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| Name: |       |

CHC52015 Diploma of Community Services

Congratulations, you are now at step two of the Diploma of Community Services RPL mode. Attached is a RPL Evidence Checklist for you to work through to gather evidence of your experience to submit. There are two options to submit your portfolio:

1. **Softcopy (preferred option)**
	* Load all documents onto in Moodle (our online student learning environment). You will be given access to this when you application and enrolment has been processed;
	* Email: sue.wilson@ac.edu.au; or
2. **Hardcopy**
	* Compile all documents into a lever arch folder and post to AC.

 **NOTE:** Please be sure to keep a copy of everything sent to AC.

Please select which location you would like to attend:

[ ]  Sydney: 21st – 25th August, 2017

We look forward to meeting you in class.

God bless

Checklist

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| Item | Description | Tick | Office Use |
| 1. **Required Reading**
 | Bartlett, P. *Thank God It’s Monday*.Available to purchase ($20) at Lighthouse Church – Ph:(02)4229 9744Addition reading available to download, when enrolled. |  |  |
| 1. **Self-Assessment Questionnaire**
 | Complete the one page self-assessment to determine if you have the necessary skills. | [ ]  | [ ]  |
| 1. **Three referees (see below)**
 | Three referees from community leadership (in or outside your church), such as elders, board members, associate pastor, or community leaders. | [ ]  | [ ]  |
| 1. **Community Engagement Strategic Plan**
 | Submit a Community Engagement Plan for an activity/project you participated in. The plan should include:1. Purpose and scope
2. Stakeholders (including a detail description on the sociological factors on your community)
3. Goals and timeframes
4. Budget
 | [ ]  | [ ]  |
| 1. **Wellness Evaluation**
 | Complete a Wellness Evaluation:1. Self-Evaluation
2. Person 1 (e.g. Supervisor)
3. Person 2 (Peer)
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  |
| 1. **Personal Development Plan**
 | Provide a personal development Plan. It should include:1. goals
2. timeframes
3. ways of measuring progress
 | [ ]  | [ ]  |
| 1. **Communication Strategy**
 | Provide a communication strategy, including the use of digital media. Things to include:1. Identifying internal and external needs
2. Identifying competing and conflicting interests
3. Processes for adapting to a range of contexts, including community diversity
 | [ ]  | [ ]  |
| 1. **Policy and Procedures**
 | Provide a copy of the following policies and procedures from your organisation:1. Code of Conduct
2. Privacy
3. Workplace diversity
4. Work health and Safety
5. Child Protection
6. Debriefing and crisis management
7. Conflict management
 | [ ]  | [ ]  |
| 1. **Safer Churches Certificate**
 | Submit a current copy of your Safer Churches Workshop certificate (attended within the last three years). | [ ]  | [ ]  |
| 1. **Child Protection Incident Report**
 | Submit a completed Child Protection incident report. Use your organisation’s template, and the scenario provided below (PRT2).  | [ ]  | [ ]  |
| 1. **Work health and Safety**
 | A completed Risk Assessment. | [ ]  | [ ]  |
| 1. **Evidence Sheets – You must provide responses or evidence to all questions (see below)**
 | Community Engagement Plan | [ ]  | [ ]  |
| Communication Strategy | [ ]  | [ ]  |
| Sociological Factors | [ ]  | [ ]  |
| Manage Diversity | [ ]  | [ ]  |
| Legal and Ethical Compliance | [ ]  | [ ]  |
| Professional Practice | [ ]  | [ ]  |
| Debriefing | [ ]  | [ ]  |
| Improving Relationships | [ ]  | [ ]  |
| Child Protection | [ ]  | [ ]  |
| Ministry Team Effective | [ ]  | [ ]  |
| Group Activities | [ ]  | [ ]  |
| Leadership | [ ]  | [ ]  |
| Work Health and Safety | [ ]  | [ ]  |

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| Self-Assessment QuestionnaireCHC52015 Diploma of Community Services |

