

## **(CHC43315) CERTIFICATE IV IN MENTAL HEALTH**

### **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.

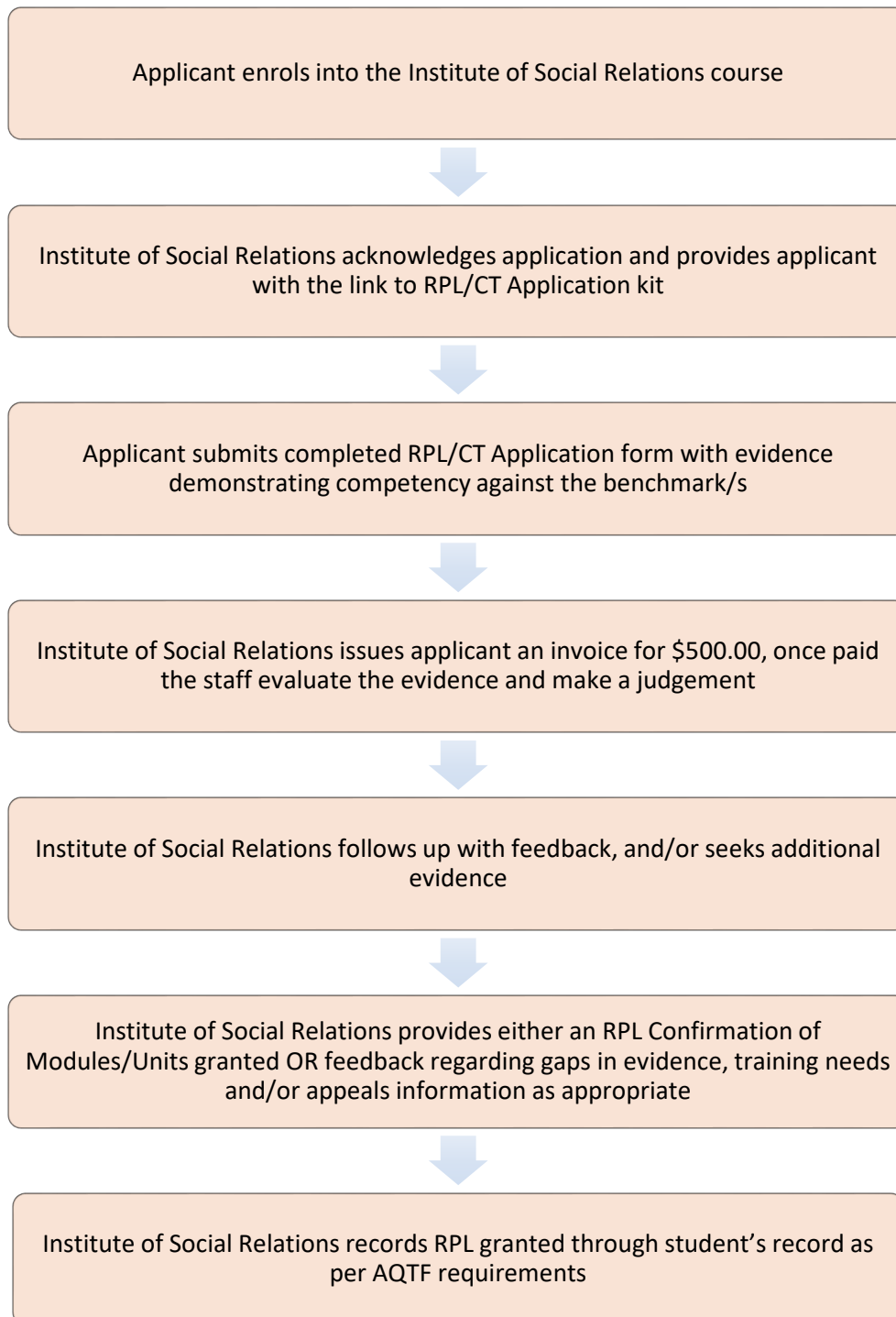
Depending on the amount of RPL you are applying for this may affect your Austudy (Centrelink) benefits as you may not be classified as a fulltime student, for clarification contact Centrelink.

## **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

<b>Personal Details</b>				
First name		Last name		
Address				Postcode
Phone (mobile)	(Work)	(Home)		
Email			Date of Birth	
Workplace Name				
Workplace Address				
<b>Course Details – Certificate IV in Mental Health</b>				
<p><b>Please list the Modules/Units you are seeking Recognition for:</b></p>          				
<b>Support Details</b>				
<p><b>Formal Qualifications or Training</b>            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.

