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# ASSESSMENT SUMMARY

The assessments listed will be used to collect evidence of your knowledge and skills.

|  |  |
| --- | --- |
| **Assessment tasks** | **Session** |
| **CHCPRP003: AT1 Portfolio A – Personal Development Plan** | As per LAG |
| **CHCPRP003: AT2 Questioning – Reflective Written Questions** | As per LAG |
| **CHCPRP003: AT3 Portfolio B – Reflective Journal** | As per LAG |

**IT IS THE STUDENTS RESPONSIBILITY TO CHECK MOODLE FOR ASSESSMENT RESULTS AND FEEDBACK**

**AND RESPOND ACCORDINGLY.**

**PREREQUISITE REQUIREMENTS**

Any prerequisite units which must be completed before commencing this unit are listed below.

If you have any concerns, please contact your assessor.

|  |  |
| --- | --- |
| **Unit code** | **Unit title** |
| Nil |  |

# ASSESSMENT INFORMATION

## COMPETENCY REQUIREMENTS

**Please read all assessment instructions to ensure you fully understand the requirements.**

To be judged as competent by your assessor in the unit you must successfully meet the requirements specified in all assessments.

You need to demonstrate you can perform the tasks or answer the questions in each assessment:

* as described
* to the standard required by industry/workplace and
* in the time allocated.

If you have difficulty with the assessment terms, the steps to follow or you need further information, please speak to your Assessor prior to commencing the assessment.

**DUE DATES, EXTENSIONS OR MISSED ASSESSMENTS**

You must submit your assessments on or before the due date. If you are unable to do this, contact your assessor prior to the due date to request an extension. Requests will be considered in accordance with the relevant business area’s guidelines.

If you miss an assessment or are unable to attend on the scheduled date, contact your assessor to discuss your options.

## RE-ASSESSMENT

If you do not meet requirements and need to provide further evidence of your skills and knowledge to complete an assessment, the Assessor will work with you to create a plan to be re-assessed. Arrangements will be made on an individual basis to ensure the process is valid, fair and reliable.

Note, there is a limit on the number of times an assessment can be attempted before you will be required to re-enrol.

## ASSESSMENT APPEALS

If you are dissatisfied with the outcome of your assessment:

**Step 1:** Discuss your concerns with the assessor (verbally or in writing) to try to resolve the matter

**Step 2:** If a resolution cannot be found, discuss your concerns with the Education Manager from the business area

**Step 3:** If the issue is still not resolved, you may request a Formal Review. Information on how to do this is contained in the following Chisholm policies. These policies can be found by searching Chisholm’s website or referring to the section on ‘Your rights and responsibilities’ on the website.

QMS111 Assessment of Learning – Vocational Education and Training (VET).

QMS306 Student Complaints and Appeals can be found on Chisholm’s website.

**SAFETY REQUIREMENTS**

The Assessor is responsible for the safety and welfare of all students during assessment.

* You must take all reasonable steps and follow directions given to ensure your own safety and the safety of others.
* You must wear and use any personal protective equipment (PPE) specified for a task.
* Prior to commencing an assessment, the Assessor must brief you on safety requirements and responsibilities.
* During assessments when the assessor is in attendance - If you are observed attempting to carry out any step or undertake any actions in an unsafe or dangerous way which may harm yourself or others, the assessment will be immediately stopped. You will be required to resit the assessment.
* During recorded observation assessments when the Assessor is not present at the time of recording - If you are observed attempting to carry out any step or undertake any actions in an unsafe or dangerous way which may harm yourself or others, you will be required to resit the assessment.
* Please refer to the Learner and Assessment Guide for specific safety information for this unit.

