

(CHC32015) CERTIFICATE III IN COMMUNITY SERVICES

Recognition of Prior Learning (RPL)/Credit Transfer (CT) Application

What is RPL Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process whereby knowledge and skills you already have may be recognised, irrespective of where or how they were acquired.

RPL can apply to a wide range of skills, including those gained through employment, community involvement, formal study, informal training or life experience.

Applications for RPL must be submitted after you have applied to enrol into the course and only applications that have been completed in full will be assessed.

If you are granted RPL for a particular module/unit, you do not need to complete the module/unit and a pass is recorded on your Training Record in the same way as any other student enrolled in the unit.

Applicants can apply for Full RPL or Part RPL using this form, the requested evidence for each Unit must be provided and each application will be assessed by our Academic staff.

What is Credit Transfer (CT)

Credit Transfer (CT) means credit towards a qualification granted to Students on the basis of outcomes gained by a Student through participation and achieving competency in a Vocational Education Training (VET) package qualification with another Registered Training Organisation (RTO).

Credit Transfer will only be granted for an entire unit of competency, not for individual elements of competency.

Why apply for RPL?

- To reduce your program load.
- To reduce costs associated with completing the course.
- To avoid repeating learning in areas where you already have skills.

For applicants using the South Australian government WorkReady funding scheme the maximum RPL/CT that can be awarded is 50% of an Australian Institute of Social Relations course.

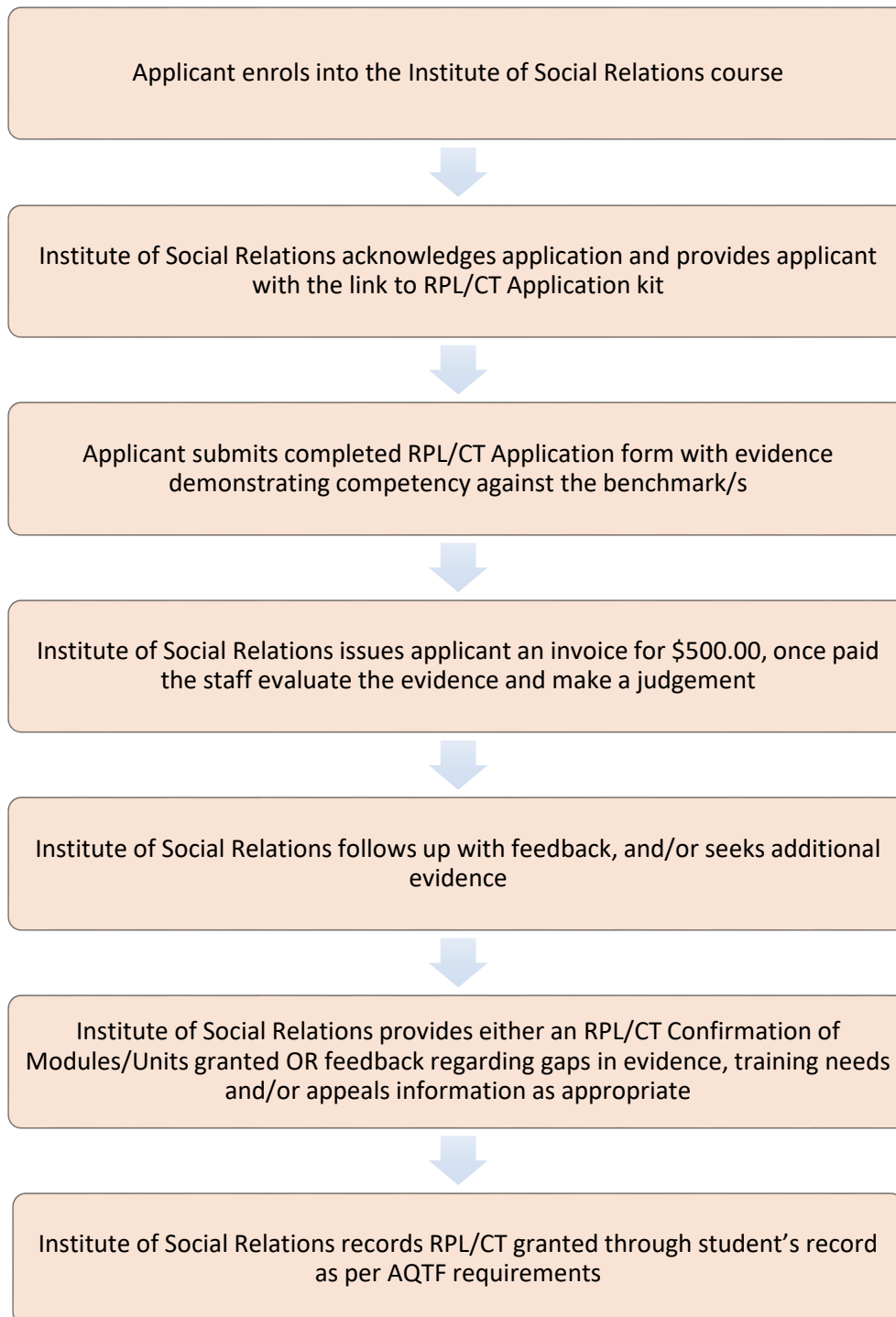
Depending on the amount of RPL you are applying for this may affect your Austudy (Centrelink) benefits as you may not be classified as a fulltime student, for clarification contact Centrelink.

