

## CHC81115 GRADUATE DIPLOMA OF FAMILY DISPUTE RESOLUTION

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

#### Candidate Information

##### What is Recognition of Prior Learning (RPL)

**Recognition of Prior Learning (RPL)** is a process whereby knowledge and skills you already have can 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**
- **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 study or do any of the assignments within the module/unit. The code RPL will be recorded on your Training Record to indicate you have successfully attained recognition status and have achieved competency.

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.

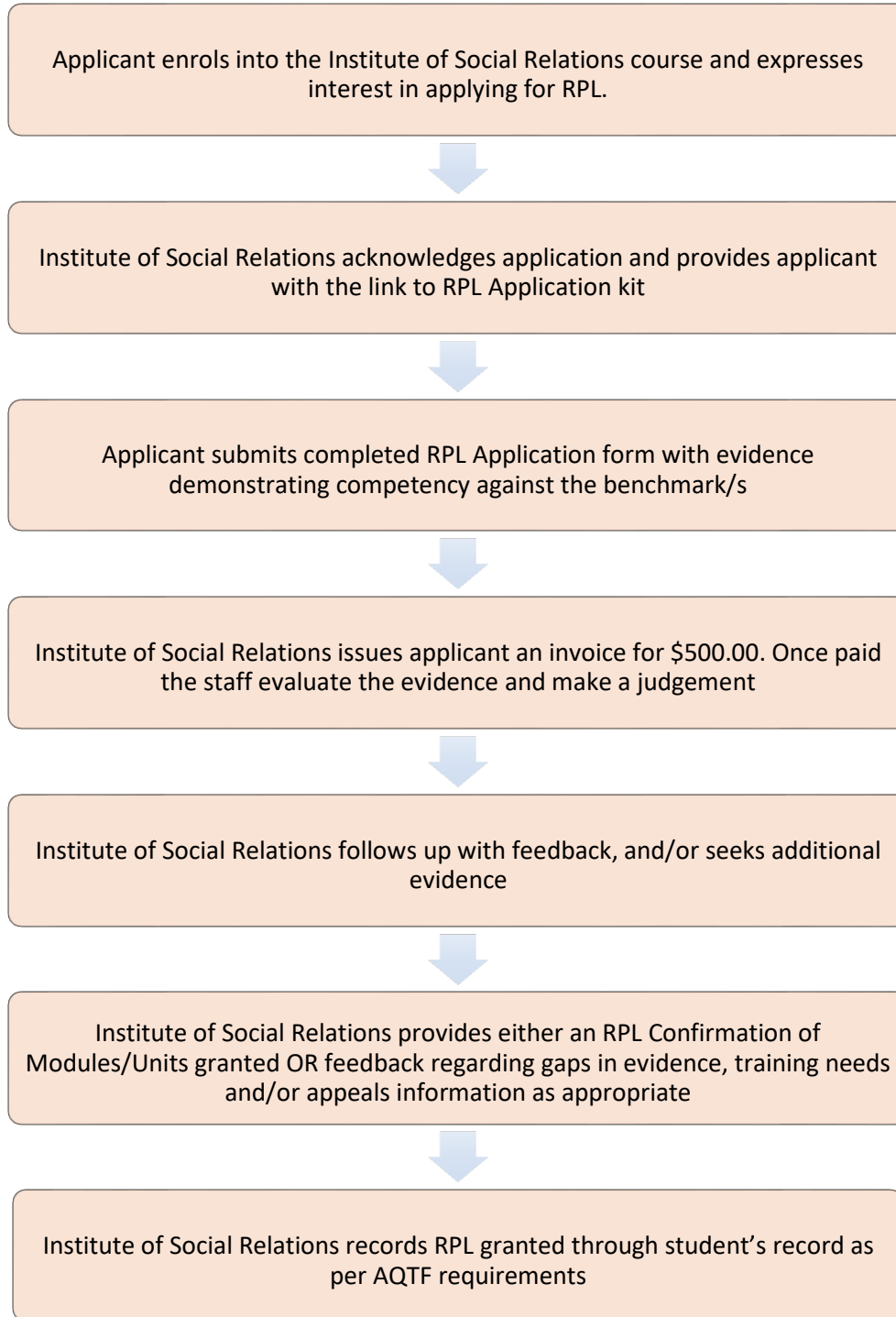
Depending on the amount of RPL you are applying for, this may affect your Austudy (Centrelink) benefits, as you may not be classified as a fulltime student. For clarification, please contact Centrelink.