# STUDENT ASSESSMENT DECLARATION AND COVER SHEET

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit code and title** | CHCPRP003 - Reflect and Improve own professional practice | | |
| **Student name** |  | | |
| **Student number** |  | | |
| **Assessment name/s** |  | | |
| **Assessor name** |  | | |
| **Student declaration** | | | |
| I declare and acknowledge:  **Assessment process**   * I am ready to be assessed and have been made aware of my rights and responsibilities * I have discussed any special needs to be considered with my assessor * I understand the assessment requirements as detailed in this document and what I need to do to successfully meet requirements. * I will act in a safe manner which does not cause harm to myself or others * I am responsible for keeping a copy of all submitted assessment work in the event that the   original is lost or misplaced.  **Plagiarism**   * This assessment is my original work and no part of it has been copied from any other   source, except where due acknowledgement is made.   * I consent for Chisholm to upload my assessment into plagiarism checking software. * I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is my own. Plagiarism occurs when the origin of the material used is not appropriately cited. For further information, refer to the Student Handbook. * I have not allowed this work to be copied by another person.   **Uploading and retaining my work**   * I give permission for a copy of my marked work to be retained for review and comparison,   including review by external auditors or for the purpose of detecting plagiarism.   * I understand a copy of this completed form and my relevant completed assessment will be   retained for at least two years following the completion of the course or longer if required by Government funding agreements. | | | |
| **Student signature** |  | **Date** |  |

# CHCPRP003: AT1 Portfolio A – Personal Development Plan

## STUDENT INSTRUCTIONS

This assessment provides an opportunity for you to demonstrate your knowledge of CHCPRP003 - Reflect and Improve own professional practice.

* Please seek clarification from your assessor if any task is unclear.
* All answers must be in your own words.

Assessment 1 & 3 are a portfolio made up of two (2) tasks which include a personal development plan which will identify goals and strategies to meet your professional development needs and a reflective journal focusing on your use of reflective practice processes to enhance your learning and development.

Within the portfolio, you are required to satisfactorily demonstrate required skills and cover the required information.

**Description of Portfolio of Evidence**

**Portfolio A – Personal Development Plan**

## **STUDENT INSTRUCTIONS**

The student is required to successfully undertake a structured process to reflect on and improve own practice and create 1 personal development plan that includes:

1. 6 Goals
2. SMART Goal planning to address – Specific, Measurable, Attainable, Realistic and Timely goals. This will include information on timeframes for achieving them
3. Include information in your SMART goal planning on how you will measure your progress.
4. Identify goals aimed at reflecting the needs to increase knowledge and skills in relation to current and emerging industry trends. That could include professional development, mentoring, industry networks and newsletters.
5. SWOT Analysis will be utilised to recognise requirements for self-care and identify necessary supports that can be utilised. Understanding the barriers to achieving goals will assist with developing a realistic plan.

Students are to document SIX (6) SMART Goal plans having identifying timeframes, how progress is to be measured, recognise opportunities to increase knowledge and skills (Appendix 1).

Students are to choose ONE (1) of their identified SMART Goals and complete the provided SWOT analysis template (Appendix 2) to document how achievable the goal will be and record this.

A good time frame for this personal development plan would be 5-10 years, which will create many opportunities for personal and professional development. A useful goal could be your long-term career goal that will include many goals in the journey with personal and professional milestones to be achieved before you are in that role.

Students are to document their approach to self-care which may include strategies to manage their work-related stressors in the provided template (Appendix 3). Some examples could be in domains such as physical, psychological, emotional and social. Some examples of additional supports which may include supervision, informal debrief, peer support, employee assistance program, or any other professional or personal supports and/or services you may have identified.

The personal development plan will be submitted on the template provided on the due date in session 4.

Documents to be submitted upon completion of the assessment:

Appendix 1 – SMART Goals 1-6

Appendix 2 – SWOT analysis (1)

Appendix 3 – Self-care approach (1)

