



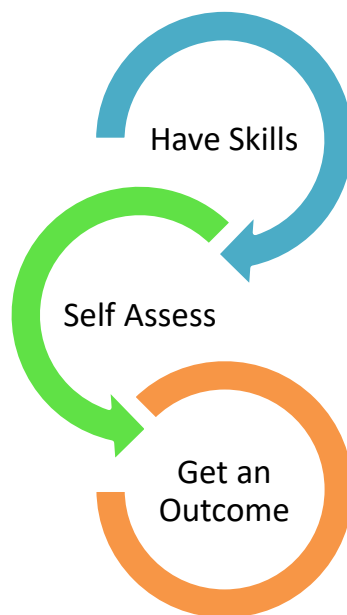
Educate. Learn. Empower. Lead.

Diploma of Financial Counselling - CHC51115

Skills Recognition Application

&

self-assessment Kit



REVISION LOG

Date	Page No.	Revision Description	Developed By	Checked By	Approved By
21.11.16	All	Version 1	B Pasco	M Anderson	
30.10.18	All	Version 2	B Pasco	M Anderson	B Pasco
21.04.20	All	Version 3	B Pasco	R Shepherd-Murdoch	B Pasco
08.09.20	Self-assessment section 1	Version 4 [Separated self-assessment tool from overall recognition kit]	B Pasco	R Shepherd-Murdoch R Richards	B Pasco R Richards
23.03.21	Header page Evidence pp 21, 26	Version 5 [wording review in evidence section] Renamed as 'self-assessment' kit	B Pasco	B Pasco	B Pasco
30.06.21	Rewording Page 5 Page 7 Page 8	Version 6 Improved clarity about provision of evidence; moved unit selection section; self-assessment rewording Updated content page Updated unit selection pp 8-14 Added candidate information and unit selection for application to pp15-16 – this replaces the separate application form Moved 'next steps' section to final stage	B Pasco	B Pasco R Richards	B Pasco

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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.

A candidate can only participate in the Skills Recognition process after formal enrolment in the ICAN Learn Diploma of Financial Counselling. ICAN Learn will not provide skills recognition material nor resources until the candidate is enrolled.

This Tool Kit is specific to the Diploma of Financial Counselling -CHC51115

Financial counselling is a specialist service, assisting people faced with debt and other financial issues. This work requires:

- Specialist paralegal skills and competencies related to a broad variety of areas including credit and debt management, legal remedies for financial difficulty and hardship across a range of areas including social security and income entitlements, banking, taxation, debt or harassment, bankruptcy and many other areas including consumer rights. This work requires a solid understanding of the ethics and principles of social justice.
- Solid understanding of social and systemic issues that impact people's ability to manage situations of difficulty and hardship and ability to use the legal context for consumer advocacy.

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 Diploma of Financial Counselling CHC51115 comprises 14 core and 3 elective units; the latter 3 are selected by the Registered Training Organisation (**RTO**). These elective units are selected on the basis of consultation with the financial counselling sector and meet specialist skill needs for financial counselling practice.

The candidate will be able to identify the appropriate units through answering the candidate mandatory questions

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. **Submit the self-assessment** to ICAN Learn administration via email administration@icanlearn.edu.au.
5. You may be contacted by the ICAN Learn Skills Recognition assessor if they require more information
6. You will be contacted by ICAN Learn about your skills recognition application outcome

