

# Frequently Asked Questions

## Q1. How Can I be part of PNG Career Guide Centre?

- ✓ Membership is free
- ✓ Like and Follow Us on FB page PNG Career Guide Centre
- ✓ Sign Up with PNG Career Guide Centre via
- ✓ The Test Link, To Enter Our Testing Administration System
- ✓ Pay ONLY for your full pack at lowest K50 - K200 depending on the Assessment Pack you choose.
- ✓ Full Pack consists of Customized Reports – Students, Teachers, School, District and Provincial
- ✓ Full Pack Career Guidance Counseling & Coaching -Customized Career Reports, Career Guidance Handbook

## Q.2 What are our different Career Assessment Tools?



## Q.3 Which Career Assessment Tools are required for Career Pathway Selection?



## Q4. Which Career Assessment Tools are required for Talent Recruitment?



## Q5. Why should you take Career Assessment Tests?

- ✓ If You are looking for new Career Ideas
- ✓ If You want a list of careers that match your Interests
- ✓ If You want to know what type of work you can be passionate about
- ✓ If You want help with career direction
- ✓ If You are stuck and don't know what to do next
- ✓ If You want guidance to move you in a new direction
- ✓ If You want help identifying why your career is no longer satisfying
- ✓ If You are burned out and need a change
- ✓ If You have an idea for a career change but you want to talk it over
- ✓ If You don't want to keep doing the same type of work, even if you are very good at it.

**Q6. Who Can Use Our Career Assessment Reports?**

- ✓ Teachers
- ✓ Career Counselors & Coaches
- ✓ Trainers and Facilitators
- ✓ Social Well Fare Guidance & Counselors
- ✓ HR Managers
- ✓ Youth Development Managers
- ✓ Flexible Open Distance Learning Centers
- ✓ Organizational Development Consultants
- ✓ Mentors
- ✓ Psychologists

**Q7. Who Could Use Our Career Assessment Reports for Students?**

- ✓ Guidance Officers
- ✓ School Administrators
- ✓ Subject Teachers
- ✓ Class Teachers
- ✓ Parents
- ✓ Students

**Q8. How many Career Tests Are Students are required to take? Only Two**

- ✓ CiT Test and Report
- ✓ Personality Type Test and Report

**Q9. Can Teacher Recruitment Be Based on Career Assessment Reports? Yes**

- ✓ CiT Test and Report
- ✓ Personality Type Test and Report
- ✓ Career Values Test and Report
- ✓ Career Skills Test and Report

**Q10. Who Could Use Our Key Career Assessment Reports for Talent Recruitment?**

- ✓ HR Managers of Government Departments
- ✓ Talent Recruiters of Training Colleges
- ✓ Teacher Recruitment by TSC & PEB

**Q11. Who Could Use Our Key Career Assessment Reports for Policy Decisions?**

- ✓ PEB for Reporting with Real Time Data
- ✓ Provincial Government for Planning & funding education plans
- ✓ District MPs for planning for planning & funding education plans
- ✓ National Guidance Office for Reporting with Real Time Data for National Policies

**Q12. What Are Career Tests Assessing?**

- ✓ We are testing you to identify and confirm your interest and passion
- ✓ Your Innate potentials are far more important than your learned abilities

**Q13. Do I need to Study for The Career Tests?**

- ✓ We are not testing your learned abilities
- ✓ We are not testing your aptitude
- ✓ We are not testing your math-science skills or your hand-eye coordination
- ✓ Therefore, you do not study for anything

**Q14. How Fast Are My Career Reports Made Available to be accessed?**

- ✓ All Career Reports are generated immediately one you click done & submit
- ✓ Contact your School Administration if your school has signed up with PNG Career Guide Centre
- ✓ Contact PNG Career Guide Centre if you have signed up individually or as a family.

**Q15. How Can I be coached or counselled with my Career Test Reports?**

- ✓ Through your school organized by your school administration with teachers & guidance officers
- ✓ Through District Career Conferences and seminars organized by Districts Administrations
- ✓ Through Provincial Career Conferences and seminars organized by Provincial Administrations
- ✓ Through PNG Career Guide Centre if you have signed up individually or as family.

**Q16. How safe are my Career Assessment Reports if I lost my copies?**

- ✓ We back it up in our Testing Administration System for up 5-10 years only
- ✓ Your School or Organization can back up in their systems

**Q17. Where Do I Begin?**

- ✓ Create an email if do not already have one
- ✓ Use your email on a computer or your phone
- ✓ Ask for quotation for number of Tests you're Ordering via [admin@pngcareerguide.com](mailto:admin@pngcareerguide.com)
- ✓ PNG Career Guide Centre send you a quotation on the numbers of tests ordered
- ✓ Pay for Your Test through the bank or online banking (mobile/internet)
- ✓ Submit Your Deposit slip if payment through bank deposit by uploading on email, fb messenger etc

**Q18. How Do I Excess the Career Assessment Test Links?**

- ✓ Through your email you will receive a notification from [admin@pngcareerguide.com](mailto:admin@pngcareerguide.com)
- ✓ Test links will be send by [testing@pngcareerguide.com](mailto:testing@pngcareerguide.com) via your email
- ✓ Click on individual links to take your test.
- ✓ You are immediately in our Testing Administration System
- ✓ Follow The instructions carefully to complete each test in a quiet place away from noise & disturbance
- ✓ Click Submit and your Career Assessment Report is generated immediately in our system.

