**Bachelor of Social Science**

**Recognition of Prior Learning (RPL)**

CSV3113 Human Services and Community Work Professional Placement

CHN3113 Children and Family Studies Professional Placement

Recognition of Prior Learning (RPL) is learning gained outside the formal education and training system through work, life and other practical experience.

Terms used in this document.

RPL Recognition of Prior Learning

ACWA Australian Community Workers Association

ECU Edith Cowan University

Submission Dates

Note: The student must be enrolled in CSV3113 / CHN3113 to be able apply for RPL for these units.

Applications for RPL will be assessed each year according to the following approximate dates:

* Initial Discussion with Professional Placement Coordinator via phone or email.
* RPL Application due in the ECU Application for Credit and Recognition of Prior Learning (Previously Advanced Standing) portal Last Friday of March 5pm
* RPL application review.
* Notification of Outcome: 1 month after submission.

Note: Last Friday of March 5pm. Applications after this date will not be accepted.

Guidelines and Principals

The principles for granting RPL for the Bachelor of Social Science, Professional Placement Units CHN3113 and CSV3113 are aligned with the ACWA (all majors) and the ACWA Code of Ethics and Good Practice Guide.

See Link:

<https://www.acwa.org.au/wp-content/uploads/2020/11/ACWA-Ethics-and-good-practice-guide-1.pdf>

Students’ previous employment history and experience in the field relative to the requirements of the Professional

Placement unit gives provision to grant up to the following:

CHN3113 and CSV3113 under ACWA guidelines, credit may only be granted for **up to** 50% = 200 hours of the total 400 hours required for Professional Placement.

ACWA requires completion of 400 hours in 2 separate placement types or the total 400 hours completed within the same organisation across 2 different programs.

Criteria

The student must be enrolled in CSV3113 / CHN3113 to be able apply for RPL for these units.

The applicant must have undertaken **work experience within the last 5 years**, in the same or similar field to their major undertaken. Documentation must be current.

If the applicant is using their current employer for the basis of partial RPL, the remainder of the placement hours must be undertaken in a different role/ position or different agency.

ACWA requires completion of 400 hours in 2 separate placement types or the total 400 hours completed within the same organisation across 2 different programs.

Application Process

The process for assessing RPL will be transparent and contains provisions for appeal through the ECU appeal process.

* Students should consider the requirements as mentioned above.
* Complete the Self-assessment checklist (Page 3.)
* Applicants who think they have grounds for RPL should make an appointment to discuss this with the Professional Placement Coordinator. This can be in person or can be via phone appointment.
* If granted the approval to proceed with the application, students should prepare a detailed application that aligns, where appropriate, to the Guidelines and associated Indicators.
* The applicant **must** provide verified evidence against the Guidelines supplying **all** required documents.
* Applications should be lodged through the ECU central system for Credit and Recognition of Prior Learning
* The applicant will receive a letter of confirmation for the outcome of the application.
* The letter must be uploaded to both Pebble pad and SONIA at the commencement of the placement year.
* Appeals are in line with ECU policy.

RPL Committee

The committee is comprised of the following people or their nominees:

* Social Science Course Coordinator
* Social Science Discipline Professional Placement Coordinator

Self-assessment Checklist

This self-assessment tool is designed to assist applicants to assess whether their prior learning and experience meets the criteria for partial RPL for CHN3113 and CSV3113 Professional Placement at ECU, before they proceed with an application.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Yes** | **No** |
| I understand that credit may only be given for 50% or part thereof the  total hours required for ACWA placements |  |  |
| I understand that my application must refer to the ACWA Ethics and Good Practice Guidelines and the associated Indicators of my previous and current experience in the field. |  |  |
| I understand that if I use my current work experience as a basis for RPL,  then my second placement must be in a different area of practice |  |  |
| I understand that my portfolio will be thoroughly assessed by the RPL.  Committee |  |  |
| I understand that the process for assessing RPL will be transparent and  contain provisions for appeal |  |  |
| I understand that in order to be granted RPL I must have experience in  the same or similar field to my major undertaken within the last 5 years |  |  |
| I understand that the ACWA Ethics and Practice Guidelines will form part of the criteria for assessment of my RPL Portfolio, and that I must address these Guidelines in my portfolio. |  |  |
| I understand that in my portfolio I will be asked to address the  ACWA Ethics and Good Practice Guidelines. |  |  |
| I understand that I will be required to provide evidence to support claims in my portfolio and understand that this evidence will need to be verified. |  |  |

**Bachelor of Social Science**

**Recognition of Prior Learning Application**

This document must be completed in full, addressing each of the criteria in the Learning Portfolio. Supporting documentation as indicated must be provided with the application submission.

