# Recognition of Prior Learning Application

BSW and MSW(PQ) Field Education 1

This application document contains information about the recognition of prior learning (RPL) application process (Section 1). This document also contains the Application Form (Section 2) and Learning Outcomes Form (Section 3) to support your application.

## Section 1. The Application Process

The Australian Association of Social Workers (AASW) provides a clear guide to all Australian universities regarding what you must demonstrate to successfully receive RPL for placement subjects. This guide is found in the Australian Social Work Education and Accreditation Standards ([ASWEAS](https://ao.aasw.asn.au/careers-study/education-standards-accreditation); AASW, 2023a).

Each year, there are two application due dates that accommodate students completing a Bachelor of Social Work (BSW) or Master of Social Work (Professional Qualifying; MSW [PQ]). BSW students are encouraged to submit their application by the first due date.

In **2024**, the first due date is **Monday 22 January**. Students who submit on this day will be informed of their application’s progress before Study Period 1. The second due date is **Monday 13 May**. Students will be advised of their application’s progress before Study Period 2.

### Steps to Follow

1. Check whether you are eligible to receive RPL for your first field education experience. You must meet all criteria:
   1. At least the equivalent of three full-time years in a field education setting, and the final year of your work experience must be within three years of your application. You must provide evidence that you meet the criteria by completing the Application Form (Section 2).
   2. The field education setting must facilitate your attained learning outcomes (see p. 3) and competencies aligned with the AASW [Practice Standards 2023](https://www.aasw.asn.au/about-aasw/ethics-standards/practice-standards/) (AASW, 2023b) and [Code of Ethics](https://www.aasw.asn.au/about-aasw/ethics-standards/code-of-ethics/) (AASW, 2020). You must provide evidence that you meet the criteria by completing the Learning Outcomes Form (Section 3). Your responses in this form will be assessed against the following criteria.
      1. Your ability to meet the Practice Standards 2023.
      2. Your ability to integrate theory and practice, and to integrate social work ethics and values.
      3. Your completion of learning required in Field Education 1.
   3. A Verification Form completed by a qualified social worker. The social worker must provide an external, independent reference proving the accuracy of your application.
2. Email the Academic Lead Field Education indicating your intention to apply for RPL. For **2024**, the Academic Lead Field Education will be Associate Professor Ines Zuchowski ([ines.zuchowski@jcu.edu.au](mailto:ines.zuchowski@jcu.edu.au)). Please contact Ines with any questions.
3. Complete the Application Form (Section 2) and Learning Outcomes Form (Section 3).
4. Ask a qualified social worker who has been in practice for at least two years to complete the Verification Form attesting to the accuracy of your application. The form must include the following details.
   1. A brief description of their professional relationship with you.
   2. What they have observed about your work and how they assess that your work is congruent with social work.
   3. When and where they qualified as a professional social worker, and a copy of their graduation certificate.
   4. A signature from a Justice of the Peace to further verify that the form responses are accurate and true.
5. Include an up-to-date resume and evidence to support your application, such as job descriptions, duty statements and letters of appointment from employers, or tax or income statements. Compile this additional evidence as one PDF document.
6. Email the completed forms (this Microsoft Word file) and additional evidence (one PDF file) to Associate Professor Ines Zuchowski ([ines.zuchowski@jcu.edu.au](mailto:ines.zuchowski@jcu.edu.au)) by the due date.

### BSW and MSW(PQ) Field Education 1: Learning Outcomes

In this application, you must describe how you have met the following learning outcomes through your previous work experience (Section 3):

1. **Values and ethics**: Demonstrate and apply knowledge of values, ethics and professionalism in daily social work practice
2. **Culturally Responsive Practice**: Describe and engage in culturally responsive and inclusive practice
3. **Knowledge**: Explain social work theories, concepts, methods and techniques, and apply to practice
4. **Skills**: Apply appropriate communication and interpersonal skills, informed by reflections on use of self
5. **Methods and Processes**: Implement information recording and sharing strategies
6. **Self**: Actively participate in professional development and supervision.

Please complete the following forms to prepare your RPL application. You can fill in the fields below by clicking or tapping on the text and typing. The text will automatically be removed when you type.