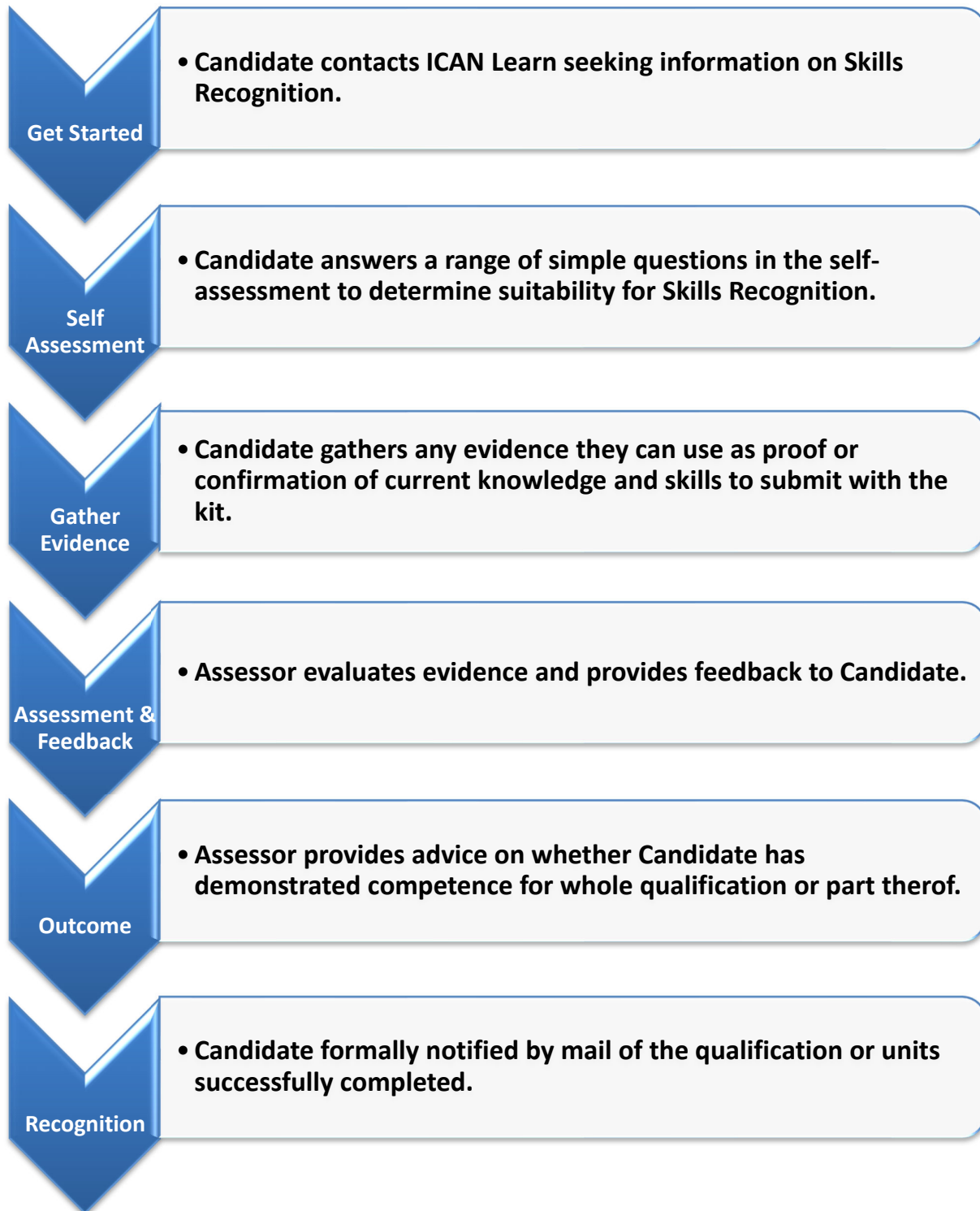
Confidentiality

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

Client names should be deleted, and financial figures or other personal details should be blacked out and made unidentifiable.

ICAN Learn will maintain 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.

The Skills Recognition Process - at a glance



This kit facilitates the self-assessment aspect of Skills Recognition

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; and
- cost of skills recognition (may differ depending on qualification).

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
- a practical on-the-job assessment evidence
- your performance management reports
- certificates, qualifications etc. from previous study
- copies of documents you have completed at work
- 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.

Submit the completed self-assessment as a **Word** 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 as per the ICAN Learn Policy and Procedure.

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 this advocacy unit with the same code	Choose an item.
		I have a qualification that has similar advocacy units in it	Choose an item.
		I have provided evidence that my work requires me to undertake client advocacy regularly <i>[e.g. position description and letter of employment/ resume]</i>	Choose an item.
		I have provided evidence that I have acted as an advocate for consumers in a previous job <i>[e.g. resume/ third party report]</i>	Choose an item.
		I have provided evidence that I understand and support the principles of social justice and human rights	Choose an item.
		I have provided evidence I have extensive community services experience and can demonstrate purposes and links between service delivery areas	Choose an item.
		I have provided evidence that that I have used policy and process to advocate for a common identified client issue	Choose an item.
		I have provided evidence of understanding client rights including legislation that protects those rights	Choose an item.
		I have provided evidence that I understand the difference between a mediation process and an advocacy process and define those boundaries that apply to both roles through my work and / or previous studies	Choose an item.