The RPL Process

The RPL process consists of the following stages:

1. Apply to enrol into the course via our website <https://www.socialrelations.edu.au/>
2. Download the Application for RPL/CT from the website and attached supporting information/evidence
3. You will then receive an invoice for \$500.00, once this is paid your application will be assessed
4. Academic Staff trained in assessing RPL applications will assess your evidence. You may be required to supply further information
5. You will be notified of the outcome of your application by email.

Recognition of Prior Learning (RPL)/CT Process



Recognition of Prior Learning (RPL)/CT APPLICATION FORM

Personal Details			
First name		Last name	
Address			Postcode
Phone (mobile)	(Work)	(Home)	
Email			Date of Birth
Workplace Name			
Workplace Address			
Course Details - Certificate III in Community Services			
Please list the Modules/Units you are seeking Recognition for: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>			
Support Details			
Formal Qualifications or Training List of any formal courses or training sessions you have attended. Attach copies of Certificates and details of course outline and content (with dates). <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>			

Informal Study Programs

List any informal training sessions you have attended. Attach Certificates, and details of course outline and content (with dates).

Relevant Work Experience

List any relevant work you have performed. Give details of your employer, including a telephone number and contact person if possible. Include details of dates and duration of employment.

Relevant Life Experience

List any community involvement, personal interests, hobbies or skills which may support your application.

Personal Verification

Please indicate the name and contact address or telephone number(s) of a person or persons who can substantiate your application.

Attachments

Please list the attachments you have attached in support of this application.

Signed
(applicant):

Dated:

Skills Recognition – Personal Evidence

Please provide a resume, relevant job and person specification/s and any relevant parchments and academic transcripts for any previous study completed. These documents can be used as evidence for each unit of competence and as such have been pre-populated in the table below.

1. All evidence must be provided to Institute of Social Relations in hard copy and attached to this document.

Compulsory unit of competence	Evidence provided
CHCFAM001 Operate in the family law environment	Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3 rd party reports

2. For any units previously completed, please write the exact code in the 'evidence provided' and this will be granted as a credit transfer (CT). In this case no cost is charged and no further evidence is required. This information can be recorded as per the example below:

Unit of competency	Evidence provided
CHCFAMOO1 Operate in the family law environment	CT: CHC52015 Diploma of Community Services (please see academic transcript attached)

3. Please sign and date below to verify that the evidence provided is your own.

4. After signing the declaration of authenticity, please place an **X** next to each unit that you are seeking RPL for on page 13. After assessment of your application the assessor will initial the final column.

Please see example below:

COMPULSORY UNITS OF COMPETENCE	RPL requested by student	RPL granted by Assessor	Assessor Initials
CHCCOM504B Develop, implement and promote effective workplace communication			
CHCCS502C Maintain legal and ethical work practices			
CHCFAMOO1 Operate in the family law environment			

Applicant to complete table below

UNITS OF COMPETENCY	EVIDENCE PROVIDED
<p>CHCLEG001 Work legally and ethically</p> <p>This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.</p> <p>This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>
<p>HLTWHS002 Follow safe work practices for direct client care</p> <p>This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients. It has a focus on maintaining safety of the worker, the people being supported and other community members.</p> <p>This unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, in both centre-based and home-based service provision.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>

