

	RPL Assessment Sheet	
	KSA Campus:	Current as of:
	Student Name:	Next Review:

Unit Code: CHCPRP003	Unit Name: Reflect on and improve own professional practice
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Mandatory Unit Requirements	Evidence Collected				
	<i>Certificate Statement of Attainment</i>	<i>Third Party Referral (letter from employer etc)</i>	<i>Portfolio of evidence</i>	<i>Practical Assessment</i>	<i>Evidence Accepted Y/N</i>
Elements and Performance Criteria					
1. Reflect on own practice 1.1 Undertake self-evaluation in conjunction with supervisors and/or peers 1.2 Reflect on and recognise the effect of values, beliefs and behaviour in practice 1.3 Share two-way, open and evaluative feedback with co-workers or peers 1.4 Actively seek and reflect on feedback from clients, organisations or other relevant sources					
. 2. Enhance own practice 2.1 Determine improvements needed based on own evaluation and feedback from others 2.2 Identify potential support networks both internal and external to the organisation 2.3 Seek specialist advice or further training where need is identified 2.4 Recognise requirements for self-care and identify requirements for additional support 2.5 Devise, document and implement a self development plan that sets realistic goals and targets					

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3. Facilitate ongoing professional development 3.1 Access and review information on current and emerging industry developments and use these to improve practice 3.2 Assess and confirm own practice against ethical and legal requirements and opportunities 3.3 Identify and engage with opportunities to extend and expand own expertise 3.4 Regularly participate in review processes as a commitment to upgrading skills and knowledge					
Performance evidence					
Undertaken a structured process to reflect on and improve own practice and created 1 personal development plan that includes: <ul style="list-style-type: none"> - goals - timeframes - ways of measuring progress 					
Knowledge Evidence					
Legal and ethical considerations for reviewing and improving own practice, including: <ul style="list-style-type: none"> - codes of practice - duty of care - rights and responsibilities of workers and employers - work role boundaries – responsibilities and limitations 					
Models and processes of professional reflection					

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Professional development opportunities, including: <ul style="list-style-type: none"> - industry networking - professional associations - training requirements and options - informal and formal ways of learning and developing 					
Principles and techniques for: <ul style="list-style-type: none"> - creating a personal development plan - personal goal setting - setting realistic timeframes - measuring progress and performance 					
Types of work methods and practices which can improve performance					
Learning styles and how they relate to different individuals					

	RPL Outcome:	
Student signature:	Assessor Name:	Upgrade Required Y/N
Date:	Assessor Signature:	Competent / NYC
		Date: