

CHC81115 Graduate Diploma FDR

Also Contains Information about the
Core Units only Course



Course Information Guide



January 2022

RTO: Inspiritive Pty Ltd



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Introduction

Thank you for your interest in our courses to become a Family Dispute Resolution Practitioner.

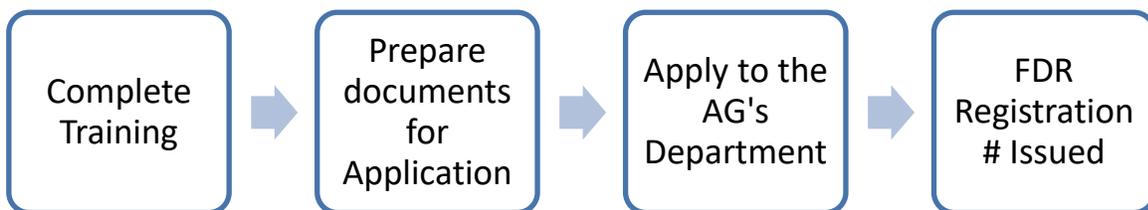
This guide provides you the information you need to understand these requirements and the course of study provided by Mediation Institute.

We are the specialist mediation training provider and work, through a third-party agreement with the Registered Training Organisation, Inspiritive.

The qualification of CHC81115 – Graduate Diploma of Family Dispute Resolution is the current version of a qualification established in 2007 by amendments to the Family Law Act 1975 and associated legislation to establish the role of Family Dispute Resolution Practitioner in the Australian Family Law system. The current course was released on the 7th December 2015, was updated when the Family Courts merged in 2021 and will remain in force until the next review of the qualification which is overdue with no target date due to COVID impacts on the VET System.

There is no accreditation fee payable to the Australian Attorney Generals Department but you will have ongoing professional development and insurance obligations to remain accredited.

This qualification is a nationally recognised course under the Australia Skills Quality Authority (ASQA) and can be seen listed at www.training.gov.au



About the FDR Profession

Family Dispute Resolution Practitioners (FDRP's) provide services and interventions for families following separation as an alternative to using adversarial family law system approaches such as going to court to apply for court orders. FDRP's help people with developing parenting agreements, financial arrangements, and property settlements. FDRP's also help people to review and update parenting agreements over time.

They may work as independent practitioners or in larger agencies.

The Family Dispute Resolution role is specified in the Family Law Act 1975 and the Family Law (Family Dispute Resolution Practitioners) Regulations 2008.

As a Family Dispute Resolution Practitioner, you will be required to make high level, independent complex judgements in highly specialised contexts. That does not mean that you will be telling clients what their settlement agreements should be. The role is to facilitate collaborative negotiation and assist clients in recording their agreements.

There is a register of Family Dispute Resolution Practitioners maintained by the Australian Attorney Generals Department that identifies currently accredited Family Dispute Resolution Practitioners and FDR services. You may find it helpful to use that to research the services available in your area as potential employers or competitors if you are intending on establishing a professional practice. <https://www.fdr.ag.gov.au/>

We direct you to this information to assist you in making an informed decision about this course and this profession.

The role of Family Dispute Resolution Practitioner is a rewarding one where you can make a major difference in people's lives by helping them to avoid adversarial divorce processes and wasting money and time in the Family Court. There are specialisations that you will be able to pursue once accredited such as child inclusive practitioner if you have an interest and experience in working with children as well as adults in the families you work with.

Regardless of that please do not underestimate the breadth of knowledge and professionalism you must demonstrate in the role. The course is post-graduate training with pre-requisite qualifications to allow you to enrol. You will be a mandatory reporter of child abuse and have duty of care obligations to clients with regards to risk management related to family violence and suitability of the process.

Our Training Team

Our training team is made up of accredited Family Dispute Resolution Practitioners who have their own professional practices in various parts of Australia.

This current, relevant experience held by our training team ensures that what you learn is practical rather than just theoretical.

The adage “those who can do, those who can’t teach” does not apply to our team!

Along with their Family Dispute Resolution skills they are all qualified trainers and know how to work well with adult learners. Whether you have joined the course based on your experience working with people in conflict, are an NMAS accredited Mediator or have completed one of the specified degrees you will be cared for and supported by the Mediation Institute team.

