4	Address barriers to communication to improve team collaboration and effectiveness		

	PA5	Use appropriate communication styles and verbal and non-verbal cues to communicate ideas and concepts in the workplace		
	PA6	Maintain communication and engagement with team members and supervisor to identify new and emerging areas of professional practice		

The candidate has been briefed on the assessment appeal procedure

☐

YES

☐

NO

The candidate has been assessed as:

☐

**COMPETENT** in the Skill:

☐

**NOT YET COMPETENT** in the Skill:

***By signing, the candidate is agreeing to accept the assessment outcome.***

Candidate's Name

(As in NRIC)

: \_\_\_\_\_

Candidate's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Assessor's Name

: \_\_\_\_\_

Assessor's Signature

: \_\_\_\_\_

Date : \_\_\_\_\_