| **CHCPRP003: AT1 Portfolio A – Personal Development Plan** | | | |
| --- | --- | --- | --- |
| **Unit code and title** | CHCPRP003 - Reflect and Improve own professional practice | | |
| **Student name** |  | | |
| **Student number** |  | | |
| **Student signature** |  | **Assessment date** | Refer to due date in Moodle |
| **Assessment location** | Online via Moodle | **Assessment duration** | Self-paced, *approx. 2 hours* |
| **Assessment mode, context and conditions** | Type of assessment  Moodle  Paper based  Under assessor supervision  Yes  No  Access to learning materials  Yes  No  Environment  Simulated workplace  Real Workplace  Other (describe) This assessment is undertaken in your own study time, off campus  Type of questions  Written  Oral | | |
| **Requirements for successful completion** | This assessment contains six (6) questions. You must answer all questions correctly, in the time allocated to meet requirements.   * This is an open book assessment. You may use your resources to assist you in answering the questions however it is recommended that you study the subject matter prior to attempting this assessment. * You have **three (3) attempts** to meet requirements for this assessment.   Where additional attempts are required, further instruction will be provided by your assessor. | | |
| **Resources** | * Computer/device with access to the internet * Access to the unit in Moodle * Appendix 1 * List of possible organisational policy and procedures but not limited to:   + Workplace health and safety   + Culturally appropriate support   + Duty of care and Dignity of Risk   + Incidents   + Professional Boundaries   + Client’s Rights and Responsibilities   + Code of conduct   These policies can be reviewed at: [https://communitydoor.org.au/resources/administration/policies-procedures-template](https://communitydoor.org.au/resources/administration/policies-procedures-templates)s   * Access to codes of practice and legislation relevant to home and community services, including   + Codes of practice   + Victorian smoke alarm legislation   + OH&S legislation   + Privacy, confidentiality and disclosure   + Practice standards   Policies, procedures and templates will be accessible for students in their Moodle Toolbox for this task. | | |
| **Submitting your Assessment** | * All answers must be recorded using Microsoft Word or PDF format, with each question used as a heading. Alternatively, use the template provided * Please check your work and submit to the Moodle course * ALL answers must in your own words and be uploaded to the Chisholm online platform (Moodle) no later than 11:55pm on the assessment due date. * Your assessor will mark your assessment and your feedback and result will be available in Moodle within five (5) working days. * If the unlikely situation an extension is required, please request it in writing at least three (3) days prior to the assessment due date. | | |
| **Safety Requirements** | * Take all reasonable steps to ensure your personal safety and that of others during this assessment. * Check the following:   + Your workstation or device is set up in an ergonomic manner to meet your individual needs   + Your environment is free from physical, environmental, chemical and biological hazards | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **CHCPRP003: AT1 Portfolio A – Personal Development Plan** | | | |
| **Portfolio Item** | **Assessment Criteria** | **MR** | **FER** |
| **PF1. Personal Development Plan** | PF1.1 Document a minimum of six (6) goals |  |  |
| PF1.2 Document an appropriate and realistic time frame to achieve each goal |  |  |
| PF1.3 Document how progress and performance is to be measured, such as successful completion or achievement of goals |  |  |
| PF1.4 Identify specialist advice through mentoring or networking/professional associations |  |  |
| PF1.5 Identify opportunities to improve performance through work practices and professional development |  |  |
| PF1.6 Recognise requirements for self-care and additional support processes |  |  |

**ASSESSMENT FEEDBACK AND RESULT SHEET**

|  |
| --- |
| **CHCPRP003: AT1 Portfolio A – Personal Development Plan** |
| **Assessor comments and feedback on your performance** |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your results for this assessment performance** | | | | | | |
| **Attempt no** | **☐ 1** | **☐ 2** | **☐ 3** | **☐ Other** |  | |
| **Agreed plan to collect further evidence** |  | | | | | |
| **Assessor name** |  | | | | | |
| **Assessor signature** |  | | | | **Date** |  |
| **Assessment task result** *Please tick appropriate assessment result*  *MR = meets requirements FER = further evidence required* | | | | | **MR ☐ FER ☐**  *The marking scheme is competency based* | |

**Appendix 1: Personal and Professional Development Plan**

**SMART goal #1**

|  |  |  |
| --- | --- | --- |
| **Specific** | • What do I want to accomplish?   • Why do I want to accomplish this?   • What are the requirements?  • What are the constraints? |  |
| **Measurable** | • How will I measure my progress?   • How will I know when the goal is accomplished? |  |
| **Attainable** | • How can the goal be accomplished?   • What are the logical steps I should take? |  |
| **Realistic** | • Is this a worthwhile goal?   • Is this the right time?   • Do I have the necessary resources to accomplish this goal? (If not, what would you need to identify to achieve this?)   • Is this goal in line with my long term objectives? |  |
| **Timely** | • How long will it take to accomplish this goal?   • When is the completion of this goal due?   • When am I going to work on this goal? |  |

**SMART goal #2**

|  |  |  |
| --- | --- | --- |
| **Specific** | • What do I want to accomplish?   • Why do I want to accomplish this?   • What are the requirements?  • What are the constraints? |  |
| **Measurable** | • How will I measure my progress?   • How will I know when the goal is accomplished? |  |
| **Attainable** | • How can the goal be accomplished?   • What are the logical steps I should take? |  |
| **Realistic** | • Is this a worthwhile goal?   • Is this the right time?   • Do I have the necessary resources to accomplish this goal? (If not, what would you need to identify to achieve this?)   • Is this goal in line with my long term objectives? |  |
| **Timely** | • How long will it take to accomplish this goal?   • When is the completion of this goal due?   • When am I going to work on this goal? |  |