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| Candidate Name:  |       | Date Completed: |       |

Please identify your level of experience in each competency.

| Unit Code | Unit Title | I have performed these tasks |
| --- | --- | --- |
| Frequently | Sometimes | Never |
| CORE UNIT |
| CHCCCS007 | Develop and implement service programs | [ ]  | [ ]  | [ ]  |
| CHCCOM003 | Develop workplace communication strategies | [ ]  | [ ]  | [ ]  |
| CHCDEV002 | Analyse impacts of sociological factors on clients in community work and services | [ ]  | [ ]  | [ ]  |
| CHCDIV003 | Manage and promote diversity | [ ]  | [ ]  | [ ]  |
| CHCLEG003 | Manage legal and ethical compliance | [ ]  | [ ]  | [ ]  |
| CHCMGT005 | Facilitate workplace debriefing and support processes | [ ]  | [ ]  | [ ]  |
| CHCPRP003 | Reflect on and improve own professional practice | [ ]  | [ ]  | [ ]  |
| HLTWHS004 | Manage work health and safety | [ ]  | [ ]  | [ ]  |
| ELECTIVE UNITS |
| CHCCDE010 | Develop and lead community engagement strategies to enhance participation | [ ]  | [ ]  | [ ]  |
| CHCCDE009 | Develop and Support community leadership | [ ]  | [ ]  | [ ]  |
| CHCFAM003 | Support people to improve relationships | [ ]  | [ ]  | [ ]  |
| BSBWOR502 | Lead and manage team effectiveness | [ ]  | [ ]  | [ ]  |
| CHCGRP002 | Plan and conduct group activities | [ ]  | [ ]  | [ ]  |
| CHCPRT001 | Identify and respond to children and young people at risk | [ ]  | [ ]  | [ ]  |
| LEDWLD501 | Understand and develop a worldview | [ ]  | [ ]  | [ ]  |
| MINPAS507A | Implement and evaluate a ministry function | [ ]  | [ ]  | [ ]  |
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| RefereesCHC52015 Diploma of Community Services |

Please list your three referees here.

The reference template is available from the Diploma of Community Services RPL website: http://ac.edu.au/schools/awards/diploma-community-rpl/

Send the reference template to your referees. They will need to email to the completed document to sue.wilson@ac.edu.au

If we do not receive the references with your application, we fill follow up with the referees.

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| Referee Name: |       |  |  |
| Email: |       | Phone: |       |

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| Referee Name: |       |  |  |
| Email: |       | Phone: |       |

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| Referee Name: |       |  |  |
| Email: |       | Phone: |       |

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| Evidence SheetsCHC52015 Diploma of Community Services |
| You must provide responses or evidence to ALL questions. |

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| Community Engagement |
| CDE1. Identify three groups/stakeholders consulted in the activity/project. |
| 1.
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| 1.
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| 1.
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| CDE2. Who approved the final plan (who was the plan presented to)? |
|       |
| CDE3. Reflect on and discuss the implementation on the Community Engagement Plan. |
|       |
| CDE4. How did you address two specific prioritises of individuals who are disengaged? |
| 1.
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| 1.
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| CDE5. Describe two communication methods used to the relevant stakeholders. |
| 1.
 |
| 1.
 |
| **CDE6. How did you encourage all group members to contribute their ideas constructively and respectfully during group discussions?** |
|       |
| **CDE7. How did you respond to questions in a manner consistent with organisation standards?** |
|       |
| CDE8. Provide two points from feedback from participants. |
| 1.
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| 1.
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| Communication Strategy |
| COM1. How was the communication strategy communicated to staff (including at least three names of people involved)? |
|       |
| COM2. Provide two examples of how you modelled the strategy. |
| 1.
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| 1.
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| COM3. Describe how two networks/relationships maintained help achieved the organisations goals. |
| 1.
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| 1.
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| COM4. Identify two barriers in communication and ways communication was improved. |
| 1.
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| 1.
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| Sociological Factors |
| DEV1. What is the impact of long term unemployment on society? |
|       |
| DEV2. Identify two factors associated with age within your community? |
| 1.
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| 1.
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| Manage Diversity |
| DIV1. Describe the diversity of your workplace. |
|       |
| DIV2. Identify two benefits of diversity. |
| 1.
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| 1.
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| DIV3. How does the diversity reflect the workplace practice and objectives? |
|       |
| DIV4. Describe how you have contributed to the development of workplace diversity policies and procedures. |
|       |
| DIV5. How do you measure the effectiveness of workplace diversity policy and procedures? |
|       |
| DIV6. How do you report on workplace diversity strategies? |
|       |

