

(CHC81015) GRADUATE DIPLOMA OF RELATIONSHIP COUNSELLING

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.

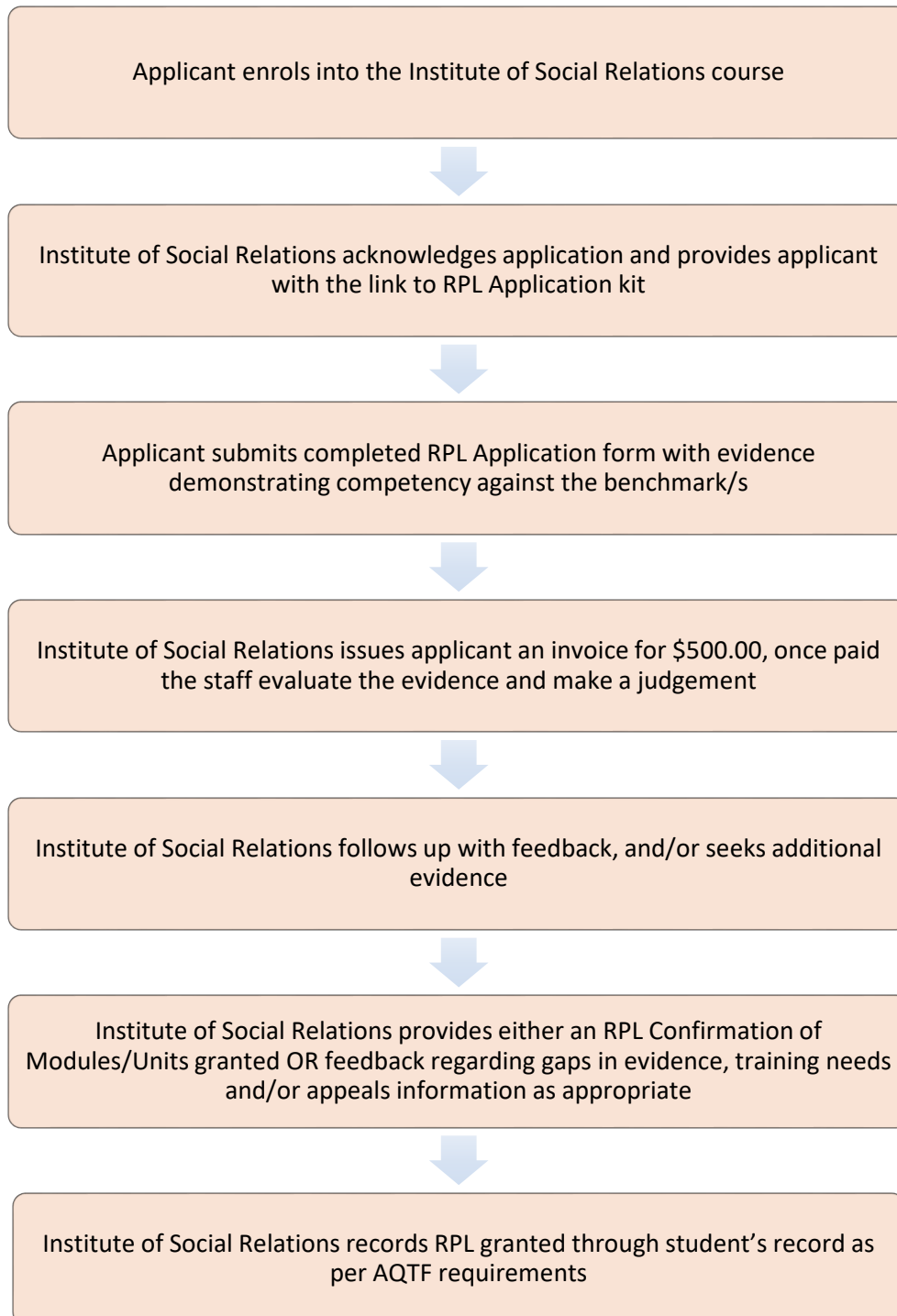
Depending on the amount of RPL you are applying for this may affect your Austudy (Centrelink) benefits as you may not be classified as a fulltime student, for clarification contact Centrelink.

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 – Graduate Diploma of Relationship Counselling | | | | | |
| <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. If possible, 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. If possible, 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

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.

| 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:

| Units 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 13. After assessment of your application the assessor will initial the final column. Please see example below:

| UNITS OF COMPETENCY | RPL requested by student | RPL 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>CHCFCS001 Facilitate the family counselling process</p> <p>This unit describes the skills and knowledge required to determine and apply appropriate therapeutic approaches through the application of the counselling process.</p> <p>This unit applies to family relationship counsellors who operate with significant autonomy in therapeutic professional service roles in the community sector. The activity is self-directed.</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/supervisor’s reports</p> <p>Recording/s of taped sessions showing your work counselling a family using a systemic model.</p> |
| <p>CHCFCS003 Provide counselling to children and young people</p> <p>This unit describes the skills and knowledge required to provide therapeutic interventions when working with young people and children.</p> <p>This unit applies to family relationship counsellors who operate with significant autonomy in therapeutic professional service roles in the community sector. The activity is self-directed.</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/supervisor’ reports</p> <p>Recording/s of taped sessions showing your work counselling a family with children/young people present using a systemic model.</p> |