**SMART goal #3**

|  |  |  |
| --- | --- | --- |
| **Specific** | • What do I want to accomplish?   • Why do I want to accomplish this?   • What are the requirements?  • What are the constraints? |  |
| **Measurable** | • How will I measure my progress?   • How will I know when the goal is accomplished? |  |
| **Attainable** | • How can the goal be accomplished?   • What are the logical steps I should take? |  |
| **Realistic** | • Is this a worthwhile goal?   • Is this the right time?   • Do I have the necessary resources to accomplish this goal? (If not, what would you need to identify to achieve this?)   • Is this goal in line with my long term objectives? |  |
| **Timely** | • How long will it take to accomplish this goal?   • When is the completion of this goal due?   • When am I going to work on this goal? |  |

**SMART goal #4**

|  |  |  |
| --- | --- | --- |
| **Specific** | • What do I want to accomplish?   • Why do I want to accomplish this?   • What are the requirements?  • What are the constraints? |  |
| **Measurable** | • How will I measure my progress?   • How will I know when the goal is accomplished? |  |
| **Attainable** | • How can the goal be accomplished?   • What are the logical steps I should take? |  |
| **Realistic** | • Is this a worthwhile goal?   • Is this the right time?   • Do I have the necessary resources to accomplish this goal? (If not, what would you need to identify to achieve this?)   • Is this goal in line with my long term objectives? |  |
| **Timely** | • How long will it take to accomplish this goal?   • When is the completion of this goal due?   • When am I going to work on this goal? |  |

**SMART goal #5**

|  |  |  |
| --- | --- | --- |
| **Specific** | • What do I want to accomplish?   • Why do I want to accomplish this?   • What are the requirements?  • What are the constraints? |  |
| **Measurable** | • How will I measure my progress?   • How will I know when the goal is accomplished? |  |
| **Attainable** | • How can the goal be accomplished?   • What are the logical steps I should take? |  |
| **Realistic** | • Is this a worthwhile goal?   • Is this the right time?   • Do I have the necessary resources to accomplish this goal? (If not, what would you need to identify to achieve this?)   • Is this goal in line with my long term objectives? |  |
| **Timely** | • How long will it take to accomplish this goal?   • When is the completion of this goal due?   • When am I going to work on this goal? |  |

**SMART goal #6**

|  |  |  |
| --- | --- | --- |
| **Specific** | • What do I want to accomplish?   • Why do I want to accomplish this?   • What are the requirements?  • What are the constraints? |  |
| **Measurable** | • How will I measure my progress?   • How will I know when the goal is accomplished? |  |
| **Attainable** | • How can the goal be accomplished?   • What are the logical steps I should take? |  |
| **Realistic** | • Is this a worthwhile goal?   • Is this the right time?   • Do I have the necessary resources to accomplish this goal? (If not, what would you need to identify to achieve this?)   • Is this goal in line with my long term objectives? |  |
| **Timely** | • How long will it take to accomplish this goal?   • When is the completion of this goal due?   • When am I going to work on this goal? |  |

**Appendix 2: SWOT Analysis**

|  |  |  |
| --- | --- | --- |
|  | **Helpful** | **Harmful** |
| **Internal origin** | *Strengths* | *Weaknesses* |
| **External origin** | *Opportunities* | *Threats* |

(Counsellor, Resume, & Free, 2016)

("Personal SWOT Analysis: Making the Most of Your Talents and Opportunities", 2016)

**References:**

*Personal SWOT Analysis: Making the Most of Your Talents and Opportunities*. (2016). *Mindtools.com*. Retrieved 30 April 2016, from <https://www.mindtools.com/pages/article/newTMC_05_1.htm>

|  |  |
| --- | --- |
| **Article title:** | School Counsellor - Murwillumbah - Job in Regional NSW - Catholic Schools Office Lismore |
| **Website title:** | EthicalJobs.com.au |
| **URL:** | <https://www.ethicaljobs.com.au/members/catholicschoolsofficelismore/school-counsellor-murwillumbah> |