		I have provided evidence that I can identify conflict of interest and apply this to the role of the financial counsellor	Choose an item.
CHCADV005	Provide systems advocacy services	I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		<p>I have provided evidence of all of the following for one project:</p> <ul style="list-style-type: none"> • identifying a key community or policy issue • write media articles • engage with stakeholders • understand the political landscape as it impacts consumers that are part of the project • liaise with suitable stakeholders to get action • write a report • impact on policy issues 	Choose an item.
CHCDIV001	Work with diverse people	I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		I can demonstrate that I can adhere to legislation, documented guidelines, policies, and procedures e.g. Duty of Care, Confidentiality, Access, and Equity etc.	Choose an item.
		I have provided evidence I understand the Privacy Act; Human Rights etc. and respect the rights of others	Choose an item.
		I have provided evidence that I have dealt with breaches of rights and can work with appropriate personnel to solve these challenges	Choose an item.
		I have provided evidence that I address conflicts of interest – e.g. in areas such as translation and interpretation services	Choose an item.
		I have provided evidence that my work practice includes examining and understanding my personal values	Choose an item.

CHCCDE002	Develop and implement community programs	I have provided evidence that I have undertaken study in community development and have completed a unit with a similar or same unit code or have undertaken studies at Diploma level or above in this area.	Choose an item.
		I have provided evidence that I have started, built, developed, delivered, and evaluated a community project	Choose an item.
		I have provided evidence that my work included ways of working with appropriate and relevant stakeholders to develop and promote a community project	Choose an item.
		I have evidence that I had to seek financial support for a community program and worked out budgets and ways of paying for activities	Choose an item.
		I have provided evidence that my program was delivered by me and I have the skills to bring information to an audience in a community setting	Choose an item.
		I have provided evidence that I have been involved in developing an evaluation strategy/ brief and implemented that strategy. As part of this strategy I have had to review evaluation results	Choose an item.
CHCCSL001	Establish and confirm the counselling relationship	I have a qualification in counselling	Choose an item.
		I have a qualification with exactly this unit [same code]	
		I have a qualification with a similar unit [not the same code]	
		I have undertaken units that have the same unit code as this or units that have similar codes	Choose an item.
		I am a social worker and have undertaken higher studies in counselling	Choose an item.
		I have provided evidence [through third party report(s)] that I understand the counselling process and engage with the client to establish a financial counselling relationship including: <ul style="list-style-type: none"> • Questioning skills: open, closed, simple and compound • Client observation skills • Noting and reflecting skills • Providing client feedback 	Choose an item.

		I have provided evidence that my financial counselling practice demonstrates that I consider the stages of interview (beginning and working to next stage] and appropriate counselling referral options and processes	Choose an item.
CHCCSL002	Apply specialist interpersonal and counselling interview skills	I have a qualification in counselling	Choose an item.
		I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		I am a social worker and have undertaken higher studies in counselling	Choose an item.
		I have provided evidence that my practice uses an understanding of the professional limitations differentiation between therapeutic counselling and working within a counselling model of practice	Choose an item.
		I have provided evidence that all of the following are a part of my counselling approach active listening, reflection of content feeling, paraphrasing, validating, summarising	Choose an item.
		I have provided evidence that my financial counselling practice demonstrates that I consider the stages of interview (middle and working to end] and appropriate counselling referral options and processes	Choose an item.
CHCCSL003	Facilitate the counselling relationship and process	I have a qualification in counselling	Choose an item.
		I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		I am a social worker and have undertaken higher studies in counselling	Choose an item.
		I have provided evidence that I understand how counselling has evolved as a helping relationship	Choose an item.
		I have provided evidence that my practice explores a variety of models and theories of counselling that relate to human life stages; and / or I can give a statement about the various models of counselling practice	Choose an item.
		I have provided evidence that my practice demonstrates an understanding of the professional limitations differentiation between therapeutic counselling and working within a counselling model of practice	Choose an item.