<p>CHCPRT001 Identify and respond to children and young people at risk</p> <p>This unit describes the skills and knowledge required to support and protect children and young people who are at risk of harm. This work occurs within legislative and policy frameworks and carries a duty of care responsibility.</p> <p>This unit applies to workers in a range of job roles providing services to children and young people including in community services and health contexts.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>
<p>CHCCOM005 Communicate and work in health or community services</p> <p>This unit describes the skills and knowledge required to communicate effectively with clients, colleagues, management and other industry providers.</p> <p>This unit applies to a range of health and community service contexts where workers may communicate face-to-face, in writing or using digital media and work with limited responsibility under direct or indirect supervision.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>
<p>CHCDIV001 Work with diverse people</p> <p>This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.</p> <p>This unit applies to all workers.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>

<p>CHCADV001 Facilitate the interests and rights of clients</p> <p>This unit describes the skills and knowledge required to assist clients to identify their rights, voice their needs and concerns and realise their interests, rights and needs.</p> <p>This unit applies to workers of all levels in a range of health or community services settings who provide services using a human rights based approach and have direct interaction with clients.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>
<p>CHCCCS004 Assess co-existing needs</p> <p>This unit describes the skills and knowledge required to assess the diverse and multi-faceted needs of people and determine both internal and external services required to meet those needs.</p> <p>This unit applies in a range of community service contexts</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>
<p>CHCDFV001 Recognise and respond appropriately to domestic and family violence</p> <p>This unit describes the knowledge and skills required to identify and respond to the needs of clients who may be experiencing domestic and family violence, including responding to immediate intervention and support needs.</p> <p>This unit applies to health and community service workers providing services according to established organisation procedures. These workers may not be specialised family violence workers.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>

<p>CHCMHS001 Work with people with mental health issues</p> <p>This unit describes the skills and knowledge required to establish relationships, clarify needs, and then work collaboratively with people who are living with mental health issues.</p> <p>This unit applies to support workers in contexts outside the mental health sector, but who come into contact with people with mental health issues. The services and support provided are not mental health specific.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>
<p>HLTWHS006 Manage personal stressors in the work environment</p> <p>This unit describes the skills and knowledge required to maintain health and wellbeing by preventing and managing personal stress.</p> <p>This unit applies to work in a range of health and community services settings, in particular work roles that operate in high stress situations and circumstances</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>
<p>CHCCCS016 Respond to client needs</p> <p>This unit describes the skills and knowledge required to respond holistically to client needs. Clients may have a range of issues outside and in addition to the area of immediate focus or expertise of the worker and their organisation.</p> <p>The unit applies to workers in a range of community services contexts who provide person-centred support to clients.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p>

	3 rd party reports
<p>CHCCOM001 Provide first point of contact</p> <p>This unit describes the skills and knowledge required to greet clients and exchange routine information, to prioritise the individual's needs, and to respond to immediate needs.</p> <p>This unit applies to service delivery in all community services and health contexts. Workers at this level work under supervision with limited responsibility.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p>

Declaration of Authenticity

The information I have provided to support this application is true and correct. I authorize my assessor to make any inquiries necessary to assist in the assessment and verification of my recognition application and to use any information supplied in this application for this purpose.

Signed (applicant):		Dated:	
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ASSESSOR TO COMPLETE

Certificate III in Community Services RPL Application Outcome

Student Name:			
Assessor's Name:			
UNITS OF COMPETENCY	RPL requested by student	RPL granted by Assessor	Assess or Initials
CHCLEG001 Work legally and ethically	<input type="checkbox"/>		
HLTWHS002 Follow safe work practices for direct client care	<input type="checkbox"/>		
CHCPRT001 Identify and respond to children and young people at risk	<input type="checkbox"/>		
CHCCOM005 Communicate and work in health or community services	<input type="checkbox"/>		
CHCDIV001 Work with diverse people	<input type="checkbox"/>		
CHCADV001 Facilitate the interests and rights of clients	<input type="checkbox"/>		
CHCCCS004 Assess co-existing needs	<input type="checkbox"/>		
CHCDFV001 Recognise and respond appropriately to domestic and family violence	<input type="checkbox"/>		
CHCMHS001 Work with people with mental health issues	<input type="checkbox"/>		
HLTWHS006 Manage personal stressors in the work environment	<input type="checkbox"/>		
CHCCCS016 Respond to client needs	<input type="checkbox"/>		
CHCCOM001 Provide first point of contact	<input type="checkbox"/>		

Assessor's notes:

**Signed by the
Assessor:**

Date: