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 Code and Name: CHCDFV008 -** Manage responses to domestic and family violence in family work | | | | |
| **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/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 on the next page.  For a full description of the requirements for each element visit  <https://training.gov.au/Training/Details/CHCFAM002> | | | | |
| **CHCDFV008 – Manage responses to domestic and family violence in family work** evidence that you (a) analyse the impact of domestic and family violence on family work, (b)work within the legal context of domestic and family violence (c) implement organizational procedures that support family members to cease violent, controlling, intimidating and belittling behaviour, (d) implement organization procedures to promote safety for family members who are subject to violence, (e) align service interventions to specific clients.  Including evidence:   1. **CV –** showing that you work or have recently worked in a role requiring you to provide services to clients who are users and victims of family violence 2. **Cases Description CHCDFV008** - A description of at least 3 services you delivered to people affected by domestic and family violence in the workplace showing your ability to do the behaviours indicated above. Including the people’s role e.g. users, victims, families and/or colleagues in other services. 3. **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** |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| **The evidence in the portfolio displayed** ¨ Satisfactory ¨ Not satisfactory  **Feedback to Candidate:**  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -- -  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -- -  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **Notes for reassessment:** | | | | |
| Candidate signature: |  | | Date: | |
| Assessor signature: |  | | Date | |