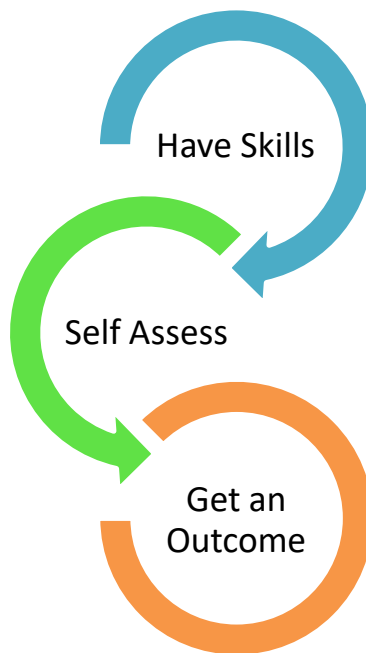


Certificate IV Community services [CHC42015]

Skills Recognition Application & Self-assessment Kit



REVISION LOG

Date	Page No.	Revision Description	Developed By	Checked By	Approved By
14/05/2022	All	Version 1	B Pasco	T Grinter	

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Introduction

Self-assessment Skills Recognition Tool Kit

This self-assessment tool kit has been developed by ICAN Learn an arm of the Indigenous Consumer Assistance Network (ICAN) to assist potential students undertake a self-assessment before requesting Recognition of Prior Learning.

Activities carried out as part of a Skills Recognition process remain confidential between the candidate and ICAN Learn.

ICAN Learn does not provide skills recognition material nor resources until the candidate is enrolled.

This Tool Kit is specific to Certificate IV Community Services CHC42015. ICAN Learn delivers this qualification to build a specific practice context for community workers who want to work or are working in a financial capability related role.

Community services work with a financial literacy elective stream requires:

- Competencies that relate to a broad variety of areas including assessing the client, ability to develop rapport and skills to educate consumers about financial rights. This work requires a solid understanding of the ethics and principles of social justice.
- An understanding of the life situations for people in our community and includes knowledge and skills to work with vulnerable people including those who may be at risk of homelessness or suffer from complex issues.

What is Skills Recognition?

Skills Recognition is the general term given to a formal assessment process that measures the candidate's skills and knowledge from previous study, training, work, or life experiences against the outcomes of the course in which they require a qualification. The 3 categories in which skills can be recognised are:

- **Recognition of Prior Learning (RPL)**

This is a process which acknowledges that people learn in many ways and that learning may have been obtained through formal learning, non-formal or informal learning or a combination of all. The candidate's skills, training and experiences are assessed against the requirements of the qualification they require.

- **Recognition of Current Competence (RCC)**

This is a process through which the candidate may need to be re-assessed against a qualification they already have, to make sure that their competence is current. This is particularly relevant for licensing authorities.

- **Credit Transfer**

If the candidate has completed accredited or formal training previously or at another registered training organisation, ICAN Learn will recognise the units of study and associated competence, giving the candidate a credit transfer for the same units in the qualification they apply for. The unit codes must be identical to those in the course the student enrolls in to be granted CT.

This toolkit focuses on self-assessment across these areas.

What is Competence?

Competence is the demonstration of skills and knowledge that the candidate has gained through life and work experiences as well as any training they have successfully completed that can be matched against a set of

industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification. In this toolkit we have grouped related units into clusters.

Qualification Requirements

The Certificate IV Community Services CHC42015 comprises 7 core and 8 elective units; The elective units are selected by ICAN Learn and meet specialist skill needs for financial resilience and financial capability work. ICAN Learn can only provide skills recognition for elective units for which it has assessment expertise; units outside of the ones outlined in this kit may not be assessed for skills recognition for this qualification.

Undertaking the self-assessment

1. **Read the Information** pages which will provide information and guidance on the Skills Recognition process, assessment & evidence requirements.
2. **Answer all questions** in this self-assessment. If a unit is not relevant, please enter- '**not applicable**'
3. **Gather any evidence** that will verify your skills, knowledge, and experience. Be prepared to upload this evidence into the Catapult electronic portal once approved by the Teaching, Learning and Course Manager or appropriate teacher [as identified by ICAN Learn].
4. **Ensure evidence is valid:** this means that all student qualification records must be verified, and any other evidence must be presented in original format and verified. Letters from third parties must be on original letter head with legitimate email signatures¹.
5. **Submit the self-assessment** to ICAN Learn administration via email administration@icanlearn.edu.au.
6. The ICAN Learn Skills Recognition assessor will contact you within 7 days after submission if more information is required.
7. You will have **7 days** to provide any additional evidence if requested. If evidence is not provided within the timeframe, the application is declined.
8. You will have **30 days** to complete the Skills Recognition Application and Kit.
9. You will be contacted by ICAN Learn about your skills recognition application outcome **within 30 days of submitting your full application**.