<b>Compulsory unit of competence</b>	<b>Evidence provided</b>
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 <sup>rd</sup> 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:

<b>Compulsory unit of competence</b>	<b>Evidence provided</b>
CHCFAM001 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:

<b>COMPULSORY UNITS OF COMPETENCE</b>	<b>RPL requested by student</b>	<b>RPL granted by Assessor</b>	<b>Assessor Initials</b>
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><b>CHCLEG001 Work legally and ethically</b></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 &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Participated in a minimum of three (3) responses to workplace activities in accordance with legal and ethical and communicated potential improvements to work practice</p>
<p><b>HLTWHS001 Participate in workplace health and safety</b></p> <p>This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.</p> <p>The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p>

	<p>Documented evidence of:</p> <ul style="list-style-type: none"> <li>• contribution to a WHS meeting or inspection in workplace</li> <li>• conducting a workplace risk assessment and recorded the results</li> <li>• consistent application of workplace safety procedures</li> <li>• following workplace procedures for reporting hazards</li> <li>• following workplace procedures for a simulated emergency situation</li> </ul>
<p><b>CHCDIV001 Work with diverse people</b></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 &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Documented structured process to reflect on own perspectives on diversity</p> <p>Worked with people from diverse social and cultural backgrounds in at least 3 different situations</p>
<p><b>CHCCOM002 Use communication to build relationships</b></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>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</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>Supervision Logs          3<sup>rd</sup> party reports          Gathered feedback from 3 clients or colleagues on effectiveness of communication and responded appropriately          Prepared 3 types of written correspondence          Facilitated resolution of 1 difficult situation          Facilitated 1 meeting around a workplace issue</p>
<p><b>CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety</b></p> <p>The unit describes the skills and knowledge required to identify Aboriginal and/or Torres Strait Islander cultural safety issues in the workplace, model cultural safety in own work practice, and develop strategies to enhance cultural safety.</p> <p>This unit applies to people working in a broad range of roles including those involved in direct client service, program planning, development and evaluation contexts.</p>	<p>Resume          Relevant Job and Person Specification          Parchment/Transcripts          Professional Registrations/Memberships          Training &amp;Development/Short Course Certificates          Supervision Logs          3<sup>rd</sup> party reports          Promoted Aboriginal and/or Torres Strait Islander cultural safety in the context of at least 1 workplace          Researched culture and history, the impact of European settlement, loss of land and culture and the importance of law and kinship</p>
<p><b>CHCADV001 Facilitate the interests and rights of clients</b></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>Resume          Relevant Job and Person Specification          Parchment/Transcripts          Professional Registrations/Memberships</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>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Worked in collaboration with at least 1 client to identify their interests, needs and rights</p> <p>Advocated on behalf of 1 client to achieve a specific outcome</p> <p>Supported 1 client throughout an organisational or legal complaints process</p>
<p><b>CHCCS003 Increase the safety of individuals at risk of suicide</b></p> <p>This unit describes the skills and knowledge to identify and manage immediate suicide risk and work with the individual to achieve safe outcomes. It includes the requirements for developing a clear safety plan for addressing any immediate danger to the person at risk or others, mobilising access to emergency medical help when needed and facilitating links with further support.</p> <p>This unit applies to people in formal helping roles in any community service context. Suicide safety may involve face-to-face, telephone or remote contact with the person involved.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Responded to at least 3 different situations where there is risk of suicide</p>
<p><b>CHCDFV001 Recognise and respond appropriately to domestic and family violence</b></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 &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p>

	<p>3<sup>rd</sup> party reports</p> <p>Identified and responded to the needs of at least 3 clients affected by domestic and family violence</p>
<p><b>CHCMHS008 Promote and facilitate self-advocacy</b></p> <p>This unit describes the skills and knowledge required to encourage, support and promote self-advocacy. The promotion and facilitation of self-advocacy contributes to a person’s self-determination, empowerment and right to make informed choices in regard to all aspects of their life.</p> <p>This unit applies to work with people living with mental illness in a range of community services work contexts.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Encouraged, supported and promoted self-advocacy with at least 3 people with mental health issues</p>
<p><b>CHCMHS004 Work collaboratively with the care network and other services</b></p> <p>This unit describes the skills knowledge required to work collaboratively with the care network and other potential services for a person with mental illness. This work provides a recovery oriented practice approach, involving a variety of health and community service professionals working collaboratively with the person and their care network.</p> <p>This unit applies to work with people living with mental illness in a range of community services work contexts.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Worked collaboratively with at least 3 different people with mental illness to meet recovery goals</p>