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| Legal and Ethical Compliance |
| LEG1. Identify two sources of information about compliance in your workplace. What are risks, penalties or consequences for each one? |
| 1.
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| 1.
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| LEG2. Describe when you would need to assess and act on need for specialist legal advice. |
|       |
| LEG3. Describe two ways you have model ethical behaviour in own work (refer to the Code of Conduct). |
| 1.
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| 1.
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| LEG4. Identify two people in your workplace with specific legal and ethical roles and responsibilities. |
| 1.
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| 1.
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| LEG5. How are the policies, procedures and legal information distributed to colleagues and peers in a timely fashion? |
|       |
| LEG6. How have you evaluate work practices for non-compliance on an ongoing basis, and implemented modifications? |
|       |
| LEG7. Identify two areas you maintain and update required accreditations or certifications? |
| 1.
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| 1.
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| LEG8. How do you keep current with emerging legal requirements and ethical issues (list two methods)? |
| 1.
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| 1.
 |
| LEG9. How do you share updated knowledge and information with peers and colleagues (Give one example)? |
|       |
| LEG10. Describe how you engage in process of review and improvement (Give one example)? |
|       |

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| Professional Practice |
| Complete the Wellness Evaluation before answering this questions. |
| PRP1. What do you already do well? |
|       |
| PRP2. Identify two areas that need improvement. |
| 1.
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| 1.
 |
| PRP3. Reflect and comment on your own personal, spiritual and professional development plan. |
|       |
| PRP4. Identify two support networks, one internal and another external to your organisation. |
| 1.
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| 1.
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| Debriefing |
| DEB1. Describe in detail the ongoing support to two different workers to address and monitor stress and emotional wellbeing (maintain confidentially). |
| 1.
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| 1.
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| DEB2. Identify professional and personal performance standards to monitor stress and emotional wellbeing. |
|       |
| DEB3. Discuss one structured debriefing following an incident involving stress and identified colleagues requiring additional support and referred in accordance with organisation guidelines (maintain confidentially). |
|       |

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| Improving Relationships |
| FAM1. Describe four different individual or family groups you have engaged with, supported and made referrals, in order to improve relationships. |
| **Individual/Personal Issues**1.
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| **Health and Lifestyle Challenges**1.
 |
| **Couple Issues**1.
 |
| **Family Relationship Issues**1.
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| Child Protection |
| PRT1. List three indicators of abuse for the following |
| **Physical Abuse**1.
2.
3.
 | **Neglect**1.
2.
3.
 |
| **Sexual Abuse**1.
2.
3.
 | **Psychological Harm**1.
2.
3.
 |
| PRT2. Child Incident Report – Scenario[[1]](#footnote-1) |
| You have been providing a service to a three-year-old child (Tommy) and he has arrived with his mother (Trudy) for his third appointment.Last visit you noticed he was somewhat unkempt with uncombed hair and unclean clothes. Today he appears the same and is not wearing any shoes.Trudy tells you he has been a real handful lately and shouts at him to sit down. Trudy usually has a support worker accompany her as she has an intellectual disability. She informs you she doesn’t need them and that her partner (Jason) has returned to live with her. She said she needed help with the children, especially Tommy as he is so naughty, and when the new baby is born.Trudy had previously told you she was in a domestic violence situation with Jason but he had left. She tells you they are getting along, but Jason still gets angry quickly, especially when Tommy is naughty and she has no other family to help. She also says Jason is trying hard not to use as many drugs as before.Tommy takes off his jacket and you notice several bluish, patterned bruises on both upper arms and around his neck.Trudy tells you he fell off his bike about a week ago and refuses to elaborate, but informs you she didn’t take him to the doctor. Tommy hangs his head and says nothing.You know Trudy tries hard and Tommy is a lively little boy, but you are worried how she will cope when the new baby arrives.**Details**Mother: Trudy Black (age 25)Son: Tommy Hayworth (age 3)Daughter: Jaycee Hayworth (age 5)Father: Jason Hayworth (age 23)Address: 4/236 Grey Street, Strathpine |

