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: CHCPRP006 – Lead own professional development | | | | |
| **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 CHCPRP006 (study247.online)](https://mi.study247.online/courses/124/assignments/2136) 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/CHCPRP006> | | | | |
| **CHCPRP006 – L**ead own professional development  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.  This unit applies to workers who operate with autonomy in professional service or management roles in the community sector. The activity is self-directed.  This requiresevidence that you (a) Review professional goals and values (b) Review effectiveness of practice (c ) Maintain professional wellbeing (d) Sustain professional effectiveness.  Including evidence:   1. **CV –** showing that you work or have recently worked in a role requiring you to take responsibility for your professional practice, wellbeing and professional development. 2. **Self-reflection –** an analysis of your own values, goals, current practice and their coherence with your work role. 3. **Professional Development** - evidence of how you research into current and emerging best practice, trends and skills requirement for your role. 4. **Professional Development Plan** – a copy of your professional development plan indicating how it is designed to increase your effectiveness, align with your values and goals and addresses at least 3 professional practice issues.   **Any other supporting documents, e.g. professional development, 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 | |