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.

<table>
<thead>
<tr>
<th>TARGET GROUP / CLIENT/S: ____________________________________________________________________________</th>
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**AREA (please tick):**
- Area A: Personal Management
- Area B: Learning and Work Exploration
- Area C: Career Building

**PHASE (please tick):**
- Phase I
- Phase II
- Phase III
- Phase IV

**CAREER MANAGEMENT COMPETENCY (please tick):**
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 and manage the career building process

**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: