

(CHC51115) DIPLOMA OF FINANCIAL COUNSELLING

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

What is Recognition of Prior Learning (RPL)

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.

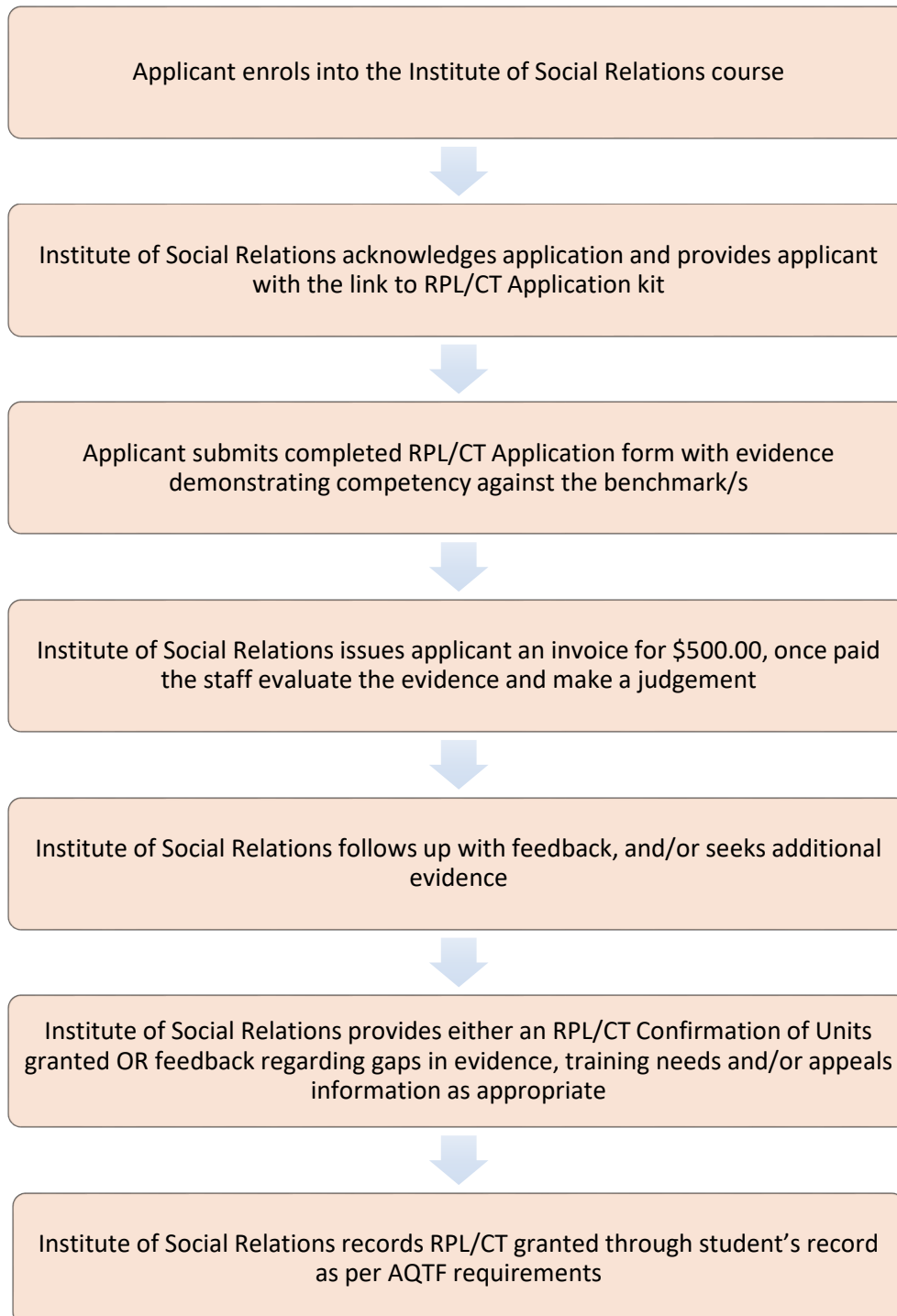
Depending on the amount of RPL you are applying for this may affect your Austudy (Centrelink) benefits as you may not be classified as a fulltime student, for clarification contact Centrelink.

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 – Diploma of Financial Counselling | | | | |
| Please list the Units you are seeking Recognition for: | | | | |
| | | | | |
| 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). | | | | |
| | | | | |

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.

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| Signed (applicant): | | Dated: | |
|--------------------------------------|--|---------------|--|

Skills Recognition – Personal Evidence

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

This information can be recorded as per the example below:

| 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 |

3. 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) |

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

5. After signing the declaration of authenticity, please place an **X** next to each unit that you are seeking RPL for on page 16. 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 | | NO | |
| CHCCS502C Maintain legal and ethical work practices | | RPL | |
| CHCFAMOO1 Operate in the family law environment | | CT | |

Applicant to complete table below

| UNITS OF COMPETENCY | EVIDENCE PROVIDED |
|--|--|
| <p>CHCCSL001 Establish and confirm the counselling relationship</p> <p>This unit describes the skills and knowledge required to use a structured approach to counselling to determine, establish and confirm the nature of the counsellor client relationship according to the agency’s counselling model.</p> <p>This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines</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>Deidentified files for a minimum of three (3) clients</p> |
| <p>CHCCSL002 Apply specialist interpersonal and counselling interview skills</p> <p>This unit describes the skills and knowledge required to use advanced and specialised communication skills in the client-counsellor relationship.</p> <p>This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.</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>Deidentified files for a minimum of three (3) clients</p> |