## The RPL Process – please read carefully

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 form from the website.
3. Fill in the RPL Application Form with as much detail as possible and attach supporting information/evidence. **Please note: If the form is not completed in full with sufficient detail it will be returned and you will not be assessed until and unless it is returned completed in sufficient detail.**
4. You will then receive an invoice for \$500.00. Once this is paid, your application will be assessed
5. Academic Staff trained in assessing RPL applications will assess your evidence. You may be required to supply further information. This is explained further on page 11.
6. Completed RPL Application Kits must be submitted prior to Day 1 of the course.
7. RPL Applications for Vet Student Loans (VSL) conditions apply:
  - a. Must be applied for before Day 1 of the course
  - b. RPL Application can only be submitted prior to course commencement
8. You will be notified of the outcome of your application by email prior to census date. Some delays may occur when assessing RPL Applications due to further evidence being supplied.

## Recognition of Prior Learning (RPL)/CT Process



## Recognition of Prior Learning (RPL) APPLICATION FORM

**This form must be completed IN FULL**

<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 – Graduate Diploma of Family Dispute Resolution</b>				
<b>Please list the Modules/Units you are seeking Recognition for:</b> (These are listed within the 'Evidence supplied' section on page 8)				
<b>Support Details</b>				
<b>Formal Qualifications or Training</b> List of any formal courses or training sessions you have attended. Attach copies of Certificates, transcripts and details of course outline, content and dates.				

### **Professional Development Study Programs**

List any 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:**

## Prior learning and Skills Recognition – Personal Evidence (Attachments)

To assist us to assess your RPL Application, please indicate what evidence you are providing and attach it to this document.

1. Please provide evidence of previous study completed. This includes relevant parchments and academic transcripts
2. Please provide evidence of skills/competencies gained. This can include
  - a current resume
  - relevant job and person specification/s
  - Examples of de-identified case files
  - Licenses related to the work
  - Membership of relevant professional associations
  - Industry awards
  - Any other documentation that demonstrates relevant experience
3. All evidence must be provided to the Institute of Social Relations in hard copy or electronic copy and attached to this document.
4. For any units previously completed, please write the \*exact unit of competency code in the 'evidence provided' column. 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	Credit Transfer: CHC52015 Diploma of Community Services (please see academic transcript attached)

5. Please sign and date to verify that the evidence provided is your own and sign the declaration of authenticity.

## Evidence Supplied - Applicant to complete table below

Once completed, sign the declaration of authenticity at the end of this section.

UNIT OF COMPETENCY
<p><b>CHCFAM001 Operate in the family law environment</b></p> <p>This unit describes the skills and knowledge required to determine and respond to family law requirements, work collaboratively within the family law system, and contribute to improved work practices linked to family law. This unit applies to family relationship counsellors, family dispute resolution practitioners, children's contact service workers, intake workers and other service providers working in the context of family law.</p>
EVIDENCE REQUIREMENTS (candidate must show):
<p>a) Evidence of correctly applying family law to at least <b>five (5)</b> different client situations which individually or cumulatively include needs relating to:</p> <ul style="list-style-type: none"> <li>• Domestic Violence/Safety</li> <li>• Finance</li> <li>• Property</li> <li>• Children</li> <li>• Relationship conflict</li> </ul>
<p>b) Demonstrated effective use of the following in the context of family law:</p> <ul style="list-style-type: none"> <li>• Systems and processes</li> <li>• Documentation</li> <li>• Reporting</li> <li>• Collaboration with others in the system</li> </ul>
<p>c) Evidence of appropriate responses to at least <b>five (5)</b> different legal or ethical dilemmas in the family law context.</p>
<p>d) Evidence that shows candidate has identified and analysed at least <b>three (3)</b> work practices in terms of how they meet family law responsibilities and what improvements could be made.</p>
EVIDENCE PROVIDED
<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume</li> <li><input type="checkbox"/> Relevant Job and Person Specification</li> <li><input type="checkbox"/> Parchment/Transcripts</li> <li><input type="checkbox"/> Training &amp; Development/Short Course Certificates</li> <li><input type="checkbox"/> Supervision Logs</li> <li><input type="checkbox"/> 3<sup>rd</sup> party reports</li> <li><input type="checkbox"/> De-identified client files</li> <li><input type="checkbox"/> Other (please describe)</li> </ul> <p>Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.</p>



### UNIT OF COMPETENCY

#### CHCFAM002 Work with a child focused approach

This unit describes the skills and knowledge required to use, support and evaluate child-focused approaches in service delivery in the context of family law. A key tenet of the family law system and associated service provision is acting in and promoting the best interests of the child. This unit applies to individuals working with families in complex situations. They would be working in accordance with established policies and procedures.