**Appendix 3: Self-care approach**

**Describe how you would address self-care and identify requirements for additional support.**

# CHCPRP003: AT2 Questioning – Reflective Written Questions

## STUDENT INSTRUCTIONS

This assessment provides an opportunity for you to demonstrate your knowledge of CHCPRP003 - Reflect on and improve own professional practice

* Please seek clarification from your assessor if any question is unclear.
* All answers must be in your own words.

|  |  |  |  |
| --- | --- | --- | --- |
| **CHCPRP003: AT2 Questioning – Reflective Written Questions** | | | |
| **Unit code and title** | CHCPRP003 - Reflect on and improve own professional practice | | |
| **Student name** |  | | |
| **Student number** |  | | |
| **Student signature** |  | **Assessment date** | Refer to due date in Moodle |
| **Assessment location** | Online via Moodle | **Assessment duration** | Self-paced, *approx. 2 hours* |
| **Assessment mode, context and conditions** | Type of assessment ☒ Moodle ☐ Paper based  Under assessor supervision ☐ Yes ☒ No  Access to learning materials ☒ Yes ☐ No  Environment ☐ Simulated workplace  Real Workplace  ☒ Other (describe) This assessment is undertaken in your own study time, off campus  Type of questions ☒ Written ☐ Oral | | |
| **Requirements for successful completion** | This assessment contains six (6) questions, with sub-sections. You must answer all questions correctly, in the time allocated to meet requirements.   * This is an open book assessment. You may use your resources to assist you in answering the questions however it is recommended that you study the subject matter prior to attempting this assessment. * You have **three (3) attempts** to meet requirements for this assessment.   Where additional attempts are required, further instruction will be provided by your assessor. | | |
| **Resources** | * Computer/device with access to the internet * Access to the unit in Moodle * List of possible organisational policy and procedures but not limited to:   + Workplace health and safety   + Culturally appropriate support   + Duty of care and Dignity of Risk   + Incidents   + Professional Boundaries   + Client’s Rights and Responsibilities   + Code of conduct   These policies can be reviewed at: [https://communitydoor.org.au/resources/administration/policies-procedures-template](https://communitydoor.org.au/resources/administration/policies-procedures-templates)s   * Access to codes of practice and legislation relevant to home and community services, including   + Codes of practice   + Victorian smoke alarm legislation   + OH&S legislation   + Privacy, confidentiality and disclosure   + Practice standards   Policies, procedures and templates will be accessible for students in their Moodle Toolbox for this task. | | |
| **Submitting your Assessment** | * All answers must be recorded using Microsoft Word or PDF format, with each question used as a heading. Alternatively, use the template provided * Please check your work and submit to the Moodle course * ALL answers must in your own words and be uploaded to the Chisholm online platform (Moodle) no later than 11:55pm on the assessment due date. * Your assessor will mark your assessment and your feedback and result will be available in Moodle within five (5) working days. * If the unlikely situation an extension is required, please request it in writing at least three (3) days prior to the assessment due date. | | |
| **Safety Requirements** | * Take all reasonable steps to ensure your personal safety and that of others during this assessment. * Check the following:   + Your workstation or device is set up in an ergonomic manner to meet your individual needs   + Your environment is free from physical, environmental, chemical and biological hazards | | |