		I have provided evidence that my work / experience demonstrates an understanding of the ethics and client rights involved in the counselling relationship	Choose an item.
CHCCSL007	Support counselling clients in decision-making processes	I have a qualification in counselling	Choose an item.
		I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		I am a social worker and have undertaken higher studies in counselling	Choose an item.
		I have provided evidence that I am versed with the application of counselling approaches for clients who have cognitive issues – e.g. deafness / visual disturbances etc.	Choose an item.
		I have provided evidence that I understand the client centred approach to counselling practice	Choose an item.
CHCPRP003	Reflect on and improve own professional practice	I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	Choose an item.
		I have provided evidence that I use counselling reflective practice techniques through journal entries I have provided	Choose an item.
		I have provided evidence that I am a member of a professional association for financial counselling and thereby understand the professional frameworks for financial counsellors <i>[This is essential to gain RPL for this unit]</i>	Choose an item.
CHCCCS019	Recognise and respond to crisis situations	I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		I have provided evidence that I have been able to respond to a client in crisis in previous or current work	Choose an item.
		I have provided evidence that I can constructively respond to a client who is suicidal and / or has an exacerbation of a mental health issue / is in crisis	Choose an item.
		I can demonstrate that my work [current / previous] includes responsibilities to the client and colleagues in assisting a client in immediate crisis	Choose an item.

		I can demonstrate full understanding of the legal parameters of responding to a client in crisis	Choose an item.
CHCCSM005	Develop, facilitate, and review all aspects of case management	I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		I have provided evidence that I undertake a structured approach to case management in my work [current or previous] and use a case management plan to prepare for, organise and conduct case management meetings	Choose an item.
		I have provided evidence that my work focuses on empowerment of the client whilst maintaining privacy and confidentiality	Choose an item.
		I have provided evidence that I work with other professionals engaged with the client and collaborate for client outcomes	Choose an item.
		I have provided evidence that I communicate the outcomes of case management meetings to the client and other professionals involved in the client's care	Choose an item.
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	
		I have provided evidence of my thorough understanding of the mental health sector, including referral pathways [organisations] for acute and chronic MH /AOD issues	Choose an item.
		I have provided evidence that I work / have worked with clients with mental health challenges, their families and affected others and understand the cost implications / engagement implications / solutions focus	Choose an item.
		I have provided evidence that I understand the complexity of client case work/ referral pathways in a dual diagnosis framework, and that I work in a strengths-based approach at all times.	Choose an item.
		I have provided evidence that in my work / previous experience I understood / understand the implications of challenges of both diagnosed and undiagnosed mental health problems	Choose an item.
CHCSOH001	Work with people	I have a qualification with exactly this unit [same code]	Choose an item.
		I have a qualification with a similar unit [not the same code]	

	experiencing or at risk of homelessness	I have provided evidence that I understand the structural barriers to secure housing and can work in a holistic and client centred approach to meet the needs of my clients at risk of homelessness	Choose an item.
		I have provided evidence that my work with clients includes an understanding of all factors that lead to structural dislocation, structures for housing support in my region and the impacts of the political landscape on housing stock and the private rental market	Choose an item.
		I have provided evidence of a commitment to the social justice approach for those at risk of homelessness, making housing a right not a privilege	Choose an item.
		I have provided evidence of my understanding of the tenancy legislation in my State / Territory; referral pathways to housing organisations and the ability to use legislation to protect and preserve the client's rights in relation to notification to vacate premises	Choose an item.
		I have provided evidence that I understand the government supports for rental and other aspects of housing [rental subsidies etc.]	Choose an item.
		I have provided evidence I have worked with protective legislations in relation to rooming houses and caravan parks so that I have provided suitable support to clients with these issues	Choose an item.

Candidate Information

Personal Details			
Date of completion of this kit	Click or tap to enter a date.		
Surname	Click or tap here to enter text.		
Given name/s	Click or tap here to enter text.		
Phone contact	Click or tap here to enter text.		
Email address [personal]	Click or tap here to enter text.		
Course	Diploma of Financial Counselling – CHC51115		
I am enrolled at ICAN Learn	Choose an item.	My student number is	Click or tap here to enter text.
Employment History			
I have provided my resume in a separate document			Choose an item.
I am unable to provide a resume but would like to give my work experience outline below			Choose an item.
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	Choose an item.
CHCADV005	Provide systems advocacy services	Core	Choose an item.
CHCDIV001	Work with diverse people	Core	Choose an item.
CHCCDE002	Develop and implement community programs	Core	Choose an item.
CHCFIN001	Facilitate the financial counselling process	Core	*
CHCFIN002	Identify and apply technical information to assist clients with financial issues	Core	*
CHCFIN003	Develop and use financial counselling tools and techniques	Core	*
CHCLEG002	Interpret and use legal information	Core	*Credit transfer only
CHCCSL001	Establish and confirm the counselling relationship	Core	Choose an item.
CHCCSL002	Apply specialist interpersonal and counselling interview skills	Core	Choose an item.
CHCCSL003	Facilitate the counselling relationship and process	Core	Choose an item.
CHCCSL007	Support counselling clients in decision-making processes	Core	Choose an item.
CHCPRP003	Reflect on and improve own professional practice	Core	Choose an item.
CHCCCS019	Recognise and respond to crisis situations	Core	Choose an item.
CHCCSM005	Develop, facilitate, and review all aspects of case management	Designated Elective	Choose an item.
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	Designated Elective	Choose an item.
CHCSOH001	Work with people experiencing or at risk of homelessness	Designated Elective	Choose an item.

