Appendix C contains a checklist of the competencies at each developmental phase.

Each of the checklists can be modified for a variety of purposes. You can use them:

- to assess an individual’s level of mastery of the career management competencies at various phases, and
- as a self-assessment tool for learners/clients.

Some learners will need assistance with making these judgements. Others may be unfamiliar with the terminology used to describe career management competencies. Others, with lower language and literacy levels, will require the form to be modified.

The checklists can also be used for various recording purposes.
NAME: ___________________________ DATE: ___________________________

AREA A: PERSONAL MANAGEMENT – PHASE I CIRCLE YOUR LEVEL OF
MASTERY

COMPETENCY 1 Build and maintain a positive self concept

1.1 Build a positive self concept while discovering its
influence on yourself and others Low Medium High

COMPETENCY 2 Interact positively and effectively with others

2.1 Develop abilities for building positive relationships
In life Low Medium High

COMPETENCY 3 Change and grow throughout life

3.1 Discover that change and growth are part of life Low Medium High

COMPETENCY 4 Participate in lifelong learning supportive of career goals

4.1 Discover lifelong learning and its contribution to life and work Low Medium High

AREA B: LEARNING AND WORK EXPLORATION – PHASE I CIRCLE YOUR
LEVEL OF MASTERY

COMPETENCY 5 Locate and effectively use career information

5.1 Understand the nature of career information Low Medium High

COMPETENCY 6 Understand the relationship between work, society and the
economy

6.1 Discover how work contributes to individuals’ lives Low Medium High

AREA C: CAREER BUILDING – PHASE I CIRCLE YOUR LEVEL OF
MASTERY

COMPETENCY 7 Secure/create and maintain work

7.1 Explore effective ways of working Low Medium High

COMPETENCY 8 Make career enhancing decisions

8.1 Explore and improve decision-making Low Medium High

COMPETENCY 9 Maintain balanced life and work roles

9.1 Explore and understand the interrelationship of life roles Low Medium High
COMPETENCY 10  Understand the changing nature of life and work roles

10.1  Discover the nature of gendered life and work roles  

COMPETENCY 11  Understand, engage in and manage the career building process

11.1  Explore the underlying concepts of the career building process
### AREA A: PERSONAL MANAGEMENT – PHASE II

**COMPETENCY 1**  
Build and maintain a positive self concept

1.2  
Build a positive self concept and understand its influence on life and work  
Low    Medium    High

**COMPETENCY 2**  
Interact positively and effectively with others

2.2  
Develop additional abilities for building positive relationships in life  
Low    Medium    High

**COMPETENCY 3**  
Change and grow throughout life

3.2  
Learn to respond to change and growth  
Low    Medium    High

**COMPETENCY 4**  
Participate in lifelong learning supportive of career goals

4.2  
Link lifelong learning to personal career aspirations  
Low    Medium    High

### AREA B: LEARNING AND WORK EXPLORATION – PHASE II

**COMPETENCY 5**  
Locate and effectively use career information

5.2  
Locate and use career information  
Low    Medium    High

**COMPETENCY 6**  
Understand the relationship between work, society and the economy

6.2  
Understand how work contributes to the community  
Low    Medium    High

### AREA C: CAREER BUILDING – PHASE II

**COMPETENCY 7**  
Secure/create and maintain work

7.2  
Develop qualities to seek and obtain/create work  
Low    Medium    High

**COMPETENCY 8**  
Make career enhancing decisions

8.2  
Link decision-making to career building  
Low    Medium    High
COMPETENCY 9  Maintain balanced life and work roles
9.2  Explore and understand the interrelationship between life and work roles

COMPETENCY 10  Understand the changing nature of life and work roles
10.2  Explore non-traditional life and work options

