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 Pty Ltd in collaboration with Mediation Institute Pty Ltd |
| Assessment Instrument: Portfolio for Recognition of Prior Learning Pathway |
| Candidate Name: Date portfolio is due:  Assessor: Joanne Law  |
| Unit Code and Name: CHCFAM007 – Assist clients to develop parenting arrangements |
| **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 <https://mi.study247.online/courses/124/assignments/2138> if you have been enrolled or email to 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/CHCFAM007>   |
| **CHCFAM007 – L**ead own professional developmentThis unit describes the skills and knowledge required to assess parenting practice, then work with parents to prepare and monitor parenting plans and arrangements.This unit applies to practitioners working in complex post-separation contexts according to the requirements of the *Family Law Act 1975*.This requiresevidence that you (a) Assess current parenting practices (b) Assist clients to agree on outcomes for parenting arrangements (c ) Monitor parenting arrangements. Including evidence: 1. **CV –** showing that you work or have recently worked in a role requiring you to work with parenting, within the family law context (separation and divorce) to make parenting arrangements.
2. **Client Case Descriptions –** provide a description of 3 cases where you have worked with complex families to develop parenting arrangements. Include a description of:
3. Risk assessment you did, and any elements of the plan related to the risks identified in the case
4. How the best interests of the child were considered
5. How the complexities of the relationships in and out of the immediate family environment were considered
6. How the plan was to be monitored (including the outcomes of any follow up sessions held)
7. Provide a copy of the parenting plans reached (remove identifying client information)
8. **Reflective Practice –** describe how you have reflected on and learnt from individual client situations to inform practice improvement. Provide at least one specific example.
9. **Letter of Support (3rd Party Evidence) –** from your employer or a colleague identifying that they have seen your case descriptions and support your application for RPL clearly identifying their role and contact information.

**Any other supporting documents, e.g. risk screens, 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 |