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| <p>CHCCSL003 Facilitate the counselling relationship and process</p> <p>This unit describes the skills and knowledge to support clients to identify and work through concerns, and to manage the overall counselling process to its conclusion.</p> <p>This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines</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>Deidentified files for a minimum of three (3) clients</p> |
| <p>CHCCSL007 Support counselling clients in decision making process</p> <p>This unit describes the skills and knowledge required to assist clients to clarify their goals, explore options and develop a course of action.</p> <p>This unit applies to individuals whose job role involves working with clients on personal and psychological issues, within established policies, procedures and guidelines.</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>Deidentified files for a minimum of three (3) clients</p> |

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| <p>CHCFIN001 Facilitate the financial counselling process</p> <p>This unit describes the skills and knowledge required to assess and respond to the immediate and ongoing needs of clients using a structured strengths-based and client-focused financial counselling process.</p> <p>This unit applies to financial counsellors who work in agencies that meet the requirements for the Australian Securities and Investments Commission (ASIC) exemption from a financial services or credit licence.</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>Employer verification of hours (220 hours minimum)</p> <p>Deidentified files for a minimum of five (5) clients</p> |
| <p>CHCFIN002 Identify and apply technical information to assist clients with financial issues</p> <p>This unit describes the skills and knowledge required to analyse and use technical information to assist individuals to understand their rights and make informed decisions about financial issues in the context of a strengths-based and client-focused financial counselling model.</p> <p>This unit applies to financial counsellors who work in agencies that meet the requirements for the Australian Securities and Investments Commission (ASIC) exemption from a financial services or credit licence.</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>Employer verification of hours (220 hours minimum)</p> <p>Deidentified files for a minimum of five (5) clients</p> |
| <p>CHCFIN003 Develop and use financial counselling tools and techniques</p> | <p>Resume</p> <p>Relevant Job and Person Specification</p> |

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| <p>This unit describes the skills and knowledge required to take a structured approach to the development of written tools and resources that support financial counselling.</p> <p>This unit applies to financial counsellors who work in agencies that meet the requirements for the Australian Securities and Investments Commission (ASIC) exemption from a financial services or credit licence.</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>Employer verification of hours (220 hours minimum)</p> <p>Deidentified files for a minimum of five (5) clients</p> |
| <p>CHCLEG002 Interpret and use legal information</p> <p>This unit describes the skills and knowledge required to identify and interpret specific legislation and regulations to support client service or broader work practice. It does not include the provision of legal advice.</p> <p>This unit applies in a broad range of work contexts, to individuals who assist clients with legal issues, or to those who may be required to interpret legal information for other purposes.</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>Negotiations with creditors (minimum of 3)</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>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> |

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| <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>Supervision Logs 3rd party reports Negotiations with creditors Internal and external complaints process</p> |
| <p>CHCADV005 Provide systems advocacy services</p> <p>This unit describes the skills and knowledge required to advocate and ensure that government, community and organisational systems broadly support and uphold human rights.</p> <p>This unit applies to workers in a health, community services or advocacy settings who undertake a leadership role in influencing social and system changes. Workers at this level will also advocate for change and continuous improvement at the organisational level to improve client outcomes and service quality.</p> | <p>Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3rd party reports Community consultations Campaign activities and records</p> |
| <p>CHCCDE002 Develop and implement community programs</p> <p>This unit describes the skills and knowledge required to develop community programs to ensure maximum participation.</p> <p>This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.</p> | <p>Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3rd party reports Records of community education activities</p> |

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| <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>This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.</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>Professional development plan</p> |
| <p>CHCCS019 Recognise and respond to crisis situations</p> <p>This unit describes the skills and knowledge required to recognise situations where people may be in imminent crisis, and then to work collaboratively to minimise any safety concerns and make plans to access required support services.</p> <p>This unit applies to any community services worker involved in crisis intervention. Management of the crisis may involve face-to-face, telephone or remote contact with persons 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>Supervision Logs</p> <p>3rd party reports</p> <p>Crisis intervention 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>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> |

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| <p>This unit applies to all workers.</p> | <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p> <p>Client diversity</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>Risk screening and safety planning processes</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>Risk screening and safety planning processes</p> |

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| <p>CHCCSM004 Coordinate complex case requirements</p> <p>This unit describes the skills and knowledge required to coordinate multiple service requirements for clients with complex needs within a case management framework.</p> <p>Workers at this level work under supervision within established guidelines but take on a team leadership role in the coordination of services and service providers.</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>Deidentified files for a minimum of three (3) clients</p> <p>Case management meeting records</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.

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| Signed (applicant): | | Dated: | |
|--------------------------------|--|---------------|--|

ASSESSOR TO COMPLETE

Diploma of Financial Counselling 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 |
| CHCCSL001 Establish and confirm the counselling relationship | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCCSL002 Apply specialist interpersonal and counselling interview skills | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCCSL003 Facilitate the counselling relationship and process | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCCSL007 Support counselling clients in decision making process | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCFIN001 Facilitate the financial counselling process | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCFIN002 Identify and apply technical information to assist clients with financial issues | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCFIN003 Develop and use financial counselling tools and techniques | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCLEG002 Interpret and use legal information | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCADV001 Facilitate the interests and rights of clients | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCADV005 Provide systems advocacy services | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCCDE002 Develop and implement community programs | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCPRP003 Reflect on and improve own professional practice | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCCS019 Recognise and respond to crisis situations | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCDIV001 Work with diverse people | <input type="checkbox"/> | <input type="checkbox"/> | |