We encourage you to engage, to ask questions and enjoy their learning experience.

Students whose first language is not English are encouraged to join this profession, as your cultural experience and language skills are going to be valuable.

We would also like to see many more indigenous Australians qualified as FDRP’s as your cultural knowledge provide a great opportunity to enhance the work being done to support indigenous families through relationship breakdowns.

Our staff team is in contact with the Attorney Generals Department and provides a complaint handling service for the profession giving us insights into the problems that are sometimes experienced in service delivery.

Another criterion of our training team is passion. Our team members are passionate about dispute resolution, as well as mentoring and training new entrants to the industry.

Mode of Learning

Our course is designed for busy people who don't have time to attend block workshops. We also believe that cramming learning into a workshop format is not the best way for adults to learn new skills.

The course is made up of ten (10) units if you complete the full graduate diploma course and six (6) units if you complete the core units only.

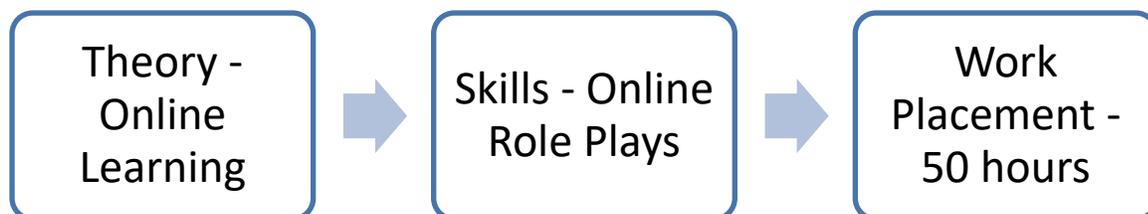
You will be required to work through the coursework at your own pace using our learning management system to upload your assessment tasks.

The course has a large number of mandatory role plays which help to develop your skills. These take place with other students via video mediation under the supervision and support of a member of our training team. You will be working with a number of mentors during the course.

The course is self-paced to suit your business and personal life and can be commenced at any time.

You will be required to participate in a fifty (50) hour work placement under the supervision of an accredited family dispute resolution practitioner.

We can assist you with this work placement if required. An additional fee applies if it is provided through the not-for-profit we co-founded, Interact Support.



How long will it take me to complete this course?

The [Victorian Purchasing Guide](#) gives indications regarding the length of time that it takes an average student to complete each unit of competency. The estimate for the core units of this qualification is 370 hours and the electives another 245 hours.

We have made the course easier and most likely quicker to complete by combining the units into two courses – Core Units (6 units) and Electives (4 units). This removes duplication and makes the learning process more cohesive.

We understand that each learner who enrolls in this course will have a different style and speed to their studies.

The time you have to work on this course will vary for each person. How long you take will depend on your prior knowledge and abilities, how much time you have to study, if you have any recognition of prior learning that may be credited, and how much effort you can commit. You should also consider that you may have competing priorities of work, family, and maintaining good health, during this study time.

You have 18 months from your date of enrolment to complete the course, however this is a self-paced course so you can set your own comfortable study pace up and complete the course as quickly as your like. Completing the course in ten to twelve months is possible if you apply yourself to your studies, especially for those with industry experience.

Four months is the quickest anyone has completed the core units course work and role plays but that was during an extended Victorian COVID lockdown and may not be replicable!

You can request a suspension of your studies if necessary and an extension of time to complete your course if necessary.

The nominal hours for this course as prescribed by the Victorian Training Purchasing Guide is 675 hours.

CHC81115 Graduate Diploma of Family Dispute Resolution

This qualification is part of the CHC Community Services Training Package.

The qualification reflects the role of family dispute resolution practitioners who provide services and interventions for families experiencing high levels of relationship conflict where clients may be involved in the family law system. They may work as independent practitioners or in larger agencies.

Dispute resolution in this qualification has a direct link to the provisions of the *Family Law Act 1975* and the Family Law (Family Dispute Resolution Practitioners) Regulations 2008.

Practitioners make high level, independent, complex judgements in highly specialised contexts. Some practitioner roles may also involve full responsibility and accountability for all aspects of own work as well as responsibility for broader management functions such as analysis, program planning, budgeting and strategy design.

