### RPL Standard


### CHCPRP003 – Reflect on and improve own professional practice

**How to complete this form:**

Complete all areas in **blue** on the following pages by providing information on your previous skills and qualifications using the information below as a guide.

**Unit Description:**

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

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### To gain RPL for this unit of competency the applicant must meet the following benchmarks along with providing evidence that their current level of knowledge and skills is

relevant to all performance criteria, knowledge and **performance evidence**. This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

**The applicant must provide evidence of the following to gain RPL for this unit:**

* The applicant must have industry experience within a health/fitness service where direct client contact is involved, this can be within work placement from previous health courses.
* The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.
* Applicants who may have completed a similar unit within a health course where they have completed reflection on performance for personal and professional development
* The applicant must demonstrate knowledge of all Performance Criteria, Essential Knowledge and Skills

**Example Evidence:**

* Relevant transcript & certificate along with unit summaries
* Completion of ACFB e-learning quiz/oral questioning related to personal development plans and the reflection process

**Evidence may include, but not limited to:**

* Evidence of work within a health/fitness industry where direct client consultation and reflection is completed
* Personal development plan
* Association Continuing Education Unit log book
* Copy of attendance certificates for accredited and non-accredited workshops and members’ days
* Copy of subscription to a recognised, peer reviewed journal
* Provide evidence of the completion of personal development plans

### *Unit Evidence Description*



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| **Applicant Name** |  |  |  |



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| --- | --- | --- | --- | --- |
| HLT42015 | Certificate IV in Massage Therapy | **CHCPRP003**  | **Reflect on and improve own professional practice** | **Office Use only** |
| HLT52015 | Diploma of Remedial Massage |
| **Nominal hours:** -- hours | **Type of Unit:** Core | **Prerequisite:** None | **Sufficient** | **F.E.R.** |
| **Elements / Performance Criteria** | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* |  |  |
| 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 |  |  |
| 1. **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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| 1. **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 |  |  |

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| **Knowledge Evidence** | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | **Office Use Only** |
|  | **Sufficient** | **F.E.R.** |
| Legal and ethical considerations for reviewing and improving own practice, including: * Codes of practice
* Duty of care
* Rights and responsibilities of workers and employers
* Work role boundaries – responsibilities & limitations
 |  |  |  |
| Models and processes of professional reflection |  |  |  |
| Professional development opportunities, including:* Industry networking
* Professional associations
* Training requirements and options
* Informal and formal ways of learning and developing
 |  |  |  |
| **Principles and techniques for:** |
| 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 |  |  |

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| **Performance Evidence** | **EVIDENCE***(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | **Office Use Only** |
|  | **Sufficient** | **F.E.R.** |
| Undertaken a structured process to reflect on and improve own practice and created 1 personal development plan that includes:* Goals
* Timeframes
* Ways of measuring progress
 | *This evidence will be collected via submission of documentation requested on the first page.* |  |  |

**Office Use Only**

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| **RPL Outcome** |
| **RPL Achieved** | Yes □ | No □ |
| **Further Evidence Required** | Yes □ | No □ |
| **Further Evidence *(list of required evidence)***  |
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| *RPL Assessor Name:*  | *Date:* |