**Do not** complete the sections shaded in grey—they are for office use only.

# Section 2. Application Form

## Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Student’s name | Student number | Student number |
| Placement subject | [Click/tap to select a subject] | | |

## Summary of Work Experience in a Required Field Education Setting

Your experience needs to be the equivalent of at least three full-time years in a field education setting, and the final year of your work experience must be within three years of your application. You are welcome to add more than one example of work experience in the fields below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position title and employer | Main duties for the position and type of social work  methods applied | Specific dates of employment | Hours per week | Evidence attached |
| Click/tap to write title and employer (e.g., Child Safety Officer) | Click/tap to write duties (e.g., Made risk assessments during child safety investigations using the Child Safety assessment tool. Worked with at-risk families, which included family meetings and supervised child contact. Used the strengths approach and crisis intervention theories) | Click/tap to write dates (e.g., Jan 2021 to Oct 2021) | Click/tap to write hours (e.g., 35 hours per week) | Yes  No |
| Title and employer | Duties and methods applied | Dates | Hours | Yes  No |
| Title and employer | Duties and methods applied | Dates | Hours | Yes  No |
| Title and employer | Duties and methods applied | Dates | Hours | Yes  No |
| Title and employer | Duties and methods applied | Dates | Hours | Yes  No |
| Title and employer | Duties and methods applied | Dates | Hours | Yes  No |
| Title and employer | Duties and methods applied | Dates | Hours | Yes  No |

|  |
| --- |
| OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR *Has the student demonstrated they have had at least three years of full-time employment in a relevant social welfare context within the past seven years? This experience must include at least one year of full-time equivalent employment in the last three years.*  *Please select a result:* **[Choose result]**. *Is the supplied evidence sufficient? Please select a result:* [Choose result]. |
| **[Click or tap to write assessment notes].** |

## Social Worker Verifying the Work Experience

Please confirm who will be verifying your work experience.

|  |  |
| --- | --- |
| Name of qualified social worker | Name |
| Work experience that the social worker is verifying | Include relevant position title(s) listed above |
| Reasons why social worker knows about my work | Reasons |

I have attached a signed verification from this social worker that confirms my work experience in one or more of the above positions.

# Section 3. Learning Outcomes Form

## Learning Outcome 1

|  |  |
| --- | --- |
|  | **Values and ethics**: Demonstrate and apply knowledge of values, ethics and professionalism in daily social work practice |

### Statement of Learning

Explain how you have demonstrated and applied knowledge of values, ethics and professionalism in your daily social work practice.

|  |
| --- |
| Write up to 500 words. |

Provide an example from your practice that clearly demonstrates your understanding and achievement of this outcome.

|  |
| --- |
| Write up to 300 words. |

Explain how your practice in this area reflects the AASW Practice Standards 2023.

|  |
| --- |
| Write up to 300 words. |

|  |
| --- |
| OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR *The student is able to demonstrate and apply knowledge of values, ethics and professionalism in daily social work practice at a level that:* **[Choose result]**. |
| **[Click or tap to write assessment notes].** |

## Learning Outcome 2

|  |  |
| --- | --- |
|  | **Culturally responsive practice**: Describe and engage in culturally responsive and inclusive practice |

### Statement of Learning

Explain how you have demonstrated and applied knowledge of values, ethics and professionalism in your daily social work practice.

|  |
| --- |
| Write up to 500 words. |

Provide an example from your practice that clearly demonstrates your understanding and achievement of this outcome.

|  |
| --- |
| Write up to 300 words. |

Explain how your practice in this area reflects the AASW Practice Standards 2023.

|  |
| --- |
| Write up to 300 words. |

|  |
| --- |
| OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR *The student is able to describe and engage in culturally responsive and inclusive practice at a level that:* **[Choose result]**. |
| **[Click or tap to write assessment notes].** |

## Learning Outcome 3

|  |  |
| --- | --- |
|  | **Knowledge**: Explain social work theories, concepts, methods and techniques, and apply them to practice |

### Statement of Learning

Explain how you have demonstrated and applied knowledge of values, ethics and professionalism in your daily social work practice.

|  |
| --- |
| Write up to 500 words. |

Provide an example from your practice that clearly demonstrates your understanding and achievement of this outcome.

|  |
| --- |
| Write up to 300 words. |

Explain how your practice in this area reflects the AASW Practice Standards 2023.

|  |
| --- |
| Write up to 300 words. |

|  |
| --- |
| OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR *The student can explain social work theories, concepts, methods and techniques, and apply them to practice at a level that:* **[Choose result]**. |
| **[Click or tap to write assessment notes].** |

## Learning Outcome 4

|  |  |
| --- | --- |
|  | **Skills**: Apply appropriate communication and interpersonal skills, informed by reflections on use of self |

### Statement of Learning

Explain how you have demonstrated and applied knowledge of values, ethics and professionalism in your daily social work practice.