#### EVIDENCE REQUIREMENTS (candidate must show):

- a) Evidence that they have consistently applied the concepts and intention of working in the child's best interest as stated in the Family Law Act 1975 in the planning, provision and monitoring of services to at least **three (3)** families with children experiencing conflict
- b) They have responded appropriately to situations where
  - the child is vulnerable or at risk
  - there is a requirement for child inclusive practice

#### EVIDENCE PROVIDED

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Training & Development/Short Course Certificates
- Supervision Logs
- 3<sup>rd</sup> party reports
- De-identified client files
- Other (please describe)

Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.

UNIT OF COMPETENCY
<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. 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><b>EVIDENCE REQUIREMENTS (candidate must show):</b></p>
<p>a) Evidence of identifying and responding to the needs of at least <b>three (3)</b> clients affected by domestic and family violence, according to legal and ethical requirements.</p>
<p>b) Used the following interpersonal skills with clients:</p> <ul style="list-style-type: none"><li>• Questioning</li><li>• Active listening</li><li>• Rapport building</li></ul>
<p><b>EVIDENCE PROVIDED</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Resume</li><li><input type="checkbox"/> Relevant Job and Person Specification</li><li><input type="checkbox"/> Parchment/Transcripts</li><li><input type="checkbox"/> Training &amp; Development/Short Course Certificates</li><li><input type="checkbox"/> Supervision Logs</li><li><input type="checkbox"/> 3<sup>rd</sup> party reports</li><li><input type="checkbox"/> De-identified client files</li><li><input type="checkbox"/> Other (please describe)</li></ul> <p>Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.</p>

<b>UNIT OF COMPETENCY</b>
<p><b>CHCFDV008 Manage responses to domestic and family violence in family work</b></p> <p>This unit describes the skills and knowledge required to develop and manage responses to domestic and family violence in family work. 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>
<b>EVIDENCE REQUIREMENTS (candidate must show):</b>
<p><b>Candidate must show:</b></p> <p>a) Evidence they have delivered services to at least <b>three (3)</b> people affected by domestic and family violence in the workplace.</p>
<p>b) Evidence they have conducted research (using credible sources) into theoretical perspectives that underpin work with people affected by domestic and family violence.</p>
<p>c) Worked with all of the following people</p> <ul style="list-style-type: none"> <li>• Users/perpetrators</li> <li>• Victims</li> <li>• Families</li> <li>• Colleagues in other services</li> </ul>
<p>d) Used the following skills when working with people affected by domestic and family violence</p> <ul style="list-style-type: none"> <li>• Goal setting and strategy development skills</li> <li>• Questioning and active listening</li> <li>• Counselling skills</li> <li>• Relationship building skills</li> </ul>
<b>EVIDENCE PROVIDED</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume</li> <li><input type="checkbox"/> Relevant Job and Person Specification</li> <li><input type="checkbox"/> Parchment/Transcripts</li> <li><input type="checkbox"/> Training &amp;Development/Short Course Certificates</li> <li><input type="checkbox"/> Supervision Logs</li> <li><input type="checkbox"/> 3<sup>rd</sup> party reports</li> <li><input type="checkbox"/> De-identified client files</li> <li><input type="checkbox"/> Other (please describe)</li> </ul> <p>Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.</p>

UNIT OF COMPETENCY
<b>CHCDFV012 Make safety plans with people who have been subjected to domestic and family violence</b>
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. This unit applies to workers who operate with significant autonomy in therapeutic professional service roles in the community sector.
<b>EVIDENCE REQUIREMENTS (candidate must show):</b>
a) Evidence that they have developed and documented safety plans that take account of legal requirements and specific vulnerabilities with and for at least <b>three (3)</b> people who have been subjected to domestic and family violence
b) Reviewed at least 2 different safety plans based on client and broader network feedback
c) Used interpersonal communication skills to establish and maintain trusting relationships including: <ul style="list-style-type: none"><li>• Questioning</li><li>• Active listening</li><li>• Paraphrasing</li><li>• Clarifying</li><li>• Summarising</li><li>• Rapport building</li></ul>
<b>EVIDENCE PROVIDED</b>
<input type="checkbox"/> Resume <input type="checkbox"/> Relevant Job and Person Specification <input type="checkbox"/> Parchment/Transcripts <input type="checkbox"/> Training &Development/Short Course Certificates <input type="checkbox"/> Supervision Logs <input type="checkbox"/> 3 <sup>rd</sup> party reports <input type="checkbox"/> De-identified client files <input type="checkbox"/> Other (please describe)
Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.