To achieve this qualification, the candidate must have completed 50 hours of work placement as detailed in the Assessment Requirements of units of competency.

Entry Requirements

This course has pre-requisite qualifications, experience or accreditations required to be eligible for enrolment.

To enrol you must have:

- an undergraduate degree or higher qualification in Psychology, Social Work, Law, Conflict Management, Dispute Resolution, Family Law Mediation or equivalent or
- hold accreditation under the National Mediator Accreditation System (NMAS) or
- hold the Mediation skill set from the Community Services Training Package (CHC) or
- provide documented evidence of previous (recent) experience in a dispute resolution environment in a job role involving self-directed application of knowledge with substantial depth in some areas, exercise of independent judgement and decision-making, and a range of technical and other skills. A letter from a current or recent employer would be sufficient.

Becoming a Family Dispute Resolution Practitioner

There is the option to apply for accreditation as a family dispute resolution practitioner with either the full CHC81115 – Graduate Diploma of Family Dispute Resolution or with the core units only.

Read the requirements on the [Attorney Generals Department Website](#).

Accreditation standards

The criteria for accreditation include:

- having appropriate qualifications and competencies
- having access to a suitable complaints mechanism that can be used by your clients which is included in your membership with Mediation Institute.
- having a national police check no older than four months
- not being prohibited under a law of a state or territory from working with children
- meeting the 'working with children' requirements in the state or territory that you provide services, if applicable
- being suitable to perform the functions and duties of an FDR practitioner, and
- it is a condition of accreditation to be covered by professional indemnity insurance.

Appropriate qualifications and competencies means either:

- the CHC81115 – Graduate Diploma of Family Dispute Resolution¹ or
- the six core units from the Graduate Diploma and either have one of the mandated appropriate qualification or accreditation as a NMAS Accredited Mediator

Mandated 'appropriate qualification' means a higher education award in law, psychology, social work, conflict management, mediation or dispute resolution or a higher education award in a field or discipline that is relevant to the provision of FDR services. The higher education award may be from an Australian or overseas provider.

If you have any concerns about meeting the "Fit and Proper Person" requirements please get in touch before enrolling. – [AG's Website for more info](#).

¹ The CHC81115 – Graduate Diploma of Family Dispute Resolution is only offered under the vocational system. There are three higher education providers who offer the equivalent of the core units.

Pathway Program

If you do not have one of the entry requirements for the course you can complete the course and process to become a NMAS Accredited mediator.

For more information about the NMAS Mediator Training and Assessment Course - <https://www.mediationinstitute.edu.au/nmas-mediator-course/>

The costs associated with NMAS Mediator Accreditation

NMAS Training and Assessment	All training and assessment	\$3,450
Membership and Accreditation Fee	Membership with Mediation Institute	\$360
Professional Indemnity Insurance	We refer to an insurance underwriter who can arrange a policy for about \$300	

How to Enrol in the Graduate Diploma or Core Units course

Enrolment Forms and Student Information Guide are available by contacting our friendly administration team on 1300 781 533 or by downloading from our website.

[Family Dispute Resolution Training with Mediation Institute](#)

If you are a student completing a nationally recognized training course you will need a Unique Student Identifier (USI) to enrol and to graduate. You can get your number at

<https://www.usi.gov.au/> .

Please complete every item on your enrolment form so it can be processed promptly.

Fees

Full qualification or core units

CHC81115 – Graduate Diploma of Family Dispute Resolution	10 units	\$10,900
Core Units (6 units) from the Graduate Diploma of Family Dispute Resolution	6 units	\$7,900 ²
Work Placement with Interact Support (no extra fee if you arrange your own)	50 hours This fee is only payable if your work placement is with Interact Online organised by Mediation Institute.	\$2,200
RPL for units that you have enough evidence of current competence	Per unit \$330 (replaces standard unit fee)	

Download the enrolment form from our website - [Family Dispute Resolution Training with Mediation Institute](#)

The RTO Inspiritive

Inspiritive Pty Ltd is a nationally recognised Registered Training Organisation (RTO #21778) with training scope to deliver the CHC81115 Graduate Diploma of Family Dispute Resolution and issues the Graduate Diploma to successful participants.