|  |
| --- |
| Write up to 500 words. |

Provide an example from your practice that clearly demonstrates your understanding and achievement of this outcome.

|  |
| --- |
| Write up to 300 words. |

Explain how your practice in this area reflects the AASW Practice Standards 2023.

|  |
| --- |
| Write up to 300 words. |

|  |
| --- |
| OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR *The student is able to apply appropriate communication and interpersonal skills, informed by reflections on use of self, at a level that:* **[Choose result]**. |
| **[Click or tap to write assessment notes].** |

## Learning Outcome 5

|  |  |
| --- | --- |
|  | **Methods and processes**: Implement information recording and sharing strategies |

### Statement of Learning

Explain how you have demonstrated and applied knowledge of values, ethics and professionalism in your daily social work practice.

|  |
| --- |
| Write up to 500 words. |

Provide an example from your practice that clearly demonstrates your understanding and achievement of this outcome.

|  |
| --- |
| Write up to 300 words. |

Explain how your practice in this area reflects the AASW Practice Standards 2023.

|  |
| --- |
| Write up to 300 words. |

|  |
| --- |
| OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR *The student is able to implement information recording and sharing strategies at a level that:* **[Choose result]**. |
| **[Click or tap to write assessment notes].** |

## Learning Outcome 6

|  |  |
| --- | --- |
|  | **Self**: Actively participate in professional development and supervision |

### Statement of Learning

Explain how you have demonstrated and applied knowledge of values, ethics and professionalism in your daily social work practice.

|  |
| --- |
| Write up to 500 words. |

Provide an example from your practice that clearly demonstrates your understanding and achievement of this outcome.

|  |
| --- |
| Write up to 300 words. |

Explain how your practice in this area reflects the AASW Practice Standards 2023.

|  |
| --- |
| Write up to 300 words. |

|  |
| --- |
| OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR *The student is able to actively participate in professional development and supervision at a level that:* **[Choose result]**. |
| **[Click or tap to write assessment notes].** |

## Student’s Signature

I confirm that the information in this application is correct.

When your application is finalised, please upload a picture of your signature and add the date. **Do not save this form as a PDF** because your assessor will use the active fields in this Microsoft Word document to complete their assessment.

|  |  |
| --- | --- |
| **Student Signature** (Click/tap in the field below to upload a signature file):  A white square with a blue border  Description automatically generated ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of signing: **[Click/tap to add date]**. |
|  |

## OFFICE USE ONLY: TO BE COMPLETED BY ASSESSOR

|  |
| --- |
| Demonstrated Use of Social Work Practice *Has the student demonstrated a familiarity with and use of different social work practice? The practice may include casework, group work, social administration, research and community work.*  *Please select a result:* **[Choose result]**. |
| **[Click or tap to write assessment notes]**. |
| Demonstrated Use of Social Work Skills *Has the student demonstrated an ability to critically reflect and link theory with their social work practice?*  *Please select a result:* **[Choose result]**. |
| **[Click or tap to write assessment notes]**. |

|  |  |
| --- | --- |
| Outcome | |
|  | *Grant approval of RPL for the full placement. Please note that no RPL credit will be granted for part of a placement because of the necessity to develop skills and knowledge over time. Short placements are usually ineffective in providing students with an opportunity to develop and demonstrate their acquisition of the required practice standards.* |
|  | *Require the student to provide additional documentation, discussion or evidence.* |
|  | *Require the student to meet with the panel orally to elaborate upon and if necessary defend their portfolio.* |
|  | *Decline approval for RPL.* |

|  |  |
| --- | --- |
| **[Click or tap to write feedback]**. | **Date**. |
| **[Click or tap to write further information (if applicable)]**. | **Date**. |

|  |  |
| --- | --- |
| Assessor’s Signature |  |
| *Academic Lead Field Education:* | **Name**. |
| *Click/tap in the field on the right to upload a signature, save as a PDF and sign, or print and sign manually:* |  |
| *Date of signing:* | **[Click or tap to add date]**. |

# References

Australian Association of Social Workers. (2023a). *Australian Social Work Education and Accreditation Standards (ASWEAS)* (March 2020 V. 2.2 Updated August 2023). <https://www.aasw.asn.au/education-employment/higher-education-providers/standards-and-guidelines/>

Australian Association of Social Workers. (2023b). *AASW Practice Standards*. <https://www.aasw.asn.au/practice-standards-2023/>

Australian Association of Social Workers. (2020). *Australian Association of Social Workers Code of Ethics 2020*. <https://www.aasw.asn.au/about-aasw/ethics-standards/code-of-ethics/>