

(CHC51015) DIPLOMA OF 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.

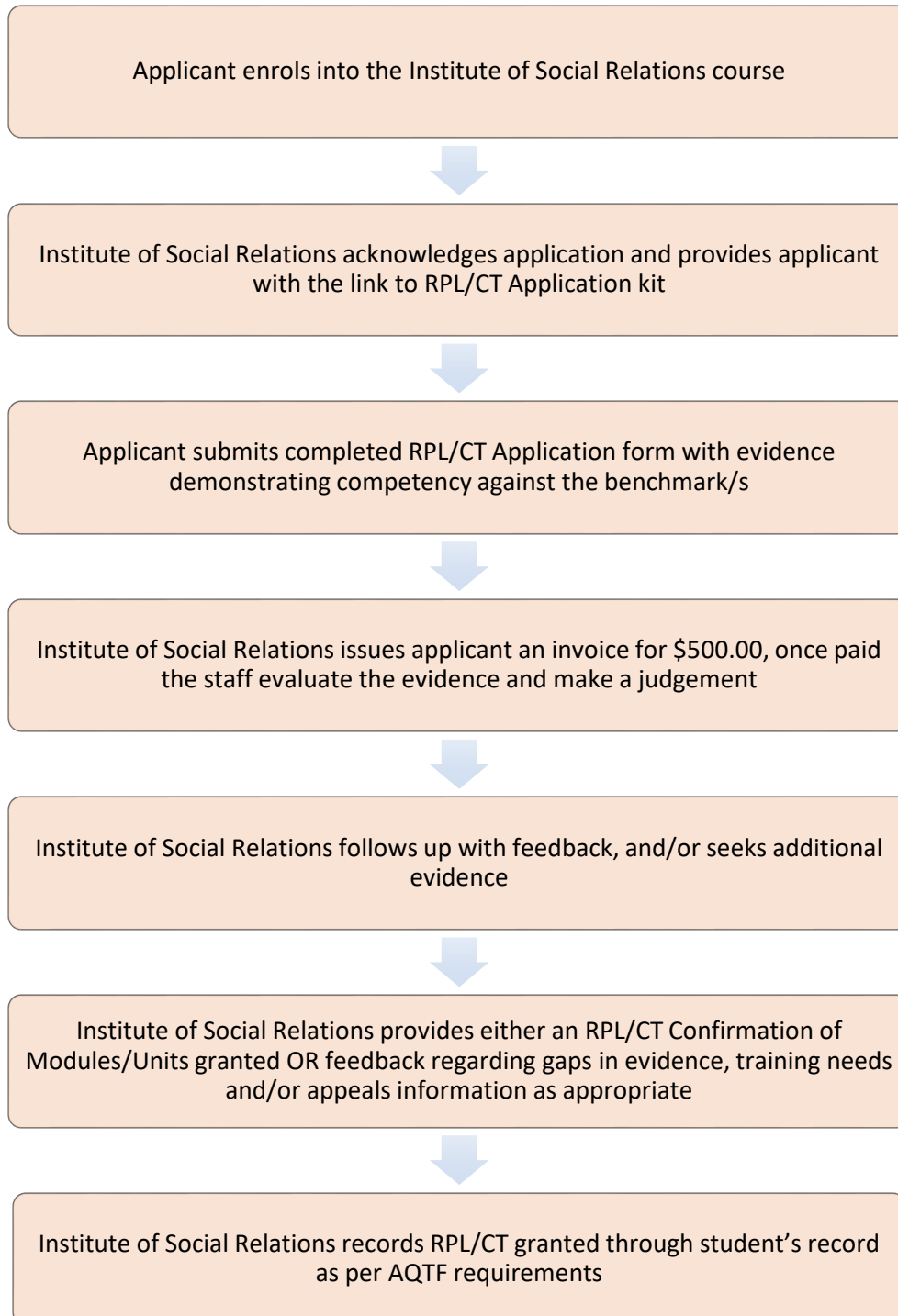
Depending on the amount of RPL you are applying for this may affect your Austudy (Centrelink) benefits as you may not be classified as a fulltime student, for clarification contact Centrelink.