COMPETENCY 11  Understand, engage in and manage the career building process
11.2  Understand and experience the career building process
<table>
<thead>
<tr>
<th>AREA A: PERSONAL MANAGEMENT – PHASE III</th>
<th>CIRCLE YOUR LEVEL OF MASTERY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETENCY 1</td>
<td>Build and maintain a positive self concept</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Develop abilities to maintain a positive self concept</td>
<td>Low Medium High</td>
</tr>
<tr>
<td>COMPETENCY 2</td>
<td>Interact positively and effectively with others</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Develop abilities for building positive relationships in life and work</td>
<td>Low Medium High</td>
</tr>
<tr>
<td>COMPETENCY 3</td>
<td>Change and grow throughout life</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Learn to respond to change that affects your well-being</td>
<td>Low Medium High</td>
</tr>
<tr>
<td>COMPETENCY 4</td>
<td>Participate in lifelong learning supportive of career goals</td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Link lifelong learning to the career building process</td>
<td>Low Medium High</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA B: LEARNING AND WORK EXPLORATION – PHASE III</th>
<th>CIRCLE YOUR LEVEL OF MASTERY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETENCY 5</td>
<td>Locate and effectively use career information</td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td>Locate and evaluate a range of career information sources</td>
<td>Low Medium High</td>
</tr>
<tr>
<td>COMPETENCY 6</td>
<td>Understand the relationship between work, society and the economy</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Understand how societal needs and economic conditions influence the nature and structure of work</td>
<td>Low Medium High</td>
</tr>
</tbody>
</table>
### AREA C: CAREER BUILDING - PHASE III

**CIRCLE YOUR LEVEL OF MASTERY**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency 7</td>
<td>Secure/create and maintain work</td>
<td>Low</td>
</tr>
<tr>
<td>Competency 8</td>
<td>Make career enhancing decisions</td>
<td>Low</td>
</tr>
<tr>
<td>Competency 9</td>
<td>Maintain balanced life and work roles</td>
<td>Low</td>
</tr>
<tr>
<td>Competency 10</td>
<td>Understand the changing nature of life and work roles</td>
<td>Low</td>
</tr>
<tr>
<td>Competency 11</td>
<td>Understand, engage in and manage the career building process</td>
<td>Low</td>
</tr>
</tbody>
</table>

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- Competency 7: Develop abilities to seek, obtain/create and maintain work
  - Low
  - Medium
  - High
- Competency 8: Engage in career decision-making
  - Low
  - Medium
  - High
- Competency 9: Link lifestyles and life stages to career building
  - Low
  - Medium
  - High
- Competency 10: Understand and learn to overcome stereotypes in your career building
  - Low
  - Medium
  - High
- Competency 11: Take charge of your career building process
  - Low
  - Medium
  - High
**AREA A: PERSONAL MANAGEMENT – PHASE IV**

**COMPETENCY 1**  
Build and maintain a positive self-concept  
1.4 Improve abilities to maintain a positive self-concept  
Low  Medium  High

**COMPETENCY 2**  
Interact positively and effectively with others  
2.4 Improve abilities for building positive relationships in life and work  
Low  Medium  High

**COMPETENCY 3**  
Change and grow throughout life  
3.4 Develop strategies for responding positively to life and work changes  
Low  Medium  High

**COMPETENCY 4**  
Participate in lifelong learning supportive of career goals  
4.4 Participate in continuous learning supportive of career goals  
Low  Medium  High

**AREA B: LEARNING AND WORK EXPLORATION – PHASE IV**

**COMPETENCY 5**  
Locate and effectively use career information  
5.4 Use career information effectively in the management of your career  
Low  Medium  High
COMPETENCY 6  Understand the relationship between work, society and the economy

6.4  Incorporate your understanding of changing economic, social and employment conditions into your career planning.

AREA C: CAREER BUILDING - PHASE IV

CIRCLE YOUR LEVEL OF MASTERY

COMPETENCY 7  Secure/create and maintain work

7.4  Improve on abilities to seek, obtain/create and maintain work

COMPETENCY 8  Make career enhancing decisions

8.4  Incorporate realism into your career decision-making

COMPETENCY 9  Maintain balanced life and work roles

9.4  Incorporate life / work balance into the career building process

COMPETENCY 10  Understand the changing nature of life and work roles

10.4  Seek to eliminate gender bias and stereotypes in your career building

COMPETENCY 11  Understand, engage in and manage the career building process

11.4  Manage your career building process