Where a participant chooses to complete the core units only, a Statement of Attainment will be issued for units of competency achieved.

Mediation Institute

Mediation Institute Pty Ltd is a specialist national trainer of dispute resolution courses and professional membership association. Training and assessing is provided by Mediation Institute and our team of accredited family dispute resolution practitioners.

We are a Recognised Mediator Accreditation Body (RMAB) with delegated authority from the Mediators Standards Board (MSB) to assess and accredit mediators against the National Mediator Accreditation System (NMAS).

Supporting your Learning

If you have a special need, we are happy to assist you to be successful in your learning. Please advise us or enquire when enrolling.

This course of study is at the Graduate Diploma level which is a high-level course. If you have concerns about your ability to complete this course please speak with us.

If you have a passion for the industry and are willing to put in the work we will help you as much as we can. The course is competency based and includes practical as well as theory assessment and evidence from the workplace working with real clients.

What will assessments be like?

Vocational education is competency based. There are no closed book exams or trick questions. There are a variety of forms of assessment and you will need to complete all assessments to a required standard to gain the qualification.

Assessments include:

- Quizzes and Written knowledge assessment activities
- Project and task type activities
- Role plays to practice and demonstrate your skills
- Evidence from the work placement

The assessment process is designed to allow you to demonstrate your knowledge and skills to the level required by each unit.

Should you not achieve competency in an assessment, you will be given feedback and coaching and the opportunity to be assessed again. You are allowed three (3) attempts at each assessment task.

If further re-assessment is needed for role play assessments a fee of \$200 will be charged for each further attempt.

How many people will be in the course?

The number of people in the course varies as new students join and others graduate.

Mi Handbook

The Mi Handbook provides more information about the policies from our RTO partner, Inspiritive and how they are adopted by Mediation Institute.

The handbook is available for download on our website. [Mi Student Handbook](#)

Recognition of Prior Learning (RPL)

RPL is offered to all students. Recognition will be provided to participants who can demonstrate that they have the knowledge and skills required within the competencies, regardless of how they were achieved e.g. through formal or informal training, life experience, work experience.

Recognition of Current Competence (RCC) will be provided for qualifications or units of competency achieved through any other Registered Training Organisation so long as they are still current. You can find out if units of competence that you have are current by going to www.training.gov.au

Talk to us if you think you may be eligible for Recognition of Prior Learning or Current Competence.

Contact Details

Mediation Institute

Phone: 1300 781 533

www.mediationinstitute.edu.au

office@mediationinstitute.edu.au

Social Media:

<https://www.facebook.com/mi.mediation/>

<https://www.linkedin.com/school/mediation-institute-pty-ltd/>

Ready to get started?

Download the enrolment form.

<https://www.mediationinstitute.edu.au/chc81115-graduate-diploma-family-dispute-resolution/>

Units of Competency

Core Units (6) are:

Unit Number	Unit Name	Nominal Hours
CHCDFV008	Manage responses to domestic and family violence in family work	70
CHCDSP001	Facilitate dispute resolution in the family law context	70
CHCDSP002	Adhere to ethical standards in family dispute resolution	60
CHCDSP003	Support the safety of vulnerable parties in family dispute resolution	65
CHCFAM001	Operate in a family law environment	75
CHCFAM002	Work with a child-focused approach	90
Nominal hours in the Core Units		370

Elective Units

Unit Number	Unit Name	Nominal Hours
CHCDFV012	Make safety plans with people who have been subjected to domestic and family violence	30
CHCDFV007	Work with users of violence to effect change	70
CHCFAM007	Assist clients to develop parenting arrangements	70
CHCPRP006	Lead own professional development	75
Nominal hours in the Elective Units		245

Additional Courses and Membership

New Ways for Families

Within our elective units we include a special course, New Ways for Families.

This course is licensed from the High Conflict Institute and was adapted to the Australian legal system by the team at Mediation Institute. It deals with strategies for working with people who are exhibiting high conflict behaviour.

[New Ways for Families Coach Training - Mediation Institute](#)

NMAS

You can be issued with a NMAS Certificate of Completion if you were a direct entrant into the course and meet the requirements of 9 role plays and then an assessment role plays.

The theory element of the Graduate Diploma meets and exceeds the requirements for the NMAS Accreditation which is an entry level training for those seeking a career as a mediator.

