Advocacy Training and Development Program

An assessment of competence by Recognition of Prior Learning (RPL) is based on the evidence of knowledge and practice of skills detailed in the Unit of Competency (UoC). Candidates are given an underpinning knowledge test (open book) and they are interviewed by an assessor and given the opportunity to present evidence of practice which meets the requirements detailed in the *Standards for Registered Training Organisations*.

The UoC requires three complete case files for clients where, ideally, the client needs differ. Each case file much contain evidence of each performance element of the UoC. If any case file does not contain evidence of all elements, additional case files may be required.

The following checklist should allow you to compile your evidence to present at the assessment program and ensure that the evidence meets the minimum requirements.

You need to sign and return this checklist before you can be offered an RPL interview.

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Case file 1 – Does the case file show evidence ….	that the client is a veteran or a member of the ex-service community?	☐
	that the candidate is the primary representative for the client?	☐
	of an interview which established the needs of the client?	☐
	of research/knowledge of agencies which can assist meeting the needs of the client?	☐
	of a structured action plan which indicated who is to follow up on certain points?	☐
	of maintained communication between the client and advocate?	☐
	of a structured record keeping system maintained by the advocate in accordance with ESO requirements?	☐
Case file 2 – Does the case file show evidence ….	that the client is a veteran or a member of the ex-service community?	☐
	that the candidate is the primary representative for the client?	☐
	of an interview which established the needs of the client?	☐
	of research/knowledge of agencies which can assist meeting the needs of the client?	☐
	of a structured action plan which indicated who is to follow up on certain points?	☐
	of maintained communication between the client and advocate?	☐
	of a structured record keeping system maintained by the advocate in accordance with ESO requirements?	☐
Case file 3 – Does the case file show evidence ….	that the client is a veteran or a member of the ex-service community?	☐
	that the candidate is the primary representative for the client?	☐

of an interview which established the needs of the client? ☐

of research/knowledge of agencies which can assist meeting the needs of the client? ☐

of a structured action plan which indicated who is to follow up on certain points? ☐

of maintained communication between the client and advocate? ☐

of a structured record keeping system maintained by the advocate in accordance with ESO requirements? ☐

Where a case file does not show all of the evidence required above, the assessor may request additional evidence.

The assessment of current competency is done on a combination of

1. Evidence produced

2. Questioning during an assessment conversation

3. Satisfactory completion of an underpinning knowledge quiz on the content of the formal learning units for the level sought and lower levels.

Where there is insufficient evidence against all the performance and knowledge elements of the Unit of Competency as well as the foundation skills, an assessment of "COMPETENT" cannot be made.

Certification

I ……………………………………………… certify that I am able to produce the above evidence at an
  (Name)
RPL interview when requested.

…………………………………………………..
  (Signature)