A **Portfolio** is often used as an assessment instrument during a Recognition of Prior Learning (RPL) Process

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of R.T.O.: Inspiritive in collaboration with Mediation Institute | | | | |
| Assessment Instrument: Portfolio for Recognition of Prior Learning Pathway | | | | |
| Candidate Name: Date portfolio is due:  Assessor: Joanne Law | | | | |
| **Unit Codes and Names:**   1. CHCDSP001 - Facilitate dispute resolution in the family law context 2. CHCDSP002 - Adhere to ethical standards in family dispute resolution 3. CHCDSP003 - Support the safety of vulnerable parties in dispute resolution | | | | |
| **Instructions for the assessor:** | | | | |
| Review the information to be provided by the learner with them and provide guidance as required. | | | | |
| **Reasonable adjustment required?** | | | | |
| Yes / No explain reason if yes | | | | |
| **Instructions for the Candidate:** | | | | |
| The purpose of this portfolio is to gather evidence towards the units of competency listed above.  **IMPORTANT NOTE -** The 3 units each require 50 hours of work with families in the role of FDR Practitioner (or under supervision). The 50 hours can be concurrent which means 50 hours is sufficient, 150 hours is not required to be eligible for RPL. The work must cover the full range e.g. intakes only is not sufficient.  You must be able to provide 3rd party evidence of 50 hours of client work or under the supervision of a registered FDR practitioner. | | | | |
| **What happens if I can provide a portfolio of evidence for any of these units?**  Following the presentation of evidence to the assessor, you will be asked to attend an interview to discuss your submission to determine if it meets the rules of evidence which relate to currency, sufficiency, validity and authenticity.  In this portfolio you are required to gather evidence to support your request for recognition of prior learning. | | | | |
| Please label all documents submitted clearly and upload to your RPL task in the learning management system <https://mi.study247.online/courses/124/assignments/1342> if you have been enrolled or email to [office@mediationinstitute.edu.au](mailto:office@mediationinstitute.edu.au)  A description of the elements and required evidence (Documents) is listed below.  For a full description of the requirements for each element visit   * <https://training.gov.au/Training/Details/CHCDSP001> * <https://training.gov.au/Training/Details/CHCDSP001> * <https://training.gov.au/Training/Details/CHCDSP003> | | | | |
| **CHCDSP001 - Facilitate dispute resolution in the family law context** evidence that you (a) determine suitability for dispute resolution, (b)prepare for dispute resolution (c) assist parties to define and clarify their issues (d) facilitate communication and information exchange (e) invite the framing of disputes to increase the range of options (f) encourage mutual personal understanding between participants (g) assist participants to generate and evaluate options (h) confirm and document outcomes and agreements.  **CHCDSP002 - Adhere to ethical standards in family dispute resolution** evidence that you (a) determine ethical responsibilities (b)apply ethical standards to dispute resolution and (c) reflect on ethical practice.  **CHCDSP003 - Support the safety of vulnerable parties in dispute resolution** evidence that you (a) assess the needs of vulnerable participants (b) take measures to protect vulnerable parties (c)manage situations that threaten safety.  Including evidence:   1. **Document 1**  - A description of at least 5 different FDR processes you facilitated where you assisted parties that individually or cumulatively include matters involving (a) domestic and family violence, (b) mental health issues (c)alcohol and other drugs (d) vulnerabilities associated with people’s cultural and linguistically diverse backgrounds, (e ) Child abuse or child protection, (f) finances including child support, (g) property. In the descriptions identify situations where all parties are present and in a shuttle situation. 2. **Document 2** - In the same or a separate document describe a response to at least 5 different complex ethical dilemmas in family dispute resolution practice. 3. **Document 3** – provide a copy of comprehensive parenting plan you completed with clients during mediation (redact names)   Additional documents may be requested as part of the process of determining competence. | | | | |
| **Actual Portfolio Content:** | | **Satisfactory** | | **Not satisfactory** |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| **The evidence in the portfolio displayed** ¨ Satisfactory ¨ Not satisfactory  **Feedback to Candidate:**  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -- -  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -- -  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **Notes for reassessment:** | | | | |
| Candidate signature: |  | | Date: | |
| Assessor signature: |  | | Date | |