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| Ministry Team Evaluation |
| MIN1. Identify a ministry area you have worked in. Describe the purpose of the ministry. |
|       |
| MIN2. Describe the ministry/team structure, and who do you report to in this ministry (lines of authority). How often did you give reports? |
|       |
| MIN3. Outline some things you did to prepare for this role, including self and the environment (at the beginning). |
|       |
| MIN4. Describe how you provide orientation to the ministry (Consulting team members regarding purpose, roles, etc.). |
|       |

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| MIN5. Identify the key stakeholders for your ministry area. How are they involved in the program implementation? |
|       |
| MIN6. Describe how the ministry was implemented (including administration, team work, reporting to leaders, etc.). |
|       |
| MIN7. Identify two safety work procedures you have to comply by. |
|       |

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| MIN8. Describe the roles of two team members, including KPIs, and deadlines. |
| Team Member | Role and Responsibilities | Key Performance Indicators (KPIs) | Due Date |
|       |       |       |       |
|       |       |       |       |
| MIN9. How often are team meetings held? |
|       |
| MIN10. Describe how you oversee on-going support of team members and regularly reviewed team performance. |
|       |

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| MIN11. Describe how you involved team members in planning, decision making and implementing the plans. |
|       |
| MIN12. Outline processes you used to ensure issues, concerns and problems were addressed. |
|       |
| MIN13. Describe how you modelled the organisations values and mission for others. |
|       |
| MIN14. Discuss the overall effectiveness of this ministry and team, list two opportunities for improvement. |
|       |

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| MIN15. Discuss how any issues are followed up, and communicated with team members and leadership. |
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| Group Activities |
| GRP1. Describe three different group activities you planned, for three different diverse groups. In each activity outline:number of participants (must be more than 5 people);the financial, human, and physical resource requirements;a different communication technique and interpersonal skill used. |
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| 1.
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| 1.
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| Leadership |
| LED1. Describe three opportunities you provided leadership within the community. |
| 1.
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| 1.
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| 1.
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| LED2. Discuss three support mechanisms/resources you used in providing leadership. |
| 1.
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| 1.
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| 1.
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| LED3. Identify and address factors which might have an impact on the effectiveness of community leadership (give two examples). |
| 1.
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| 1.
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| Work Health and Safety |
| WHS1. Describe an information session you provided, to at least two people, about safety procedures. |
|       |
| WHS2. Describe a time you consulted the team when conducting a risk assessment. What were the outcomes? |
|       |
| WHS3. Evaluate WHS record keeping processes. Do they comply with legislation? If no, what changes are required? |
|       |

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| WHS4. Describe how safety priorities were determined during consultation. |
|       |
| WHS5. Outline an action plan for one of the priorities. |
|       |
| WHS6. What are two potential barriers to improving this safety priority? |
|       |
| WHS7. How was the action plan monitored and updated? |
|       |

1. *Child abuse and neglect education module: Responsibility, recognising and reporting—A resource for the interdisciplinary team*. State of Queensland (Queensland Health), March 2013. Accessed 5/04/2017. <https://www.health.qld.gov.au/__data/assets/pdf_file/0024/150693/childabuse-module.pdf>. [↑](#footnote-ref-1)