DVA clients on a return to work plan with an active vocational goal can benefit from a Vocational Assessment. The purpose of a vocational assessment is to assist in the identification of, or to confirm, vocational capacity and options for a client.

- Vocational Assessments must be completed by DVA registered consultants (consultants) or a third party who holds the appropriate qualifications and skills. The assessment cannot be undertaken by the client’s case manager.
- Vocational assessments must be objective and independent, and identify recommendations of suitable, sustainable job options.
- Consultants must ensure the referral for the vocational assessment does not ask the assessor to consider a predetermined outcome or client preference. Language in the request should not lead or influence the assessment.
- Consultants may obtain other assessments to inform the vocational assessment, including a functional capacity assessment, work environment assessment and ergonomic assessment.
- Consultants must ensure that the client has medical clearance to participate in vocational activities prior to obtaining a vocational assessment.
- The vocational assessment, and any other supporting assessments, must be approved as activities on the rehabilitation plan by the rehabilitation delegate (delegate) prior to being undertaken.
  - All activities must be completed by an appropriately qualified person.
- Vocational counselling can be used as part of a vocational assessment, or undertaken separately.
  - Vocational counselling can support a client adjust to the change in their circumstances and employment. It’s useful for identifying employment options which factor in the new circumstances.
  - Three sessions of vocational counselling can be approved.
  - Vocational counselling must not be used as a substitute for psychological treatment.

**Vocational Assessment inclusions**

- A vocational assessment will assess and report on:
  - a client’s transferrable skills, experience and other attributes
  - the client’s motivation and goals,
  - the client’s capacity for particular vocations
  - possible education and training pathways
  - the labour market (jobs) that exist in the recommended vocation in the client’s location
  - whether any further specific assessments are required
whether any additional activities may be required, based on the client’s specific needs, to achieve the recommended vocational options

- other relevant factors which can influence the attainment of suitable and sustainable employment.

- The assessment will use the following tools and activities to identify the above:
  - transferable skills analysis, including looking at existing qualifications
  - psychometric testing, including aptitude and personality testing, and
  - labour market analysis.

- The vocational assessment must also report on, in addition to the above, how the client’s medical/health status, and any other personal circumstances may impact on their potential employment.
  - This will include reference to medical information from treating doctors on the client’s capacity, as well as discussion of the client’s self-reported capacity.
  - Refer to the Vocational Assessment PPG for further information on inclusions in the vocational assessment report.

- The professional judgement of the person performing the vocational assessment must be used to determine which assessment tools and testing should be used to obtain the required information for the assessment.
  - Testing and assessment tools that are part of the vocational assessment do not need to be approved as separate activities on the rehabilitation plan.

- A suitable suite of retraining/educational options must be identified even if the client has a singular focus.
- Any non-alignment between what can be considered a suitable, sustainable career option obtained via cost effective activities, and one which the client is seeking to pursue, must be discussed in the report.

Vocational assessment outcomes

- Consultants must clarify and/or seek clarification or changes to the assessment report from the individual who completed the report if requested by the delegate.
- Consultants must work with the client to manage expectations, and take appropriate action, based on the vocational assessment outcomes.
  - Consultants must make it clear why they have utilised a particular recommendation from the assessment.