<p><b>CHCMHS005 Provide services to people with co-existing mental health and alcohol and other drug issues</b></p> <p>This unit describes the skills and knowledge required to assess capacity to support people with co-existing mental health and alcohol and other drugs issues and to work collaboratively to provide support and facilitate links to other services.</p> <p>This unit applies to work with people with co-existing mental health and alcohol and other drugs (AOD) assessments in a range of community services work contexts.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Worked collaboratively to provide services to at least 3 people with co-existing mental illness and AOD issues</p>
<p><b>CHCMHS007 Work effectively in trauma informed care</b></p> <p>This unit describes the skills and knowledge required to practice and contribute to the continuous improvement of trauma informed care within a service.</p> <p>This unit applies to individuals working in the community services and health sectors where services are informed by the knowledge and understanding of central trauma, particularly the impact of interpersonal violence.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Worked from a trauma informed care perspective with at least three (3) people with mental illness</p>
<p><b>CHCMHS003 Provide recovery orientated mental health services</b></p> <p>This unit describes the skills and knowledge required to work collaboratively in providing services to implement a range of strategies as part of recovery oriented service provision for people with mental illness.</p> <p>This unit applies to work with people living with mental illness in a range of community services work contexts.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p>



	<p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Collaborated with at least 3 different people with mental illness to develop, implement and review a plan for recovery using recovery orientated approaches</p>
<p><b>CHCMHS011 Assess and promote social, emotional and physical wellbeing</b></p> <p>This unit describes the skills and knowledge required to work collaboratively with individuals to assess, promote and review all aspects of wellbeing.</p> <p>This unit applies to work with people living with mental illness in a range of community services work contexts.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p> <p>Collaboratively delivered wellbeing support reflecting recovery oriented practice with at least 3 people</p>
<p><b>CHCMHS002 Establish self-directed recovery relationships</b></p> <p>This unit describes the skills and knowledge required to promote the principles of recovery oriented practice, and to establish and confirm self-directed recovery relationships with people with mental illness.</p> <p>This unit applies to work with people living with a mental illness in a range of community services work contexts.</p>	<p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Training &amp;Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3<sup>rd</sup> party reports</p>

	Established and maintained self-directed recovery relationships with at least 3 people with mental illness
<p><b>RPL for Placement</b></p> <p>If you have worked extensively in the field of Mental Health 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"> <li>• Up to date resume</li> <li>• Any current or past relevant Job and Person Specifications outlined your role in a Mental Health Services environment</li> <li>• A 2-3 page document (written by you or your manager) showing the tasks and achievements you have completed in your work which involved Mental Health services. This should be a comprehensive document on an official letterhead and <b>MUST</b> 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.</li> </ul>	
100 placement hours	Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training & Development/Short Course Certificates Supervision Logs 3 <sup>rd</sup> party reports Employer verification of hours in work (100 hours minimum)



## 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.

<b>Signed (applicant):</b>		<b>Dated:</b>	
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## ASSESSOR TO COMPLETE

### Certificate IV in Mental Health RPL/CT Application Outcome

Student Name:			
Assessor's Name:			
UNITS OF COMPETENCY	RPL requested by student	RPL granted by Assessor	Assessor Initials
CHCLEG001 Work legally and ethically	<input type="checkbox"/>	<input type="checkbox"/>	
HLTWHS001 Participate in workplace health and safety	<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"/>	
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural diversity	<input type="checkbox"/>	<input type="checkbox"/>	
CHCADV001 Facilitate the interests and rights of clients	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCCS003 Increase the safety of individuals at risk of suicide	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDFV001 Recognise and respond appropriately to domestic and family violence	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS008 Promote and facilitate self-advocacy	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS004 Work collaboratively with the care network and other services	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS005 Provide services to people with co-existing mental health and alcohol and other drug issues	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS007 Work effectively in trauma informed care	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS003 Provide recovery orientated mental health services	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS011 Assess and promote social, emotional and physical wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMHS002 Establish self-directed recovery relationships	<input type="checkbox"/>	<input type="checkbox"/>	

100 hour placement	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assessor's notes:</b>			
<b>Signed by the Assessor:</b>		<b>Date:</b>	