## UNIT OF COMPETENCY

### CHCFDV013 Manage domestic and family violence screening and risk assessment processed

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. 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.

### EVIDENCE REQUIREMENTS (candidate must show):

They have used critical thinking, analysis, collaboration and writing skills to develop, document and review domestic and family violence risk assessment processes for at least 1 organisation that include:

- Safety as the priority focus
- Documented analysis of factors affecting process development
- Procedures and processes that support consistency within the organisation, including assessment tools
- Processes and strategies for collaborative evaluation and modification

### EVIDENCE PROVIDED

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Training & Development/Short Course Certificates
- Supervision Logs
- 3<sup>rd</sup> party reports
- De-identified client files
- Other (please describe)

Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.

## UNIT OF COMPETENCY

### CHCFAM007 Assist clients to develop parenting arrangements

This unit describes the skills and knowledge required to assess parenting practice, then work with parents to prepare and monitor parenting plans and arrangements. This unit applies to practitioners working in complex post-separation contexts according to the requirements of the *Family Law Act 1975*.

### EVIDENCE REQUIREMENTS (candidate must show):

- a) They have adhered to legal requirements for both process and outcome to assist at least **three (3)** families with different circumstances to develop parenting arrangements that:
- Comprise a documented risk assessment
  - Are in the best interests of the child
  - Consider the complexities of relationships both in and out of the immediate family environment
  - Include development and documentation of risk assessment
  - Set in place monitoring requirements
- b) They have used the principles and practices of all of the following in working with parents and children:
- Client-centered practice
  - Child-friendly communication
  - Conciliation
  - Negotiation
  - Mediation

### EVIDENCE PROVIDED

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Training & Development/Short Course Certificates
- Supervision Logs
- 3<sup>rd</sup> party reports
- De-identified client files
- Other (please describe)

Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.

<b>UNIT OF COMPETENCY</b>
<b>CHCDSP001 Facilitate dispute resolution in the family law context</b>
<p>This unit describes the skills and knowledge required to prepare for and facilitate the family dispute resolution process with the aim of assisting families to reach mutual agreement on issues related to relationships, children, property and assets. It requires the ability to use mediation, conciliation, facilitation and conferencing skills. This unit applies to dispute resolution practitioners managing complex family dispute resolution using a variety of facilitative processes within the family law environment.</p>
<b>EVIDENCE REQUIREMENTS (candidate must show):</b>
<b>Candidate must show</b>
<p>a) They have performed <b>50 hours of dispute resolution work with clients</b>, under the supervision of an accredited FDRP in a dispute resolution service.</p>
<p>b) Facilitated (either individually or in a co-facilitation capacity) at least five (5) different dispute resolution processes that individually or cumulatively include matters relating to:</p> <ul style="list-style-type: none"> <li>• Domestic and family violence</li> <li>• Child abuse/child protection</li> <li>• Finances, including child support</li> <li>• Property</li> </ul>
<p>c) Facilitated disputes that involve:</p> <ul style="list-style-type: none"> <li>• multiple parties</li> <li>• voluntary participants</li> <li>• involuntary participants</li> </ul>
<p>d) managed sessions where all parties are present, and in a shuttle situation</p>
<p>e) Used dispute diagnostic skills and responded to:</p> <ul style="list-style-type: none"> <li>• Indicators of substance abuse</li> <li>• Mental health issues</li> <li>• Domestic and family violence</li> <li>• Abuse and power imbalances in client situations</li> <li>• Cultural dimensions of the conflict</li> <li>• Own reactions to the dispute and/or disputants</li> </ul>
<p>f) Applied relationship skills including:</p> <ul style="list-style-type: none"> <li>• effective liaison and working relationships with other allied professionals</li> <li>• establishing and maintaining trust and respect</li> <li>• encouraging client self-determination</li> <li>• recognising own reactions to the dispute and/or disputants that might impair practitioner ability to conduct a fair process</li> <li>• use of age appropriate communication</li> </ul>

- g) Used interpersonal communication skills, including:
- Non-judgemental approach
  - Displaying empathy
  - Active listening and questioning
  - Clarifying information and assumptions
  - Speaking clearly, simply, effectively at the communication and comprehension level of the participants
  - Establishing rapport
  - Showing respect for individual difference

- h) Used facilitation strategies and techniques, including:
- Mirroring strategy
  - Role modelling cooperation and listening
  - Reframing issues
  - Respectful interruptions
  - Encouraging active listening
  - Formulating transition statements for clarification
  - Managing power imbalances and high levels of conflict