<https://www.mediationinstitute.edu.au/nmas-mediator-course/>

Mediation Institute Membership

During your training you will be eligible for free student membership with Mediation Institute.

Once you graduate you will require a paid membership prior to applying for accreditation to be able to demonstrate to the Attorney Generals department that you have an approved complaint handling service unless you are employed with an agency who has such a service.

Membership includes access to professional development, mentoring support, business development support and member discounts.

Visit Join Mediation Institute for more information – www.mediationinstitute.edu.au/join-mi/

CHC81115 Unit Descriptions

CHCFAM001 – Operate in a family law environment (Core Unit)

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.

The three elements that you will demonstrate competence in are:

1. Determine and respond to family law requirements
2. Collaborate with others in the family law system
3. Contribute to workplace improvements

Performance Evidence

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

There must be evidence that the candidate has:

- correctly applied family law to at least 5 different client situations, that individually or cumulatively include needs relating to domestic and family violence/safety, finance, property, children, relationship conflict
- demonstrated effective use of the following in the context of family law. Systems and processes, documentation, reporting and collaboration with others in the system
- developed appropriate responses to at least 5 different legal or ethical dilemmas in the family law context
- identified and analysed at least 3 work practices in terms of how they meet family law responsibilities and what improvements could be made.

During the course you will demonstrate competence in role plays and simulations and then apply them in the workplace

CHCDSP001 – Facilitate dispute resolution in the family law context (Core Unit)

This unit describes the skills and knowledge required to prepare for & facilitate the FDR 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.

The eight elements you will demonstrate competence in are:

1. Determine suitability for dispute resolution
2. Prepare for dispute resolution
3. Assist participants to define and clarify the issues
4. Facilitate communication and information exchange
5. Invite the framing of the disputes to increase the range of options
6. Encourage mutual personal understanding between participants
7. Assist participants to generate and evaluate options
8. Confirm and document outcomes and agreements

Performance Evidence

This is a very large and complex unit of competence. Skills must have been demonstrated in the workplace with the addition of simulations & scenarios where the full range of contexts and situations have not been provided in the workplace.

You must perform the activities outlined in the performance criteria of this unit according to legal requirements & ethical standards during 50 hours of dispute resolution work with clients under the supervision of an accredited FDRP in a dispute resolution service.

The requirements include:

- Facilitating individually or in a co-facilitation capacity at least 5 different dispute resolution processes that individually or cumulatively include matters relating to domestic and family violence, child abuse and child protection, finances including child support, property.
- Facilitate disputes involving multiple parties, voluntary and involuntary participant and including manage sessions where all the parties are present and shuttle situations.
- There is a detailed list of skills you will be required to demonstrate including dispute diagnostic skills, applied relationship skills, interpersonal communication skills, facilitation skills, critical thinking and content management skills and the ability to facilitate a fair and structured mediation process.

CHCDSP002 – Adhere to ethical standards in family dispute resolution (Core Unit)

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.

The three elements you will demonstrate competence in are:

1. Determine ethical responsibilities
2. Apply ethical standards to the dispute resolution process
3. Reflect on ethical practice

Performance Evidence

Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.

There must be evidence that the candidate has performed the activities outlined in the performance criteria of this unit according to legal requirements and ethical standards during a period of 50 hours of dispute resolution work with clients under the supervision of an accredited Family Dispute Resolution Practitioner in a dispute resolution service.

- You will be required to develop responses for at least 5 different complex ethical dilemmas in family dispute resolution practice.

CHCDSP003 – Support the safety of vulnerable people in family dispute resolution (Core Unit)

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.

The three elements you will demonstrate competence in are:

1. Determine ethical responsibilities
2. Apply ethical standards to the dispute resolution process
3. Reflect on ethical practice

Performance Evidence

Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.

There must be evidence that the candidate has performed the activities outlined in the performance criteria of this unit according to legal requirements and ethical standards during a period of 50 hours of dispute resolution work with clients under the supervision of an accredited Family Dispute Resolution Practitioner in a dispute resolution service.

That includes:

- facilitated, either individually or in a co-facilitation capacity, at least 5 different dispute resolution processes that individually or cumulatively include matters involving:
 - domestic and family violence
 - mental health issues
 - alcohol and other drugs abuse
 - vulnerabilities associated with people cultural and linguistically diverse backgrounds
- managed sessions where all parties are present, and in a shuttle situation.