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 Counselling					
Please list the Modules/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.

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		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>Evidence required of conducting initial counselling sessions with at least 3 different clients presenting with different issues, to establish, confirm and document the nature of the helping relationship.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> Resume Relevant Job and Person Specification Parchment/Transcripts Supervision Logs 3rd party reports De-identified case notes for 3 clients
<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>Evidence required of interviewing at least 3 different clients using specialised interpersonal communication and counselling interviewing skills.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> Resume Relevant Job and Person Specification Parchment/Transcripts Supervision Logs 3rd party reports De-identified case notes for 3 client

<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>Evidence required of completing workplace activities in accordance with legal and ethical requirements in at least 3 different situations.</p> <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Training &Development/Short Course Certificates</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>Evidence required of undertaking a structured process to reflect on own perspectives on diversity and the needs of people from diverse social and cultural backgrounds in at least 3 different situations.</p> <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Training &Development/Short Course Certificates</p> <p>3rd party reports</p> <p>De-identified case notes for 3 clients</p>
<p>CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety</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>Evidence required of promoting Aboriginal and/or Torres Strait Islander cultural safety in the context of at least 1 workplace and researching culture and history. In addition, evaluating ways to improve communication with Aboriginal and/or Torres Strait Islander peoples who may be clients or colleague.</p> <p>Evidence may include:</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 Training &Development/Short Course Certificates 3rd party reports</p>
<p>CHCCCS017 Provide loss and grief support</p> <p>This unit describes the skills and knowledge required to recognise and respond to the needs of people who are experiencing loss, grief and bereavement.</p> <p>This unit applies to workers in a range of community services and health contexts</p>	<p>Evidence required of responding effectively to at least 3 diverse situations of loss, grief, bereavement or trauma.</p> <p>Evidence may include:</p> <p>Resume Relevant Job and Person Specification Parchment/Transcripts Training &Development/Short Course Certificates 3rd party reports De-identified case notes or meeting notes showing responses to 3 diverse situations of working with people/clients experiencing loss, grief or trauma</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>Evidence required of identifying and responding to the needs of at least 3 clients affected by domestic and family violence, according to legal and ethical requirements.</p> <p>Evidence may include:</p> <p>Resume Relevant Job and Person Specification Parchment/Transcripts Training &Development/Short Course Certificates 3rd party reports</p>

	De-identified case notes for working with 3 clients affected by FDV
<p>CHCCSL004 Research and apply personality and development theories</p> <p>This unit describes the skills and knowledge required to research key concepts and constructs of theories of personality and human development, and link those to counselling practice.</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>Evidence required of integrating at least 3 of the below theories into counselling work with at least 3 different clients:</p> <ul style="list-style-type: none"> • nature and nurture • genetic inheritance • lifespan development theories • Freudian concepts • Piaget’s stages of cognitive development • Erikson’s psychosocial stages • Maslow’s hierarchy of needs • Bowlby’s attachment theory <p>Evidence may include:</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>De-identified case notes for 3 clients</p>
<p>CHCCSL005 Apply learning theories in counselling</p> <p>This unit describes the skills and knowledge required to apply theory underpinning behaviourism and social learning to formulate and monitor a program for behaviour change in a counselling context.</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>Evidence required of integrating theoretical approaches from at least 3 different learning theories on the list below to develop programs for behaviour change with at least 3 different clients:</p> <ul style="list-style-type: none"> • behaviourism • cognitivism • constructivism <p>Evidence may include:</p> <p>Resume</p>