Please ensure that this document is included in your application.

Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name |  | Student No. |  |
| Email |  | Contact Phone |  |
| Postal Address: |  | | |

RPL Application Unit

CSV3113 Human Services and Community Work Professional Placement

CHN3113 Children and Family Studies Professional Placement

Portfolio Requirements

The portfolio must:

a) Documents should be clearly organised and labelled appropriately.

b) Address the ACWA Ethics and Good Practice Guidelines and associated Indicators. (Maximum of 500 words per Guideline).

d) Provide evidence to support claims (e.g., referee reports, JDF/contracts, training certificates, sample work, other testimonials). Where a previous manager has left a role, please obtain proof of employment from HR.

e) Provide contact details of a minimum of 2 colleagues with field experience at a more senior level or a colleague with equivalent standing and expertise who can testify to applicant claims.

Evidence for Application

• Confirmation of attendance professional development training (certificates dated and signed).

• Photocopied copies of qualifications and/or results statements.

• Current CV.

• Job descriptions/ contracts of employment.

• Examples of specific work docs that show you have met particular Guidelines and associated Indicators.

• A letter from the employer/s verifying job roles, skills required and dates of employment.

Evidence against the ACWA Ethics and Good Practice Guidelines

<https://www.acwa.org.au/wp-content/uploads/2020/11/ACWA-Ethics-and-good-practice-guide-1.pdf>

|  |  |  |
| --- | --- | --- |
| **Guideline 1** | | A community work practitioner, in providing services to individuals and communities, should work in accordance with a code of ethics and in agreement with the principles of individual worth and the individual’s right to social inclusion. |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation submitted | | |
| **Guideline 2** | | A community work practitioner should base her or his professional practice on the theory of community work and the principle that individuals, families, groups and communities have a fundamental human right to access appropriate services and support. |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation Submitted | | |
| **Guideline 3** | | A community work practitioner should understand and comply with all legislation and guidelines that provide for confidentiality and privacy of service users, colleagues and employers. |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation Submitted | | |
| **Guideline 4** | | A community work practitioner often works within complex organizational structures governed by legislation or statute. The practitioner must, therefore, understand the sometimes seemingly contradictory frameworks that impact either on service provision or the service users with whom they work. |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation Submitted | | |
| **Guideline 5** | A community worker works within diverse communities and should demonstrate in all of her or his professional practice an understanding and sensitivity to diversity in all forms and her or his compliance with all relevant legislation | |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation Submitted | | |
| **Learning Outcome 6** | A community work practitioner rarely works alone and should treat her or his workplace with respect and take personal responsibility to ensure that it is a safe and healthy environment within which they, service users, colleagues or  residents can work or live. | |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation Submitted | | |
| **Learning Outcome 7** | The education of a community work practitioner does not cease upon graduation. It is incumbent on the community worker to undertake relevant professional development throughout her or his career to ensure their knowledge remains current and informs their everyday practice. | |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation Submitted | | |
| **Learning Outcome 8** | Community work practitioners not only represent the interests of service users and employers but are also representatives of the community work profession. Community workers should therefore, practice with integrity and not engage in any behaviour that.  brings the profession or other practitioners into disrepute. | |
| Statement of Experience and Identify the Indicators within this Guideline which align to your experience | | |
| Documentation Submitted | | |

**Professional References (attach References)**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Full Name |  |  |
| Position |  |  |
| Agency |  |  |
| Contact number/email |  |  |

**Submit this form and all documentation** **through** **the** **Credit and Recognition of Prior Learning (Previously Advanced Standing) portal Last Friday of March 5pm.**