

# Definitions of Levels of Assessment and Transferable Skills

Vocational Evaluation and Career Assessment Professionals (2024). Title of entry. In A. K. McCarthy, L. Dowd, P. Leconte, R. Boen (Ed.), *VECAP Dictionary of Vocational Evaluation and Career Assessment* (pp. first page of entry-last page of entry). Careerworks, Inc.

**levels of vocational assessment:** the vocational assessment process traditionally includes three levels of service intensity and comprehensiveness. All or a variety of assessment methods are used to construct a vocational profile. Some individuals may not need any level of formal assessment service beyond collecting relevant information portfolio style. Others, especially those facing the greatest transition, career, and vocational challenges or barriers may need one, two or all three services to further their self-awareness and enhance the career development process (Castiglione, Leconte, & Smith, 2018). See also career assessment; level 1 vocational assessment; level 2 vocational assessment; level 3 vocational assessment.

**level 1 vocational assessment (Level I):** 1. an Individualized process designed to arrive at decisions for career planning or determine the need to provide additional career assessment and/or other services. Examples of Level 1 Assessment may include one or more of the following: records review, personal interview, limited administration and interpretation of career interest and other assessment instruments etc. If additional information is needed for effective career planning after Level I services are completed, additional career assessment or other services should be considered.

Also called screening assessment or needs assessment (McCarthy et al., 2024). 2. the initial process designed to arrive at a decision for vocational planning or for providing additional services. This approach may consist of interviews, functional assessment, limited standardized testing, collecting and analyzing background information. It is also used to assess one or two specific skills related to a specific vocational option. If more information is needed or questions emerge, Level II can be initiated (Castiglione, Leconte, & Smith, 2018). See also career assessment; levels of vocational assessment; level 2 vocational assessment; level 3 vocational assessment

**level 2 vocational assessment (Level II):** 1. Individualized process designed to clarify vocational functioning and arrive at career decisions or goals. It is a collaborative process between the practitioner and the participant. Involves in-depth career exploration and guidance, behavioral observation, and vocational interview. Involves assessment of interest, values, work readiness, and other personal and work-related characteristics. If additional information is needed for effective career planning after Level II Services are completed, additional career assessment or other services should be considered (McCarthy et al., 2024). 2. A process to further investigate vocationally relevant information. It may include additional interviewing, additional vocational counseling, additional standardized testing, transferable skills analysis and/or job matching. Vocational options may not have been determined. If more information is needed or questions emerge, Level III can be initiated. Also called exploratory or clinical assessment (Castiglione, Leconte, & Smith, 2018). See also career assessment; levels of vocational assessment; level 1 vocational assessment; level three locational assessment

**level 3 vocational assessment (Level III):** 1. a comprehensive and individualized process that systematically uses work-focused assessment techniques (e.g., work sampling,

situational assessment, community-based assessment) as a focal point for assessment and exploration. It is a collaborative process between the practitioner and the participant that incorporates medical, psychological, social, vocational, educational, cultural, labor market, and economic data. The process involves detailed records review and in-depth career exploration and guidance, behavioral observation, and vocational interview. The process culminates in individualized and specific recommendations for career decisions or quality-of-life goals (McCarthy et al., 2024). **2.** a comprehensive vocational assessment process when more in-depth information is needed beyond Levels I and II that systematically uses work, real and simulated, to assist individual's vocational development and career decision making. The process can use work samples, standardized tests, situational assessments, behavioral observation, community-based assessment, transferable skill analysis, job matching and background analysis (Castiglione, Leconte, & Smith, 2018). Also called vocational evaluation. See also career assessment; levels of vocational assessment; level 1 vocational assessment; level 2 vocational assessment

**transferable skills:** any skills acquired during any activity in one's life including previous jobs, military experience, education/training, projects, parenting, volunteer work, hobbies, etc. which may be relevant and transferrable for use in a new job (Department of Labor, 2023c).