CHCDFV008 – Manage responses to domestic and family violence in family work (Core Unit)

This unit describes the skills and knowledge required to manage responses to family violence in domestic and family violence in family work.

The five elements you will demonstrate competence in are:

1. Analyse the impact of domestic and family violence on family work
2. Work within the legal context of domestic and family violence
3. Implement organisation procedures that support family members to cease violent, controlling, intimidating and belittling behaviour
4. Implement organisation procedures to promote safety for family members who are subject to violence
5. Align service interventions to specific clients

Performance Evidence

Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.

That includes:

- performed the activities outlined in the performance criteria of this unit according to legal and procedural requirements, and delivered services to at least 3 people affected by domestic and family violence in the workplace
- conducted research into the theoretical perspectives that underpin work with people affected by domestic and family violence, sourcing and analysing information from multiple credible sources
- worked with all of the following people. Users, victims, families and colleagues in other services
- used the following skills when working with people affected by domestic and family violence including goal setting and strategy development skills, questioning and active listening, counselling skills and relationship building skills.

CHCFAM002 – Work with a child focused approach (Core Unit)

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 and promoting the best interests of the child.

The four elements you will demonstrate competence in are:

1. Make child needs central to service provision
2. Support parents to maintain child focused approaches
3. Respond to situations requiring child inclusive process
4. Monitor and evaluate child-focused practice

Performance Evidence

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

- You must consistently apply the concepts and intention of working in the child's best interests as stated in the Family Law Act 1975 in the planning, provision and monitoring of services to at least 3 families with children experiencing conflict
- That you respond appropriately to situations where the child is vulnerable or at risk and where there is a requirement for child inclusive practice.

CHCDFV012 – Make safety plans with people who have been subjected to domestic and family violence (Elective unit)

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.

The three elements you will demonstrate competence in are:

1. Assess vulnerabilities and their impact on safety
2. Implement safety planning procedures
3. Review safety planning procedures

Performance Evidence

This unit requires that the skills have been demonstrated in the workplace or in a simulated environment. It is possible you will complete the assessment requirements during your work placement but if not, you will complete with role plays.

The requirements are:

- develop and document safety plans that take account of legal requirements and specific vulnerabilities, with and for at least 3 people who have been subjected to domestic and family violence
- review at least 2 different safety plans based on client and broader network feedback
- used interpersonal communication skills to establish and maintain trusting relationships, including questioning, active listening, paraphrasing, clarifying, summarising and rapport building.

CHCDFV007 – Assist clients to develop parenting arrangements (Elective Unit)

This unit describes the skills and knowledge required to assess parenting practice, then work with parents to prepare and monitor parenting plans and arrangements.

The three elements you will demonstrate competence in are:

1. Assess current parenting practices
2. Assist clients to agree on outcomes for parenting arrangements
3. Monitor parenting arrangements

Performance Evidence

This unit requires that the skills have been demonstrated in the workplace or in a simulated environment.

The requirements are:

- Adhered to legal requirements for both process and outcome to assist at least 3 families with different circumstances to develop parenting arrangements that compromise 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 and set in place monitoring arrangements.

CHCPRP006 – Lead own professional development (Elective Unit)

This unit describes the skills and knowledge required to analyse own values, goals and professional well-being as part of an ongoing review for sustaining professional effectiveness. It includes the ability to create a professional development plan that incorporates strategies to enhance the coherence and effectiveness of practice.

The four elements you will demonstrate competence in are:

1. Review professional goals and values
2. Review effectiveness of practice
3. Maintain professional wellbeing
4. Sustain professional effectiveness

Performance Evidence

This unit requires that the skills have been demonstrated in the workplace or in a simulated environment. You will be required to complete a number of activities including during your work placement and on your own initiative.

The requirements are:

- engage in a structured process of critical analysis and professional reflection that includes:
 - evidence based analysis of your own values, goals, current practice and their coherence
 - research of current and emerging best practice, trends and skills requirements
 - creation of a professional development plan that includes strategies to enhance effectiveness and coherence of practice
- develop strategies to address at least three (3) different professional practice issues.