Confidentiality

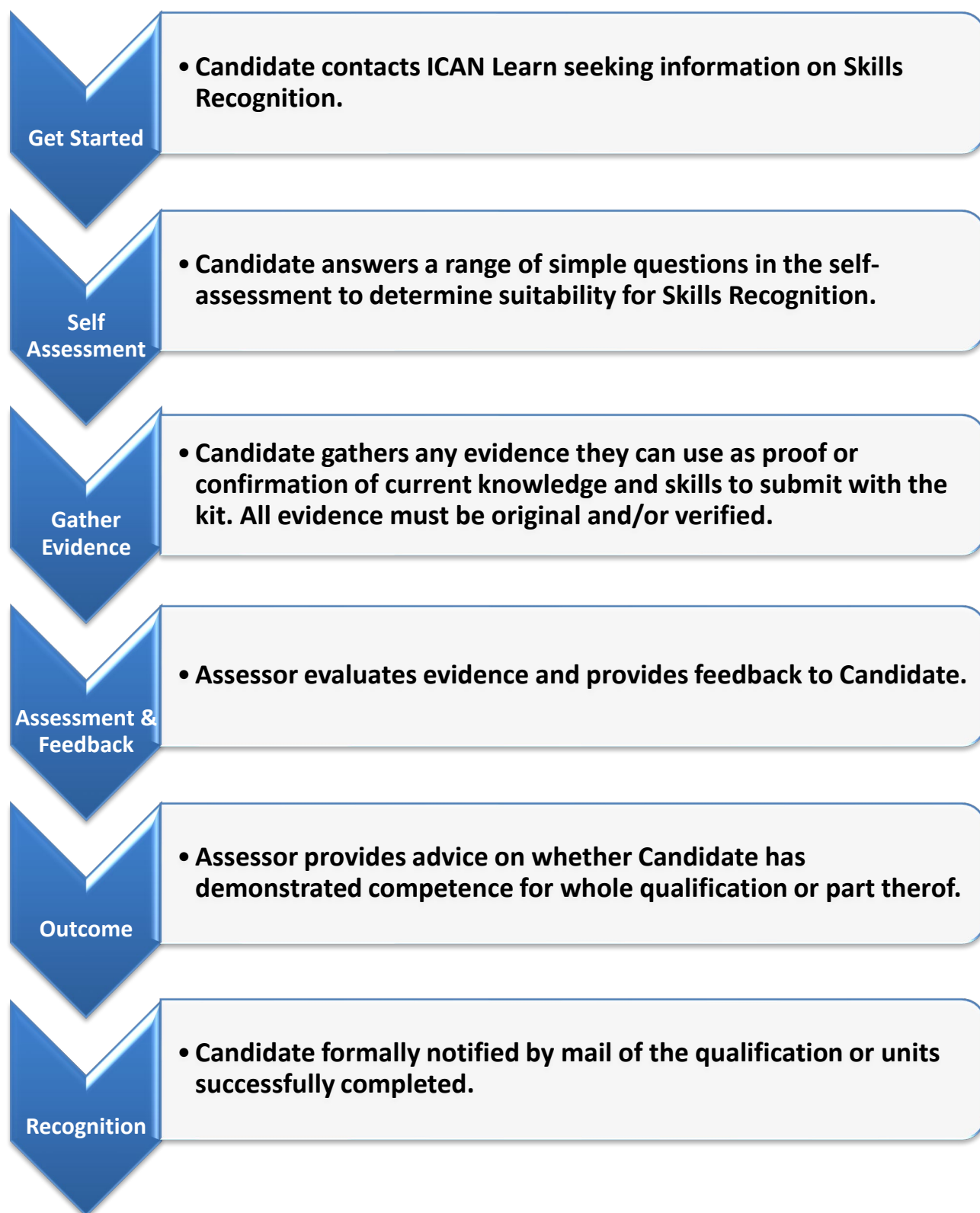
The candidate may need authorisation from their supervisor to use client files or other evidence, so it is always best to check the privacy and confidentiality policies of the organisation before using their information.

Client names and identifying factors or other personal details should be blacked out and made unidentifiable.

