

# **CHC52015 Diploma of Community Services Recognition of Prior Learning (RPL) Self-Assessment Form**

## **What is recognition of prior learning (RPL)?**

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside of the formal education and training system and includes work and life experience which can be either paid and/or volunteer work as well as skills attained through leisure pursuits.

RPL recognises any prior knowledge and experience and measures it against the qualification in which a student is enrolled in. The individual may not need to complete all of a training program if they already possess some of the competencies taught in the course.

## **Why you should apply for RPL?**

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- complete your qualification in a shorter time

## **Competence**

As part of the RPL process you will need understand the term competence and how it applies to your potential RPL application.

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences, as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification, within the Australian Quality Training Framework (AQTF).

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria's which give a more detailed description of the skills and knowledge you need to be able to demonstrate as part of the RPL process.

## **The self-assessment process**

Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.

Complete the applicant information and self-evaluation forms provided with as much information of your previous work experience as you can.

This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge.

You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.

It is not enough to simply state that you possess the skills and knowledge required. You must be able to **demonstrate** competence.

This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any.

You will also need to supply the contact details of work referees who can confirm your skills in the industry.

You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.

Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, please contact your recruitment adviser for further information on the next steps.

### **How to prepare for your RPL assessment**

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the applicant) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

If you decide to proceed with the RPL process you be required to be involved in the process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you may need to provide can save you valuable time and ensure that the RPL assessment process is as simple and stress-free as possible.

The list below refers to some of the most common pieces of evidence you may be required to provide and/or assessment activities you may need to participate in:

- Resume/CV
- Certified certificates/results of assessment
- Volunteer work
- Photographs of work undertaken
- Diaries/task sheets/job sheets/logbooks
- Video recordings and role plays
- De-identified case notes for multiple clients based on a range of issues
- Membership of relevant professional associations
- Certificates and/or evidence of professional development activities
- Statutory Declarations
- Assessor phone interviews
- Position descriptions
- Meeting agendas and minutes
- Workplace forms, policies and processes (as long as there are no confidentially issues)
- Hobbies/interests/special skills outside work
- Third part reports/references/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate your industry experience that supports your claim

You will also be required to supply the contact details of at least two work referees who can confirm your skills in the industry. You need to consider if you would feel comfortable for one of our assessors to contact your current or previous workplace/s to validate your skills.

In addition to the above you will also be required to write a summary of how you believe your informal training (professional development), relevant work and volunteer experience directly maps to the units of competency you are applying for RPL in.

### **What happens in an assessor phone interview (competency conversation)?**

An interview with an assessor who understands your industry will be organised for you. They will review, usually with you, the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.

During your RPL interview, your assessor will discuss with you your Self-Evaluation Form and your RPL Applicant Kit and any evidence you have provided.

It is at this point that you will be able to identify any previous work experience and discuss this with your assessor.

During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.

### **What happens in a practical skills/observation assessment?**

If your assessors makes the decision that you will be required to conduct a practical skills/observation/role play assessment (such as interviewing a client) they will organise with you a suitable date and time for this skills assessment to take place, you may also be given the option record and submit practical skills assessment.

This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.

Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks.

### **Confidentiality issues**

It is important that sensitive information is not included as part of your supporting documentation. You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted, and financial figures or other personal details should be blacked out and made unidentifiable.

## CHC52015 Diploma of Community Services Course Structure

Please indicate the units of competency you would like to apply for RPL.

<b>Module 1</b>	<b>Community Foundations</b>	✓
CHCCOM003	Develop workplace communication strategies (core)	
BSBPEF502	Develop and use emotional intelligence (elective)	
CHCCCS007	Develop and implement service programs (core)	
<b>Module 2</b>	<b>People and Culture</b>	
CHCDIV003	Manage and promote diversity (core)	
CHCAGE001	Facilitate the empowerment of older people (elective)	
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services (core)	
<b>Module 3</b>	<b>Community Risk Management</b>	
HLTWHS004	Manage work health and safety (core)	
BSBSTR502	Facilitate continuous improvement (elective)	
CHCCCS004	Assess co-existing needs (elective)	
<b>Module 4</b>	<b>Community Case Management</b>	
CHCCSM004	Coordinate complex case requirements (elective)	
CHCCSM005	Develop, facilitate and review all aspects of case management (elective)	
<b>Module 5</b>	<b>Ethical and Reflective Practice</b>	
CHCLEG003	Manage legal and ethical compliance (core)	
CHCPRP003	Reflect on and improve own professional practice (core)	
<b>Module 6</b>	<b>Supporting Performance Management</b>	
CHCCSM006	Provide case management supervision (elective)	
BSBTWK502	Manage team effectiveness	
CHCMGT005	Facilitate workplace debriefing and support processes (core)	

**\*Please note a maximum of 8 units of competency can be applied for in this qualification.\***

## Applicant Self-Assessment Form

*Please include a copy of your résumé with your self-assessment form*

Qualification/Industry in which you are seeking recognition		
<insert qualification code and title>		
Personal details		
Surname		
First name/s		
Any other name/s used		
Telephone numbers	Work:	
	Mobile:	
Email address		
Current employment		
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', in which occupation are you currently employed?		
What is your current job title?		
Who is your current employer?		
How long have you worked in this job approximately?	year/s	month/s
Is this occupation in the same industry as the industry in which you are applying for recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'no', go to the next page.

If 'yes', list some of the main tasks you perform as part of your work that you think are relevant to your RPL application.		
<i>Please add rows as required</i>		

<b>Rate your knowledge and skills against the qualification/industry relevant to your RPL application.</b>			
Industry area: <insert relevant industry>	Yes	No	Possibly
I think my experience is of a high level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Further training</b>			
I have attended training courses in this area of work.	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', what training did you undertake? Include date training completed (month, year).			
<b>Is there any further information you wish to give in support of your application?</b>			

<b>Professional referees (relevant to your work situation if not already listed on your résumé)</b>	
Name	
Position	
Organisation	
Organisation Website	
Phone/mobile number	
Email address	
Name	
Position	
Organisation	
Organisation website	
Phone/mobile number	
Email address	

### Declaration

I declare that the information contained in this application is true and correct and that all documents provided are genuine.

<b>Applicant's signature</b>	<b>Date</b>
------------------------------	-------------