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 Codes and Names:**   1. CHCFAM001 – Operate in a family law environment | | | | |
| **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 if you have been enrolled or email to [office@mediationinstitute.edu.au](mailto:office@mediationinstitute.edu.au)  For a full description of the requirements for each element visit <https://training.gov.au/training/details/chcfam001> | | | | |
| **CHCFAM001 – Operate in a family law environment** evidence that you (a)determine and respond to family law requirements, (b) collaborate with others in the family law system and (c)contribute to workplace improvements.  Including the following evidence:   1. **Document** **1** - A statement addressing the evidence requirements for CHCFAM001 including description of at least 5 different client situations where you have met needs relating to domestic and family violence / safety, finance, property, children and relationship conflict. 2. **Document 2** - The statement should identify how you developed appropriate responses to at least 5 different legal or ethical dilemmas in the family law context. 3. **Document 3 -** A statement identifying how you have identified and analysed at least 3 work practices in terms of how they meet family law responsibilities and what improvements can be made. 4. **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 | |