ICAN Learn maintains the candidate's confidentiality at all times and will not disclose Skills Recognition information to any other party. Disclosure of Skills Recognition information can only be done by the candidate themselves.

¹ Skills Recognition Policy and Procedure

The Skills Recognition Process - at a glance



Overview of the Skills Recognition Process

Get Started

Once enrolled with ICAN Learn the candidate contacts ICAN Learn and requests Skills Recognition, the student is provided with information and advice including:

- explanation of the skills recognition process and candidate requirements.
- qualification overview and time frame for submitting evidence and skills recognition completion
- cost for Skills Recognition is the same as for the relevant classroom delivered unit [Tuition fees schedule]

Self-Assessment

Complete this self-assessment **in full**.

Gather Evidence

Gather information for yourself that you can produce to verify your skills, knowledge, and experience. Evidence can take many forms, including:

- samples, photos, CDs or DVDs of your work
- letters of validation from your employer and/or clients on organisational letterhead
- a practical on-the-job assessment evidence
- your performance management reports
- **verified** certificates, qualifications etc. from previous study
- copies of documents you have completed at work – de-identified
- portfolio of workplace documents, e.g. policies and procedures that you work with.
- a simulation of a work activity

There are several broad approaches that an assessor can consider in applying a recognition process. These are:

- Real work / real time activities, including direct observation and third-party reports.
- Questioning, including oral and written.
- Portfolios that include collections of evidence compiled by candidates.
- Resume [current].

Intention to progress

Completion of this self-assessment is the beginning of the Skills Recognition process.

Once complete, submit the self-assessment document by email to **administration@icanlearn.edu.au**.

By submitting this self-assessment toolkit, **the candidate commits to providing evidence that is sufficient, reliable, and accurate.**

Please note: Skills Recognition is a time-limited process. The student must act to submit this kit and their evidence within 30 days of making their intention known. If the Assessor requires more information this is made known to the student within 7 days. The student must provide this evidence within the timeframe or the application is declined.

Candidate mandatory questions

Read each question below and tick 'yes' or 'no' / 'not applicable' at each question to indicate whether you can respond to these questions.

Note: All questions must have a response- Skills Recognition will not progress without completion of all questions below.

You must provide the evidence list at the end of this self-assessment and the actual evidence with this submission.

Unit Code	Unit Title	Consider whether you have evidence that you have provided before ticking 'yes'	I have provided this evidence with this kit
CHCADV001	Facilitate the interests and rights of clients	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCCCS004	Assess coexisting needs	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCDIV001	Work with diverse people	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	

		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCCOM002	Use communication to build relationships	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCLEG001	Work legally and ethically	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCPRP001	Develop and maintain networks and collaborative partnerships	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
HTLWHS003	Maintain work health and safety	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	

		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCEDU005	Work with clients to identify financial literacy education needs	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCEDU006	Improve clients' fundamental financial literacy skills	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCEDU007	Provide education on consumer credit and debt	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCCCS019	Recognise and respond to crisis situations	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	

		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCCOM001	Provide First point of contact	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCCCS006	Facilitate individual service planning and delivery	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCSOH001	Work with people experiencing or at risk of homelessness	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	
		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	
CHCADV002	Provide advocacy and representation services	I have a qualification that has a unit with exactly the same code	
		I have a qualification that has a unit with a similar code	
		My resume and associated position description shows that I have all the knowledge and skills of this unit and I have been doing a job where I have used and demonstrated these skills in the past	



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Skills Recognition Kit

		I can provide a third party report that outlines that I know all the content of this unit and have applied this in a role that has been observed by the third party	Choose an item.
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Candidate Information

Personal Details			
Date of completion of this kit			
Surname			
Given name/s			
Phone contact			
Email address [personal]			
Course	Certificate IV in Community Services – CHC42015		
I am enrolled at ICAN Learn	Choose an item.	My student number is	
Employment History			
I have provided my resume in a separate document			
I am unable to provide a resume but would like to give my work experience outline below			
Employer	Dates of employment	Key role	Contact

Unit selection

I apply for skills recognition for the following units:

Select **yes** or **no** for the units you want to apply for Skills Recognition. [Choose from the dropdown box]

