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

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| 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 Code and Name: CHCDFV012 - Make safety plans with people who have been subjected to domestic and family violence | | | | |
| **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 unit of competency listed above. | | | | |
| **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 [Portfolio Evidence CHCDFV012 (study247.online)](https://mi.study247.online/courses/124/assignments/2134) 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 on the next page.  For a full description of the requirements for each element visit  <https://training.gov.au/Training/Details/CHCFAM012> | | | | |
| **CHCDFV012 –** Make safety plans with people who have been subjected to domestic and family violence 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.  This unit applies to workers who operate with significant autonomy in therapeutic professional service roles in the community sector. The activity is self-directed.  This requiresevidence that you (a) assess vulnerabilities and their impact on safety (b) Implement safety planning procedures (c ) Review safety planning procedures.  Including evidence:   1. **CV –** showing that you work or have recently worked in a role requiring you to provide services to clients who have been subjected to domestic and family violence 2. **Cases Description** - A description of 3 safety plans you developed with people subjected to domestic and family violence showing your ability to do the behaviours indicated above. Note the safety plans should be for the person not a safety plan for FDR i.e for them at home and in other at risk locations. 3. **Example Safety Plan** – at least one safety plan completed. Remove client names and other identifying information such as addresses or phone numbers. 4. **Review of Safety Planning** - a description of 2 safety plans you reviewed with input from clients and the wider network (e.g. other services the client is working with) 5. **Letter of Support** – from your employer or colleague identifying that they have seen your cases description and support your application for RPL clearly identifying their role and contact information.   **Any other supporting documents, e.g formal or informal training or other evidence you consider relevant.**  List all documents you will be supplying below**.** | | | | |
| **Actual Portfolio Content:** | | **Satisfactory** | | **Not satisfactory** |
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| **The evidence in the portfolio displayed** ¨ Satisfactory ¨ Not satisfactory  **Feedback to Candidate:**  **Notes for reassessment:** | | | | |
| Candidate signature: |  | | Date: | |
| Assessor signature: |  | | Date | |