

PREPARING YOUR CLIENT FOR A VOCATIONAL ASSESSMENT

Our **vocational assessment** is a five-hour process that involves approximately three hours of testing and a two hour, one-on-one interview with a vocational specialist at our [Vancouver](#) or [Langley](#) office.

In **medical-legal and rehabilitation matters**, the purpose of a vocational assessment is to objectively determine a client's academic strengths and the potential for training or retraining (post secondary and skills training), cognitive deficits and psychological issues that may interfere with training and/or employment, if applicable, and areas of work and careers the client is interested in. With this information, the vocational evaluator may determine the effects of the client's disability on present and future employment, residual employability and recommendations to improve the client's physical, cognitive and/or psychological functioning to enhance vocational outcomes, depending on the reason for the assessment. Chronic pain and mood issues can affect a client's performance on the day of testing and his or her overall vocational outcomes. It is important for us to know about these types of issues so the client's entire vocational picture is considered during the vocational assessment and when preparing our written report.

The **three hours of testing** includes aptitude and achievement testing (math, spelling and reading) and career interest inventories. Depending on the nature of the client's injuries and presenting symptoms, cognitive testing (memory and processing speed), mood inventories (anxiety and depression) and a pain assessment may additionally be administered. During the **two-hour interview**, the client will be asked a variety of questions about his or her school and work history, symptoms he or she is experiencing, details about the accident/injury/illness, and future work and school plans.

To ensure clients perform their best during testing, we recommend they bring prescribed reading glasses, any ergonomic and comfort aids they normally utilize such as backrests and heating packs and a list of prescription and non-prescription medications currently utilized. We also ask clients to bring a current resume, and any school transcripts, awards, certificates, and tax records that were not provided to the referral source.



To ensure the most thorough assessment possible, please provide the following information prior to your client's assessment:

- Any reported cognitive deficits (i.e., memory or processing speed);
- The nature of the client's injuries (i.e., head injury, orthopaedic or soft tissue);
- The client's current resume;
- School transcripts and records;
- Certificates of completion (i.e., First Aid and other specialized training);
- Employment records;
- Reports from specialists such as family doctors, physiatrists, neuropsychologists, and orthopaedic surgeons;
- Income tax returns (personal and business, if available);
- Hospital records and;
- Other records applicable to the client's vocational functioning.

If the client is unable to read at a Grade 8 level in English, an interpreter will be required. Please arrange for an interpreter prior to assessment and advise our office on the client's first language. The assessment process does not have any physical components but please advise your client to dress comfortably as he or she will be sitting for the duration of testing. Breaks are provided as needed. For your client's convenience, we offer vocational assessments at both our Vancouver and Langley, BC offices. Within two weeks of the assessment, we provide a **one hour** complimentary follow up session with your client to review the results of testing.

In instances of **marital separation**, a vocational assessment can assist in determining potential maximum earning capacity based on an individual's work history, transferable skills and the current labour market (i.e., occupation availability). This determination takes into consideration any existing physical, psychological and/or cognitive issues or medical conditions that could interfere with employability, family duties (i.e., responsibility for child care or care of an aging parent) and the individual's capacity for part or full-time employment based on these considerations, if applicable. Depending on the complexity of the case, an objective report may be prepared without the individual attending our office for a formal assessment.

Letter of Instruction: Please include the client's contact telephone number and email, and the report deadline. We request that records are provided at least two weeks prior to the assessment date. **If you need to reschedule or cancel the assessment, we require 10 business days notice prior to the assessment date. A fee will be charged for assessments cancelled outside this timeframe.**

| VANCOUVER OFFICE: | LANGLEY OFFICE: |
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| <p>Our office is located at 288 West 8th Avenue in Vancouver, close to major bus routes including the #99 and #9, as well as the Canada Line. Parking is available behind our office. Parking stalls can be accessed through the alleyway between Broadway and 8th. Please advise your client to park in stalls numbered 1 or 2 or VISITOR stalls # 5,6,7, or 8.</p>  | <p>Our office is located on the second floor at 8661 201st Street (south off the 200th street exit). There is free parking in front of the building.</p>  |