**Q19. Which Assessment Pack?**

**Choose an assessment pact that suits your budget. We Strongly discourage individual packs.**

**Individual Pack – K100 per Test = K400/person**

- ✓ [CiT Test and Report](#)
- ✓ [Personality Type Test and Report](#)
- ✓ [Career Values Test and Report](#)
- ✓ [Career Skills Test and Report](#)
- ✓ Career Guidance Counseling & Coaching Pack - Customized Career Reports, Career Guidance Handbook

**Students Pack – K50 per Test =K100/student**

- ✓ [CiT Test and Report](#)
- ✓ [Personality Type Test and Report](#)
- ✓ Full Pack consists of Customized Reports – Students, School, District and Provincial
- ✓ Career Guidance Counseling & Coaching Pack - Customized Career Reports, Career Guidance Handbook

**Teachers Pack - K50 per Test = K200/teacher**

- ✓ [CiT Test and Report](#)
- ✓ [Personality Type Test and Report](#)
- ✓ [Career Values Test and Report](#)
- ✓ [Career Skills Test and Report](#)
- ✓ Full Pack consists of Customized Reports – Teachers, School, District and Provincial
- ✓ Career Guidance Counseling & Coaching Pack - Customized Career Reports, Career Guidance Handbook

**Government Department's Organizational Talent Database - K50 per Test = K200/Staff**

- ✓ **CiT Test and Report**
- ✓ **Personality Type Test and Report**
- ✓ **Career Values Test and Report**
- ✓ **Career Skills Test and Report**
- ✓ Full Pack consists of Customized Reports – Teachers, School, District and Provincial
- ✓ Career Guidance Counseling & Coaching Pack - Customized Career Reports, Career Guidance Handbook

**Corporate Government Pack – Covered Already by Students Teachers & Staff Pack**

**Full Pack consists of Customized Reports**

- ✓ Students Talent Database Reports – Talent Database for Career Pathway Counseling
- ✓ Teachers Talent Database Reports – Teachers Talent Database for Talent Recruitment
- ✓ School Administration Reports – Planning Budgeting & Funding
- ✓ District School Administration Reports - Policy Planning Budgeting & Funding
- ✓ Provincial School Administration Reports - Policy Planning Budgeting & Funding
- ✓ Provincial FODE Centre's Reports - Guidance Counselling & Coaching
- ✓ Provincial Guidance Officers Reports – Guidance Counselling & Coaching
- ✓ Provincial Inspectors Reports – National Policy Performance

**Q20. Asking for Contact Address**

- ✓ **Email:** [info@pngcareerguide.com](mailto:info@pngcareerguide.com)
- ✓ **Mobile:** 79263750/ 76502892/76237700
- ✓ **Message Us:** PNG Career Guide Centre

**Q21. Asking for Quotation**

See below sample Proforma Invoice

PNG Career Guide Centre  
Talent Management Consultants  
c/ Sabina Mong  
Executive Director



**PNG Career Guide Centre**

**SENT TO**

**Invoice #**  
**Invoice Date**  
**Due Date**

**PNCGCC – PI – 000**

---

**Proforma Invoice**

**Total**

**PGK**

---

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
	<b>Student Pack – K100/Student</b> <ul style="list-style-type: none"><li>○ <i>CiT Test and Report</i></li><li>○ <i>Personality Type Test and Report</i></li></ul>		
	<b>Teachers Pack- K200/Teacher</b> <ul style="list-style-type: none"><li>○ <i>CiT Test and Report</i></li><li>○ <i>Personality Type Test and Report</i></li><li>○ <i>Career Values Test and Report</i></li><li>○ <i>Career Skills Test and Report</i></li></ul>		
	<b>Teachers Pack- K200/Staff</b> <ul style="list-style-type: none"><li>○ <i>CiT Test and Report</i></li><li>○ <i>Personality Type Test and Report</i></li><li>○ <i>Career Values Test and Report</i></li><li>○ <i>Career Skills Test and Report</i></li></ul>		
	<b>Individual Pack- K200/Person</b> <ul style="list-style-type: none"><li>○ <i>CiT Test and Report</i></li><li>○ <i>Personality Type Test and Report</i></li><li>○ <i>Career Values Test and Report</i></li><li>○ <i>Career Skills Test and Report</i></li></ul>		
		<b>Subtotal</b>	
		<b>GST 10%</b>	

**TERMS & CONDITIONS**

Test Links To Enter Our Testing Administration System will ONLY be send via your email once we receive payment to BSP Smart Business Account:

PNG Career Guide Limited

BSP Port Moresby Branch

Acc # : 7000356084