|  |  |  |
| --- | --- | --- |
| **CHCPRP003: AT2 Questioning – Reflective Written Questions** | | |
| **Q1: Consider the following scenario:**  **You are working with Kelly who discloses to you that she had been having an intimate relationship with a co-worker (Sammi). You are a friend with Sammi and have been for several years.**  **Kelly also disclosed that Sammi had been providing substances (AOD) to Kelly, when they met up at his house. Kelly is 19 years of age and is a vulnerable young person that has suffered trauma and neglect in her life previously and has been sexually exploited by adults in the past.**   1. **How would you approach this scenario to address and/or improve the legal and ethical requirements? List TWO (2) steps or actions you would take to address this as per your workplace policy and procedure requirements.** 2. **In your answer address legal and ethical considerations for the following:**     1. **Relevant codes of practice**    2. **Duty of care considerations and responsibilities**    3. **The rights and responsibilities of workers and employers**    4. **Understanding of work role boundaries including responsibilities and limitations of role** | **MR** | **FER** |
|  |  |  |
| **Q2: Describe the model and process of professional reflection you undertook to develop your personal development plan – Please include and describe the structured approach you used as part of this process or the process you’ve used in the recording of your reflective journal (e.g. SMART goals model or SWOT analysis model).** | **MR** | **FER** |
|  |  |  |
| **Q3: Describe what professional development opportunities exist within the following areas:**  **3.1 Industry networking**  **3.2 Accessing professional associations**  **3.3 Accessing different training requirements and options**  **3.4 How you have participated in both informal and formal ways of learning and developing** | **MR** | **FER** |
|  |  |  |
| **Q4: Provide an outline of the approaches you followed to create the personal development plan, including the principles and techniques that helped you with the following and the method you used to create it:**   * 1. **Setting your personal goals**   2. **Setting realistic timeframes**   3. **Measuring progress and performance** | **MR** | **FER** |
|  |  |  |
| **Q5: Provide TWO (2) types of work methods and practices which can improve performance in your role as a community worker. Include information about internal and external support networks.** | **MR** | **FER** |
|  |  |  |
| **Q6:**  **6.1 Describe TWO (2) types of learning styles you are aware of and how these relate to different individuals (e.g. your colleagues, co-students, teachers and peers).**  **6.2 Describe how they would contribute to the learning of different individuals.** | **MR** | **FER** |
|  |  |  |

**ASSESSMENT FEEDBACK AND RESULT SHEET**

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| **CHCPRP003: AT2 Questioning – Reflective Written Questions** |
| **Assessor comments and feedback on your performance** |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your results for this assessment performance** | | | | | | |
| **Attempt no** | **☐ 1** | **☐ 2** | **☐ 3** | **☐ Other** |  | |
| **Agreed plan to collect further evidence** |  | | | | | |
| **Assessor name** |  | | | | | |
| **Assessor signature** |  | | | | **Date** |  |
| **Assessment task result** *Please tick appropriate assessment result*  *MR = meets requirements FER = further evidence required* | | | | | **MR ☐ FER ☐**  *The marking scheme is competency based* | |

**CHCPRP003: AT3 Portfolio B – Reflective Journal**

## STUDENT INSTRUCTIONS

Assessment 1 & 3 are a portfolio made up of two tasks which include a personal development plan which will identify goals and strategies to meet your professional development needs and a reflective journal focusing on your use of reflective practice processes to enhance your learning and development.

Within the portfolio, you are required to satisfactorily demonstrate required skills and cover the required information.

**Portfolio B – Reflective Journal**

**Student Instruction/Overview:**

You are required to complete a reflective journal focusing on significant learning experiences.

This structured process of reflection is designed to improve your own practice by keeping a reflective journal over the duration of the subject starting in session 1. The journal can include significant learning experiences from all units being studied this semester, not just this unit.

The focus of the journal will be to record significant learning events that are related to your topics outlined below (1-5). This could include ideas, theories, concepts and issues you experience. It will enable you to explore your behaviour, interactions, emotions, values and attitudes as well as your assumptions about the community services sector, clients and the broader society.

The student is required to select significant learning experiences over the semester and will include interactions with co-students, colleagues, teachers, professional networks or other relevant services/contacts.

**Structure:**

Using the supplied template, provide a minimum of 5 entries in the journal related to your personal and professional development.  
Each entry must include as per template (Appendix 4):

* Be dated
* Include an overview of the activities undertaken. E.g. in class for CHCPRP003 Reflect on and improve own professional practice.
* Elaborate on the particular event (learning experience). E.g. during class discussion…
* Reflection on your learning and development as a community services worker. Examples could be:  
  I learned ‘XXX’ about myself… In future I will endeavour to… Ways I wish to improve are… Things I do well are…

The journal entries must address the following:

1. Student has engaged in self-evaluation in conjunction with supervisors and/or peers including colleagues.

2. Recognise the impact values, beliefs and behaviours have on professional practice.

3. The student has demonstrated two way, open and evaluative feedback with a co-worker or peer.

4. Identified areas for improving own performance. This could be based on the self-evaluation processes and/or feedback from other colleagues, co-students, peers, supervisors or teachers. Regarding the areas identified for improvement, identify opportunities for further training, and/or who to seek out for advice.

5. Identified and reviewed current and emerging industry developments and documented how this information can be used to improve professional practice.

