

(CHC42015) CERTIFICATE IV 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.

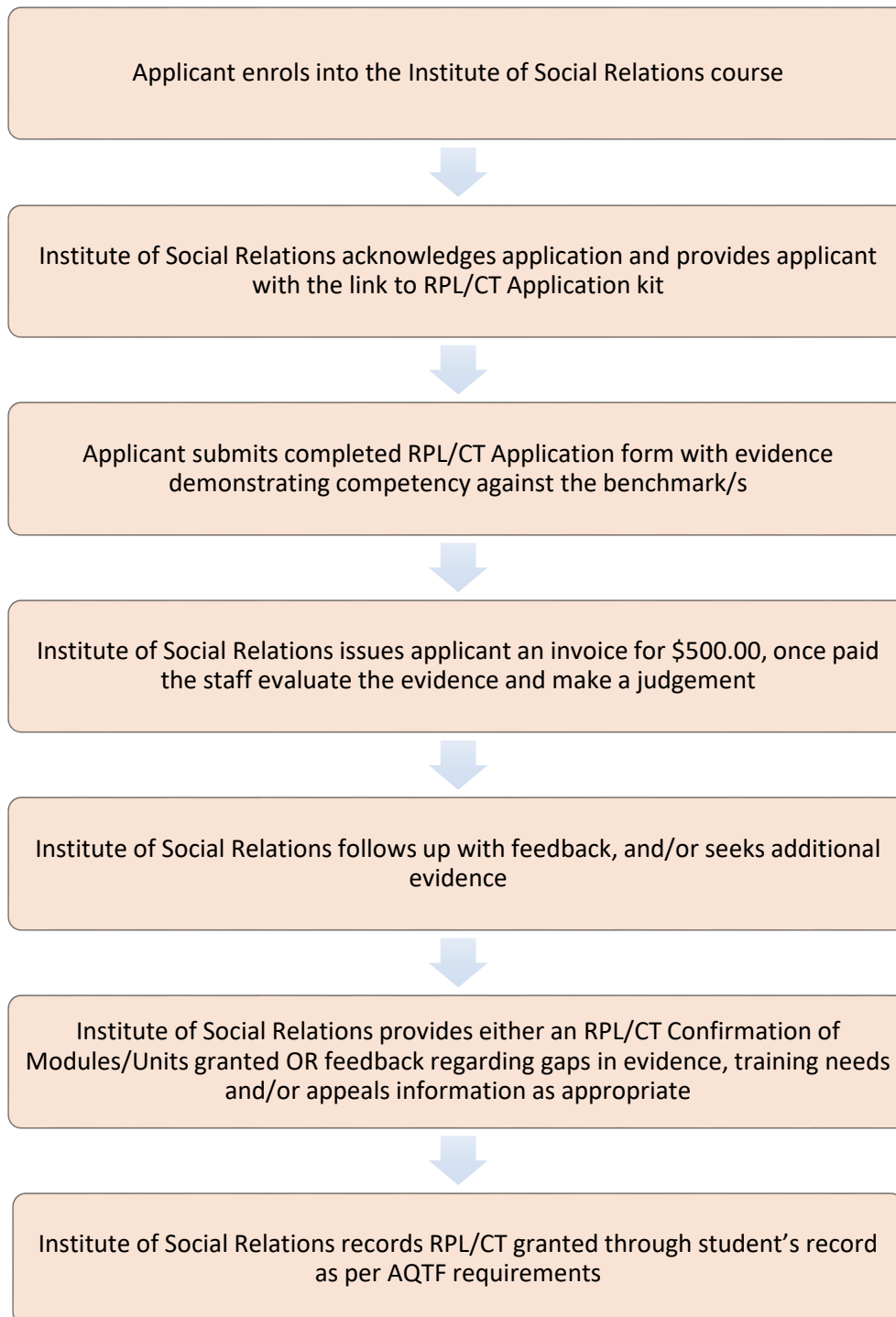
Depending on the amount of RPL you are applying for this may affect your Austudy (Centrelink) benefits as you may not be classified as a fulltime student, for clarification contact Centrelink.

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 IV in Community Services			
<p>Please list the Modules/Units you are seeking Recognition for:</p> 			
Support Details			
<p>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).</p> 			

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.

Unit of competency	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 15. After assessment of your application the assessor will initial the final column.

