



FACTSHEET

RECOGNITION OF PRIOR LEARNING (RPL)

In order to fast-track some new volunteers and to recognise their previous learning, skills and experience, CISVic has a process for recognising higher education qualifications. This process enables agencies to access valuable talent in Community Support Worker roles as soon as possible.

Why we offer RPL:

An increasing number of people, who have higher educational qualifications (diplomas and degrees) in courses such as Social Work, Social Sciences, Psychology and Counselling, and have experience in dealing with clients with complex needs, are presenting at CIS agencies looking for volunteering opportunities.

We would like our member agencies to utilise these skills and experience as soon as possible. As an alternative to undertaking the nationally accredited training program, the *Community Support Workers Course*, your new volunteers can start working as soon as you've completed the induction process.

The RPL process:

1. The potential volunteer presents a copy of their degree/diploma or a transcript of their results to the agency manager, and information about any relevant student placement/volunteering.
2. The manager arranges a period of orientation for the volunteer and gives maximum opportunity for them to learn the policies and procedures of the

agency. A mentor can be made available to assist the volunteer through this period.

3. During the orientation/induction period the volunteer may have one or more observed interviews and the manager may complete an Observation Checklist for their own records.
4. The manager completes the Form for *Recognition of Higher Educational Qualifications* (See *Training Resources* in the members section on our website www.cisvic.org.au) and submits it to CISVic with supporting documents. We in turn issue a CISVic Certificate of Endorsement. This certificate indicates that CISVic recognises the volunteer's training and skills as transferable to our setting.

Need more information?

Please feel free to contact us should you have any questions or require further information.

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