Unit Code	Unit Title	Core/Elective	Unit Selection
CHCADV001	Facilitate the interests and rights of clients	Core	
CHCCCS004	Assess coexisting needs	Core	
CHCDIV001	Work with diverse people	Core	
CHCCOM002	Use communication skills to build relationships	Core	
CHCLEG001	Work legally and ethically	Core	
CHCPRP001	Develop and maintain networks and collaborative partnerships	Core	
HLTWHS003	Maintain work health and safety	Core	
CHCSOH001	Work with people experiencing or at risk of homelessness	Elective	
CHCCCS019	Recognise and respond to crisis situations	Elective	
CHCCCS006	Facilitate individual service planning and delivery	Elective	
CHCEDU005	Work with clients to identify financial literacy education needs	Elective	
CHCEDU006	Improve clients fundamental financial literacy skills	Elective	
CHCEDU007	Provide group education on consumer credit and debt	Elective	
CHCADV002	Provide advocacy and representation services	Elective	
CHCCOM001	Provide first point of contact	Elective	

Providing your evidence

Summary of evidence

Answer all the following questions. **Make sure you list and provide all evidence documents.**

If you are unable to answer a question, or are not requesting skills recognition for a particular unit, select 'not applicable' from the dropdown box in each column.

Unit Code	Unit Title	I have provided a verified qualification which includes this unit	I have provided my resume and relevant position description	I have provided extra evidence of significant work experience in this area	I have provided a third-party written reference	Documents I am providing as evidence [required] [number and list below] [all qualification and reference documents must be original / verified]
CHCADV001	Facilitate the interests and rights of clients					
CHCCCS004	Assess coexisting needs					
CHCDIV001	Work with diverse people					
CHCCOM002	Use communication skills to build relationships					
CHCLEG001	Work legally and ethically					
CHCPRP001	Develop and maintain networks and collaborative partnerships					

HLTWH003	Maintain work health and safety					
CHCSOH001	Work with people experiencing or at risk of homelessness					
CHCCCS019	Recognise and respond to crisis situations					
CHCCCS006	Facilitate individual service planning and delivery					
CHCEDU005	Work with clients to identify financial literacy education needs					
CHCEDU006	Improve clients fundamental financial literacy skills					
CHCEDU007	Provide group education on consumer credit and debt					
CHCADV002	Provide advocacy and representation services					
CHCCOM001	Provide first point of contact					

Next step

Submit your completed kit and evidence to administration@icanlearn.edu.au

The ICAN Learn assessor will contact you upon receipt of the self-assessment kit and advise you of the next steps which may include:

- Advice of non-progression due to unsatisfactory answers in this self-assessment kit or
- Request for further information if it appears that skills recognition may be possible

A third-party report form is available on request for you to gather third party evidence for your application [e.g. manager or team leader/ colleague]

Record of Outcome [Assessor only]

UNIT CODE	Unit Title	Evidence collected [Assessor must be able to place a tick in <u>at least 2-3</u> boxes for each unit to ensure sufficient evidence]						
		Resume / CV	Position description [related to resume]	Verified Qualification	Third party report [on letterhead]	Additional evidence RPL conversation	Other	Competency demonstrated
CHCADV001	Facilitate the interests and rights of clients							
CHCCCS004	Assess coexisting needs							
CHCDIV001	Work with diverse people							
CHCCOM002	Use communication skills to build relationships							
CHCLEG001	Work legally and ethically							
CHCPRP001	Develop and maintain networks and collaborative partnerships							
HLTWHS003	Maintain work health and safety							

CHCSOH001	Work with people experiencing or at risk of homelessness							
CHCCCS019	Recognise and respond to crisis situations							
CHCCCS006	Facilitate individual service planning and delivery							
CHCEDU005	Work with clients to identify financial literacy education needs							
CHCEDU006	Improve clients fundamental financial literacy skills							
CHCEDU007	Provide group education on consumer credit and debt							
CHCADV002	Provide advocacy and representation services							
CHCCOM001	Provide first point of contact							

Assessor Comments (if required)

ROLE	NAME	SIGNATURE	DATE
Assessor			Choose an item.
Student			Choose an item.

Skills Recognition Endorsement

Developer:

I confirm that the attached assessment questions address all necessary training package, qualification, and competency standard requirements. I further confirm that I have consulted with qualified subject matter experts for each identified skill set to ensure that the assessment questions are appropriate for their intended purpose and consistent with the principles of assessment (valid, fair, flexible, and reliable).

I confirm that the assessment questions address key graduate capabilities, which include the ability to:

- problem solve in a range of settings
- locate, critically evaluate, manage and use written, numerical and electronic information
- communicate in a variety of contexts and modes
- work both autonomously and collaboratively
- work in an environmentally, socially, and culturally responsible manner
- manage learning and career development opportunities

Developer (Full name):	Role	Date
Bernadette Pasco	Executive Officer	13/05/2022