- i) Applied critical thinking and content management skills including:
- Obtaining, identifying, analysing, prioritising and evaluating information
  - Assessing issues and options and reasoning logically
  - Reading, comprehending and using relevant documentation
  - Writing clearly and concisely using neutral language
  - Creating, maintaining and organising records
  - Eliciting information from other professionals
  - Using and exchanging information in a manner that broadens rather than limits the participants' options

- j) Applied process skills, including:
- Working with a child focused approach
  - Following the agreed structure of the dispute resolution process

#### **EVIDENCE PROVIDED**

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Training & Development/Short Course Certificates
- Supervision Logs
- 3<sup>rd</sup> party reports
- De-identified client files
- Other (please describe)

Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.



### UNIT OF COMPETENCY

#### CHCDSP002 Adhere to ethical standards in family dispute resolution

This unit describes the skills and knowledge required to determine ethical responsibilities, apply ethical standards to the dispute resolution process and reflect on ethical practice. This unit applies to dispute resolution practitioners managing complex family dispute resolution using a variety of facilitative processes within the family law environment.

#### EVIDENCE REQUIREMENTS (candidate must show):

- a) They have undertaken **50 hours of dispute resolution** work with clients under the supervision of an FDRP in a dispute resolutions service
- b) They have developed responses to at least **five (5)** different complex ethical dilemmas in FDR practices.

#### EVIDENCE PROVIDED

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Training & Development/Short Course Certificates
- Supervision Logs
- 3<sup>rd</sup> party reports
- De-identified client files
- Other (please describe)

Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.

UNIT OF COMPETENCY
<b>CHCDSP003 Support the safety of vulnerable parties in family dispute resolution</b>  This unit describes the skills and knowledge required to assess the suitability of the dispute resolution process for vulnerable parties, and to support the physical and emotional protection of those parties. This unit applies to dispute resolution practitioners managing complex family dispute resolution, using a variety of facilitative processes within the family law environment.
<b>EVIDENCE REQUIREMENTS (candidate must show):</b>
They have undertaken <b>50 hours of dispute resolution</b> work with clients under the supervision of an FDRP in a dispute resolutions service
a) Facilitated, either individually or in a co-facilitation capacity, at least five (5) different dispute resolution processes that individually or cumulatively include matters involving: <ul style="list-style-type: none"><li>• domestic and family violence</li><li>• mental health issues</li><li>• alcohol and other drugs abuse</li><li>• vulnerabilities associated with people from cultural and linguistically diverse backgrounds</li></ul>
b) They have managed sessions where all parties are present, and in a shuttle situation.
<b>EVIDENCE PROVIDED</b>
<input type="checkbox"/> Resume <input type="checkbox"/> Relevant Job and Person Specification <input type="checkbox"/> Parchment/Transcripts <input type="checkbox"/> Training & Development/Short Course Certificates <input type="checkbox"/> Supervision Logs <input type="checkbox"/> 3 <sup>rd</sup> party reports <input type="checkbox"/> De-identified client files <input type="checkbox"/> Other (please describe)
<p>Please provide any information you believe is relevant regarding how the evidence you have provided satisfies the evidence requirements for this unit.</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.

<b>Signed (applicant):</b>		<b>Dated:</b>	
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## What happens now?

### **A conversation with an Assessor**

An assessor will review the information you have provided (usually with you, via phone or face to face interview) and begin to match up your skills to the units of competency. You will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience. You will be required to answer industry related questions regarding your current skills.

You may be assessed as RPL at this point or,

### **If further evidence is required, what happens next?**

You may be asked to:

- supply further evidence or
- have a competency conversation or
- provide an example of your practical skills via recording or GoTo Meeting

### **Competency Conversation**

If required a conversation containing questions designed to gather further evidence from you about skills and the application of knowledge that are relevant to this qualification may be required. It is important to prepare for this conversation and you may make notes as prompts and use these during the conversation with the assessor. It is important to link your responses to your experience. You will be supplied with the questions to be asked, make sure you have reviewed the questions. You may make notes and use these during the conversation.

### **Practical demonstration of your skills**

This assessment will be focussed on skills that are required by the qualification. Your assessor will identify the skills that he/she will want you to demonstrate in your recording or GoTo meeting.

### **RPL Application Outcome**

Once your RPL Application has been assessed you will receive an RPL Outcome by email, this is a summary of the Units you have been RPL/CT for and these units have been recorded in your student file.