	<p>Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training &Development/Short Course Certificates Supervision Logs 3rd party reports De-identified case notes for 3 clients</p>
<p>CHCCCS014 Provide brief interventions</p> <p>This unit describes the skills and knowledge required to assess intervention needs, and then to implement and monitor brief intervention strategies for people at various stages of the change process.</p> <p>This unit applies to workers in a range of community services contexts.</p>	<p>Evidence required of undertaking a brief intervention process for at least 2 people presenting with different issues at different stages of the change process.</p> <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification Training &Development/Short Course Certificates Supervision Logs 3rd party reports De-identified case notes for 2 clients</p>
<p>CHCCCS019 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>Evidence required of being involved in crisis intervention activities with clients on at least 3 occasions.</p> <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification Parchment/Transcripts Training &Development/Short Course Certificates</p>

	<p>3rd party reports</p> <p>De-identified case notes for 3 clients</p>
<p>CHCCCSM005 Develop, facilitate and review all aspects of case management</p> <p>This unit describes the skills and knowledge required to undertake case management meetings to plan, monitor and review service provision.</p> <p>Workers at this level work autonomously and are responsible for own outputs within organisation guidelines.</p> <p>This unit applies to work in a range of health and community services contexts.</p>	<p>Evidence required of developing, facilitating and reviewing all aspects of case management for 3 clients.</p> <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Supervision Logs</p> <p>3rd party reports</p> <p>De-identified case notes and case management plans for 3 clients</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>Evidence required of assessing and appropriately responding to the requirements of at least 3 people presenting with co-existing needs.</p> <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Training &Development/Short Course Certificates</p> <p>Supervision Logs</p> <p>3rd party reports</p> <p>De-identified case notes for 3 clients</p>

<p>CHCCSL006 Select and use counselling therapies</p> <p>This unit describes the skills and knowledge required to select and use different counselling therapies to meet client needs.</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>Evidence required of providing counselling to at least 3 different clients, using at least 3 different counselling therapies, one of which must be cognitive behavioural therapy (CBT).</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> Resume Relevant Job and Person Specification Parchment/Transcripts Supervision Logs 3rd party reports De-identified case notes for 3 clients
<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>Evidence required of facilitating all aspects of the counselling process for at least 3 different clients with varying presenting issues, in at least 3 sessions per client.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> Resume Relevant Job and Person Specification Parchment/Transcripts Supervision Logs 3rd party reports De-identified case notes for 3 sessions for 3 clients
<p>CHCCSL007 Support counselling clients in decision making processes</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>Evidence required of working collaboratively with at least 3 clients to provide decision-making and action planning support. Use of 3 different decision-making models to be demonstrated in the following areas:</p> <ul style="list-style-type: none"> • identifying and exploring options

<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>	<ul style="list-style-type: none"> • counselling process and methods • problem solving • action planning • documenting decisions <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Professional Registrations/Memberships</p> <p>Supervision Logs</p> <p>3rd party reports</p> <p>De-identified case notes for 3 clients</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>This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.</p>	<p>Evidence required of undertaking a structured process to reflect on and improve own practice and created 1 personal development plan that includes:</p> <ul style="list-style-type: none"> • goals • timeframes • ways of measuring progress <p>Evidence may include:</p> <p>Resume</p> <p>Relevant Job and Person Specification</p> <p>Parchment/Transcripts</p> <p>Training &Development/Short Course Certificates</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

Diploma of Counselling RPL/CT Application Outcome

Student Name:			
Assessor's Name:			
UNITS OF COMPETENCY	RPL /CT requested by student	RPL/CT granted by Assessor	Assessor Initials
CHCCSL001 Establish and confirm the counselling relationship	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSL02 Apply specialist interpersonal and counselling interview skills	<input type="checkbox"/>	<input type="checkbox"/>	
CHCLEG001 Work legally and ethically	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDIV001 Work with diverse people	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCCS017 Provide loss and grief support	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDFV001 Recognise and respond appropriately to domestic and family violence	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSL004 Research and apply personality and development theories	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSL005 Apply learning theories in counselling	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCCS014 Provide brief interventions	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCCS019 Recognise and respond to crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSM005 Develop, facilitate and review all aspects of case management	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCS004 Assess co-existing needs	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSL006 Select and use counselling therapies	<input type="checkbox"/>	<input type="checkbox"/>	