**Please note: the journal is a tool to help you identify, evaluate and understand your response to work practice. It is not an avenue for criticising the practice of others and your language and discussion within the journal should comply with the ethics of the profession.**

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| **CHCPRP003: AT3 Portfolio B – Reflective Journal** | | | |
| **Unit code and title** | CHCPRP003 - Reflect and Improve own professional practice | | |
| **Student name** |  | | |
| **Student number** |  | | |
| **Student signature** |  | **Assessment date** | Refer to due date in Moodle |
| **Assessment location** | Online via Moodle | **Assessment duration** | Self-paced, *approx. 2 hours* |
| **Assessment mode, context and conditions** | Type of assessment ☒ Moodle ☐ Paper based  Under assessor supervision ☐ Yes ☒ No  Access to learning materials ☒ Yes ☐ No  Environment ☐ Simulated workplace  Real Workplace  ☒ Other (describe) This assessment is undertaken in your own study time, off campus  Type of questions ☒ Written ☐ Oral | | |
| **Requirements for successful completion** | This assessment contains a minimum of five (5) entries.  This is an open book assessment. You may use your resources to assist you in answering the questions however it is recommended that you study the subject matter prior to attempting this assessment.   * You have **three (3) attempts** to meet requirements for this assessment.   Where additional attempts are required, further instruction will be provided by your assessor. | | |
| **Resources** | * Computer/device with access to the internet * Access to the unit in Moodle * Appendix 2 * List of possible organisational policy and procedures but not limited to:   + Workplace health and safety   + Culturally appropriate support   + Duty of care and Dignity of Risk   + Incidents   + Professional Boundaries   + Client’s Rights and Responsibilities   + Code of conduct   These policies can be reviewed at: [https://communitydoor.org.au/resources/administration/policies-procedures-template](https://communitydoor.org.au/resources/administration/policies-procedures-templates)s   * Access to codes of practice and legislation relevant to home and community services, including   + Codes of practice   + Victorian smoke alarm legislation   + OH&S legislation   + Privacy, confidentiality and disclosure   + Practice standards   Policies, procedures and templates will be accessible for students in their Moodle Toolbox for this task. | | |
| **Submitting your Assessment** | * All answers must be recorded using Microsoft Word or PDF format, with each question used as a heading. Alternatively, use the template provided * Please check your work and submit to the Moodle course * ALL answers must in your own words and be uploaded to the Chisholm online platform (Moodle) no later than 11:55pm on the assessment due date. * Your assessor will mark your assessment and your feedback and result will be available in Moodle within five (5) working days. * If the unlikely situation an extension is required, please request it in writing at least three (3) days prior to the assessment due date. | | |
| **Safety Requirements** | * Take all reasonable steps to ensure your personal safety and that of others during this assessment. * Check the following:   + Your workstation or device is set up in an ergonomic manner to meet your individual needs   + Your environment is free from physical, environmental, chemical and biological hazards | | |

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| **CHCPRP003: AT3 – Portfolio B – Reflective journal** | | | |
| **Portfolio Item** | **Assessment Criteria** | **MR** | **FER** |
| **PF2. Reflective Journal** | PF2.1 Student has engaged in self-evaluation in conjunction with supervisors and/or peers. |  |  |
| PF2.2 Recognise the impact values, beliefs and behaviours have on professional practice. |  |  |
| PF2.3 The student has demonstrated two way, open and evaluative feedback with a co-worker or peer. |  |  |
| PF2.4 Identified areas for improvement. This could be based on the self-evaluation processes and/or feedback from other colleagues, co-students, peers, supervisors or teachers. |  |  |
| PF2.5 Regarding the areas identified for improvement, identify opportunities for further training, and/or who you might seek out for advice. |  |  |
| PF2.6 Identified and reviewed current and emerging industry developments and documented how this information can be used to improve professional practice. |  |  |
| PF2.7 Dated journal entries demonstrate regular participation in the review process. |  |  |

**ASSESSMENT FEEDBACK AND RESULT SHEET**

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| **CHCPRP003: AT3 Portfolio B – Reflective Journal** |
| **Assessor comments and feedback on your performance** |
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| --- | --- | --- | --- | --- | --- | --- |
| **Your results for this assessment performance** | | | | | | |
| **Attempt no** | **☐ 1** | **☐ 2** | **☐ 3** | **☐ Other** |  | |
| **Agreed plan to collect further evidence** |  | | | | | |
| **Assessor name** |  | | | | | |
| **Assessor signature** |  | | | | **Date** |  |
| **Assessment task result** *Please tick appropriate assessment result*  *MR = meets requirements FER = further evidence required* | | | | | **MR ☐ FER ☐**  *The marking scheme is competency based* | |