Please see example below:

UNITS OF COMPETENCY	RPL/CT requested by student	RPL/CT 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>HLTWHS003 Maintain work health and safety</p> <p>This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.</p> <p>This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other 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>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>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>CHCCOM002 Use communication to build relationships</p> <p>This unit describes the skills and knowledge to apply specific communication techniques to establish, build and maintain relationships with clients, colleagues and other stakeholders based on respect and trust.</p> <p>This unit applies to work across a range of workplace contexts where workers at all levels may communicate with individuals and/or groups both in person and in writing.</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>CHCPRP001 Develop and maintain networks and collaborative partnerships</p> <p>This unit describes the skills and knowledge required to identify networking and collaboration needs and develop formal and informal partnerships to enhance service delivery and improve professional practice.</p> <p>This unit applies to work in all industry sectors, and to individuals who take pro-active responsibility for improving collaboration between workers and organisations.</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>CHCDEV001 Confirm client developmental status</p> <p>This unit describes the skills and knowledge required to review the developmental status of a client. Note that the client may be a child or a young person.</p> <p>Work at this level may require guidance and/or supervision from appropriately qualified personnel, especially where provision of direct client services is involved.</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>This unit applies to people working in a range of community service contexts including: juvenile justice, alcohol and other drugs services, mental health, and child protection.</p>	<p>Supervision Logs 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 Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 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 Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 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</p>	<p>Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships</p>

<p>with mental health issues. The services and support provided are not mental health specific.</p>	<p>Training &Development/Short Course Certificates Supervision Logs 3rd party reports</p>
<p>CHCINM002 Meet community information needs</p> <p>This unit describes the skills and knowledge required to work with community groups and individuals to identify and address their information needs.</p> <p>This unit applies to work at all levels in a range of community service or health contexts.</p>	<p>Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3rd party reports</p>
<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 Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3rd party reports</p>
<p>CHCPRP003 Reflect on and improve own professional practice</p> <p>This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.</p>	<p>Resume Relevant Job and Person Specification Parchment/Transcripts</p>

<p>This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.</p>	<p>Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3rd party reports</p>
<p>BSBINM301 Organise workplace information</p> <p>This unit describes the skills and knowledge required to gather, organise and apply workplace information in the context of an organisation’s work processes and knowledge management systems.</p> <p>It applies to individuals who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.</p>	<p>Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3rd party reports</p>
<p>RPL for Placement</p> <p>If you have worked extensively in the field of Community Services you may be able to apply for RPL for your placement. If you choose to do this, you will be required to provide the following:</p> <ul style="list-style-type: none"> • Up to date resume • Any current or past relevant Job and Person Specifications outlined your role in a Community Services environment • A 2-3 page document (written by you or your manager) showing the tasks and achievements you have completed in your work which involved Community Services. This should be a comprehensive document on an official letterhead and MUST be signed by the manager who presided over your work. An additional documentation (e.g. work projects you have achieved) would be highly valuable to the application process. 	
<p>100 placement hours</p>	<p>Resume Relevant Job and Person Specification Parchment/Transcripts</p>

	Professional Registrations/Memberships Training & Development/Short Course Certificates Supervision Logs 3 rd party reports
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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 IV in Community Services RPL/CT Application Outcome

Student Name:			
Assessor's Name:			
UNITS OF COMPETENCY	RPL/CT requested by student	RPL/CT granted by Assessor	Assess or Initials
CHCLEG001 Work legally and ethically	<input type="checkbox"/>	<input type="checkbox"/>	
HLTWHS003 Maintain work health and safety	<input type="checkbox"/>	<input type="checkbox"/>	
CHCPRT001 Identify and respond to children and young people at risk	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDIV001 Work with diverse people	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCOM002 Use communication to build relationships	<input type="checkbox"/>	<input type="checkbox"/>	
CHCPRP001 Develop and maintain networks and collaborative partnerships	<input type="checkbox"/>	<input type="checkbox"/>	
CHCAV001 Facilitate the interests and rights of clients	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDEV001 Confirm client developmental status	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCCS004 Assess co-existing needs	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDFV001 Recognise and respond appropriately to domestic and family violence	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS001 Work with people with mental health issues	<input type="checkbox"/>	<input type="checkbox"/>	
CHCINM002 Meet community information needs	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCOM001 Provide first point of contact	<input type="checkbox"/>	<input type="checkbox"/>	
CHCPRP003 Reflect on and improve own professional practice	<input type="checkbox"/>	<input type="checkbox"/>	
BSBINM301 Organise workplace information	<input type="checkbox"/>	<input type="checkbox"/>	
100 hour placement	<input type="checkbox"/>	<input type="checkbox"/>	

Assessor's notes:

Signed by the Assessor:		Date:	
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