* Persons wanting to apply for skills recognition for CHCFIN001, CHCFIN002, CHCFIN003 and LEG002 are advised that these units are core to the work of financial counsellors and are generally not considered for skills recognition. Anyone practicing as a financial counsellor must have current membership with a relevant financial counselling peak body, which includes having or studying the Diploma of Financial Counselling in which these are core units. These units do not exist in any other qualification, nor do they have equivalent units in other training packages. CHCLEG002 will only be considered where this unit with the same code has been achieved in a previous qualification, in which case it is noted as a Credit Transfer.

Providing your evidence

Summary of evidence

Answer all the following questions.

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.

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 [number and list below] [all qualification and reference documents must be original / verified]
CHCADV001	Facilitate the interests and rights of clients	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCADV005	Provide systems advocacy services	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCDIV001	Work with diverse people	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCCDE002	Develop and implement community programs	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCFIN001	Facilitate the financial counselling process	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCFIN002	Identify and apply technical information to assist clients with financial issues	Choose an item.	Choose an item.	Choose an item.	Choose an item.	

CHCFIN003	Develop and use financial counselling tools and techniques	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCLEG002	Interpret and use legal information	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCCSL001	Establish and confirm the counselling relationship	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCCSL002	Apply specialist interpersonal and counselling interview skills	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCCSL003	Facilitate the counselling relationship and process	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCCSL007	Support counselling clients in decision-making processes	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCPRP003	Reflect on and improve own professional practice	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCCCS019	Recognise and respond to crisis situations	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCCSM005	Develop, facilitate, and review all aspects of case management	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	Choose an item.	Choose an item.	Choose an item.	Choose an item.	
CHCSOH001	Work with people experiencing or at risk of homelessness	Choose an item.	Choose an item.	Choose an item.	Choose an item.	

Type of evidence and document number reference

Required Documentary Evidence	Document number and unit[s] to which it relates
Third party report relating to specific competencies e.g. relevant letters from employers on formal letterhead	
Original verified Transcripts / qualifications	
Current resume	
Supplementary Evidence	
Brochures that you have created, project plans; other evidence relevant to specific units e.g. media articles, evaluation reports	
Written statement to support resume – written by the candidate to outline the experience they are wanting to evidence	
Skills Recognition conversation with the designated ICAN Learn assessor	

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 at least 2-3 boxes for each unit to ensure sufficient evidence]						
		Case file[s] provided	RPL discussion and / or written statement	Verified Qualification	Third party report [pat practice]	Additional evidence RPL conversation	Current Practice [RCC] PD and reference	Competency demonstrated
CHCADV001	Facilitate the interests and rights of clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCADV005	Provide systems advocacy services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCDIV001	Work with diverse people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCSOH001	Work with people experiencing or at risk of homelessness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCCDE002	Develop and implement community programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCFIN001	Facilitate the financial counselling process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCFIN002	Identify and apply technical information to assist clients with financial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCFIN003	Develop and use financial counselling tools and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHCLEG002	Interpret and use legal information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCCSL001	Establish and confirm the counselling relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCCSL002	Apply specialist interpersonal and counselling interview skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCCSL003	Facilitate the counselling relationship and process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCCSL007	Support counselling clients in decision-making processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCPRP003	Reflect on and improve own professional practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCCCS019	Recognise and respond to crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCCSM005	Develop, facilitate, and review all aspects of case management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessor Comments (if required)

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

Skills Recognition Endorsement

<p>Developer:</p> <p>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).</p> <p>I confirm that the assessment questions address key graduate capabilities, which include the ability to:</p> <ul style="list-style-type: none"> • 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	01/07/2021