**Appendix #4 – Reflective Journal**

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| **The purpose of this journal is for students to submit 5 entries to reflect on learning’s that occur in the workplace, through studies and in weekly life.**  **Please ensure that you have dated journal entries to demonstrate regular participation in the review process.**  **Please not that all five journal entries must include a significant learning experience that can be linked to the different areas addressed above.** |
| **Entry #1**  **Student has engaged in self-evaluation in conjunction with supervisors and/or peers including colleagues.** |
| Date:  Overview of the activities undertaken:  Elaborate on the particular event (learning experience):  Reflection on your learning and development as a community services worker: |
| **Entry #2**  **Recognise the impact values, beliefs and behaviours have on professional practice.** |
| Date:  Overview of the activities undertaken:  Elaborate on the particular event (learning experience):  Reflection on your learning and development as a community services worker: |
| **Entry #3**  **The student has demonstrated two way, open and evaluative feedback with a co-worker or peer.** |
| Date:  Overview of the activities undertaken:  Elaborate on the particular event (learning experience):  Reflection on your learning and development as a community services worker: |
| **Entry #4**  **Identified areas for improving own performance. This could be based on the self-evaluation processes and/or feedback from other colleagues, co-students, peers, supervisors or teachers.**  **Regarding the areas identified for improvement, identify opportunities for further training, and/or who to seek out for advice**. |
| Date:  Overview of the activities undertaken:  Elaborate on the particular event (learning experience):  Reflection on your learning and development as a community services worker: |
| **Entry #5**  **Identified and reviewed current and emerging industry developments and documented how this information can be used to improve professional practice.** |
| Date:  Overview of the activities undertaken:  Elaborate on the particular event (learning experience):  Reflection on your learning and development as a community services worker: |

**UNIT ASSESSMENT SUMMARY RESULT SHEET**

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| --- | --- | --- | --- | --- |
| **COURSE CODE AND NAME** |  | | | |
| **UNIT CODE AND NAME** | CHCPRP003 - Reflect and Improve own professional practice | | | |
| **STUDENT NAME** |  | | | |
| **STUDENT NUMBER** |  | | | |
| **ASSESSMENT NUMBER, NAME AND TITLE** | | *Please tick*  *MR = met requirements OR*  *FER = further evidence required* | | **DATE ASSESSMENT TOOK PLACE** |
| **MR** | **FER** |
| CHCPRP003: AT1 Portfolio A – Personal Development Plan | |  |  |  |
| CHCPRP003: AT2 Questioning – Reflective Written Questions | |  |  |  |
| CHCPRP003: AT3 Portfolio B – Reflective Journal | |  |  |  |
| **FINAL RESULT**  *If all requirements for each assessment have been met, please enter*   SC for competency attained OR NS for Not Yet Competent | | | |  |
| **FEEDBACK TO STUDENT** | | | | |
| **REASONABLE ADJUSTMENT**  *Was reasonable adjustment applied to the assessment process to cater for the needs of a student?*   Write ‘YES’ or ‘NO’ in the box on the right.  If yes, document the adjustment/s made below. | | | |  |
| **IS FURTHER EVIDENCE IS REQUIRED?**  *Write ‘YES’ or ‘NO’ in the box on the right.  If yes, Document the plan to obtain further evidence, agreed with the student.* | | | |  |
| **GRADED OUTCOME (only used when grading scheme A is approved)**  *An exemption to use grading scheme A must be approved by the Associate Director, Teaching and Learning in writing. It may be applicable to CIV, Diploma and Advanced Diploma qualifications. When used, please write the level attained in the box on the right. If not, delete this row.*  *Key: GP = Pass 50-59%, G3 = Credit 60-69%, G2 = Distinction 70-79%, G1 = High Distinction 80-100%* | | | |  |
| **ASSESSOR SIGNOFF AND DECLARATION**  *I confirm that the information provided is accurate, correct and complete and all assessments instruments are stored in accordance with Chisholm’s policy.* | | | | |
| **ASSESSOR NAME** |  | | | |
| **ASSESSOR SIGNATURE** |  | | **DATE** |  |



BACK COVER (DO NOT DELETE)