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| <p>CHCPRP006 Lead own professional development</p> <p>This unit describes the skills and knowledge required to analyse own values, goals and professional well-being as part of an ongoing review for sustaining professional effectiveness. It includes the ability to create a professional development plan that incorporates strategies to enhance the coherence and effectiveness of practice.</p> <p>This unit applies to workers who operate with autonomy in professional service or management roles in the community sector. The activity is self-directed.</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/supervisor reports</p> |
| <p>CHCFSC002 Provide relationship counselling</p> <p>This unit describes the skills and knowledge required to assess for safety risks, establish professional relationships, determine presenting problems and direct therapeutic counselling processes with couples experiencing complex relationship issues.</p> <p>This unit applies to family relationship counsellors who operate with significant autonomy in therapeutic professional service roles in the community sector. The activity is self-directed.</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/supervision reports</p> <p>Recording/s of taped sessions showing your work counselling a couple using a systemic model.</p> |
| <p>CHCFCS004 Provide grief and loss counselling</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 describes the skills and knowledge required for counsellors to explore the meaning and effect of grief and loss issues and work with individuals and families experiencing grief and loss.</p> <p>This unit applies to family relationship counsellors who operate with significant autonomy in therapeutic professional service roles in the community sector. The activity is self-directed.</p> | <p>Supervision Logs</p> <p>3rd party/supervisor reports</p> <p>Recording/s of taped sessions showing your work counselling a family/couple experiencing grief and loss using a systemic model.</p> |
| <p>CHCPRP007 Work within a clinical supervision framework</p> <p>This unit describes the skills and knowledge required to initiate, prepare for and participate in a structured process of clinical supervision.</p> <p>This unit applies to workers who operate with significant autonomy in therapeutic professional service roles in the community sector. The activity is self-directed.</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/supervisor reports</p> |
| <p>CHCDFV006 Counsel clients affected by domestic and family violence</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/supervisor reports</p> |

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| <p>This unit describes the skills and knowledge required to use counselling and facilitation skills to explore client issues and identify possible options by providing a safe and supportive environment. It includes encouraging clients to be actively involved in seeking their own solutions.</p> <p>This unit applies to individuals whose job role involves working with clients on personal and psychological issues associated with domestic and family violence within established policies, procedures and guidelines.</p> | |
| <p>CHCDFV008 Manage responses to domestic and family violence in family work</p> <p>This unit describes the skills and knowledge required to develop and manage responses to domestic and family violence in family work.</p> <p>This unit applies to dispute resolution and other practitioners working with significant autonomy and self-direction in the provision of services to families impacted by domestic and family violence, both users and victims.</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/supervisor reports</p> |
| <p>CHCDFV012 Make safety plans with people who have been subjected to domestic and family violence</p> <p>This unit describes the skills and knowledge required to assess the vulnerabilities of people who have been subjected to domestic and family violence, and to work collaboratively with those people to develop implement and review safety plans.</p> <p>This unit applies to workers who operate with significant autonomy in therapeutic professional service roles in the community sector. The activity is self-directed.</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/supervisor reports</p> <p>Examples of safety plans you have developed with clients.</p> |
| <p>CHCDFV013 Manage domestic and family violence screening and risk assessment processes</p> | <p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> |

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| <p>This unit describes the skills and knowledge required to establish, monitor and review domestic and family violence screening and risk assessment processes in an organisation.</p> <p>This unit applies to workers who operate with significant autonomy in therapeutic professional service and leadership roles in the community sector. The activity is self-directed.</p> | <p>Professional Registrations/Memberships Training & Development/Short Course Certificates Supervision Logs 3rd party/supervisor reports</p> |
| <p>CHCCDE004 Implement participation and engagement strategies</p> <p>This unit describes the skills and knowledge required to work with individuals or groups in specific communities and support their engagement in making decisions that affects their lives.</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 under the guidance of a supervisor.</p> | <p>Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training & Development/Short Course Certificates Supervision Logs 3rd party/supervisor reports</p> |
| <p>RPL for placement</p> <p>If you have worked extensively in the field of Relationship Counselling 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 Relationship Counselling environment • A 2-3 page document (written by you or your manager/supervisor) showing the tasks and achievements you have completed in your work which involved Relationship Counselling services. This should be a comprehensive document on an official letterhead and MUST be signed by the manager/supervisor who presided over your work. An additional documentation (e.g. work projects you have achieved) would be highly valuable to the application process. | |
| <p>50 hours of supervised counselling clinic</p> | <p>Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training & Development/Short Course Certificates</p> |

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| | Supervision Logs 3 rd party/supervisor 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.

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| Signed (applicant): | | Dated: | |
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ASSESSOR TO COMPLETE

Graduate Diploma of Relationship Counselling RPL/CT Application Outcome

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|---|------------------------------------|-----------------------------------|--------------------------|
| Student Name: | | | |
| Assessor's Name: | | | |
| UNITS OF COMPETENCY | RPL/CT requested by student | RPL/CT granted by Assessor | Assessor Initials |
| CHCFCS001 Facilitate the family counselling process | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCFSC003 Provide counselling to children and young people | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCPRP006 Lead own professional development | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCFCS002 Provide relationship counselling | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCFSC004 Provide grief and loss counselling | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCPRP007 Work within a clinical supervision framework | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCDFV006 Counsel clients affected by domestic and family violence | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCDFV008 Manage responses to domestic and family violence in family work | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCDFV012 Make safety plans with people who have been subjected to domestic and family violence | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCDFV013 Manage domestic and family violence screening and risk assessment processes | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHCCDE004 Implement participation and engagement strategies | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | |
|--------------------------------|--------------------------|--------------------------|--|
| 50 hour placement | <input type="checkbox"/> | <input type="checkbox"/> | |
| Assessor's notes: | | | |
| Signed by the Assessor: | | Date: | |