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**Consolidation and assessment program**

**PORT MACQUARIE 17-19JUN19**

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| Date: | 17-19JUN19 |
| Time: | Day 1 - 8:30am for 9:00am until 4.30pm  Day 2 - 8:30am for 9:00am until 4.30pm  Day 3 - 8:30am for 9:00am until 4.30pm |
| Location: | Port Panthers  Executive Conference Room  1 Bay Street,  Port Macquarie NSW, 2444 |

**PLEASE REMEMBER TO BRING THIS JOINING INSTRUCTION WITH YOU TO THE PROGRAM**

Congratulations on your enrolment in the Consolidation and Assessment Program. The purpose of this Joining Instruction is to assist you in preparing for the program and to advise you of aspects of the program that you may not be aware of.

If there is a change in your ability to attend, please notify the Program Support Officer as soon as possible.

**Travel and Accommodation**

Having now been enrolled in the program your ESO will need to agree to cover any travel, incidentals and accommodation expenses incurred by you in attending the workshop unless a prior arrangement has been made and agreed in writing.

**Program Timetable**

You are reminded that the ATDP Consolidation and Assessment Programs are NOT training ‘courses’.

The objective of all programs is to assess competence against the relevant Unit of Competency. Accordingly, if you are unable to comply with any aspect of this Joining Instruction, such as ‘bring a Portfolio of Evidence in support of your competency’, you should contact the Program Support Officer to confirm your withdrawal from the program.

The daily program commences with assembly between 0830 and 0845 with a view to commencing the day’s activities at 0900.

A break is provided for morning tea and lunch is provided, usually between 1200 and 1300 depending on the program progress.

The day’s program is usually completed not later than 1630.

**Consolidation and Assessment (C & A) Process**

Consolidation and Assessment requires a candidate to be able to produce evidence of having undertaken training and being able to demonstrate knowledge and recent practice of the skills attributable to the accreditation being sought. Some of the key evidence is the Workplace Experience Log and actual ‘claims’ and resultant determinations in the case of compensation or diaries and client case files in the case of Wellbeing.

**The C & A process will consist of:**

* Individual conversations with a subject matter expert and/or assessor about your learning experiences
* Individual presentation of your Portfolio of Evidence of recent advocacy work covering all aspects of the relevant Unit of Competency
* Completion of an Assessment Book

Your Workplace Experience Log (WEL) is an important part of the C & A process as it is the most significant evidence of you undergoing the required learning experiences. The entries in your WEL must be supported by the other evidence you bring to the program. For example, the compensation claims you bring, and the related determinations should relate to the relevant entries in the WEL.

Your Portfolio of Evidence might include:

* Copies of records of interviews with clients
* Copies of post-interview action plans
* Copies of claims and supporting documentation (lifestyle questionnaires, smoking questionnaires etc) you have completed for clients (Compensation Advocates only)
* Copies of decisions from DVA you have received (Compensation Advocates only)
* Copies of records of follow up communications with clients
* Copies of other records you have maintained

Note that the above list is representative of the type of evidence Advocates either may have access to or may be able to produce. It is realised that not everyone might be able to produce all the suggested documents. However, the less evidence you are able to produce the greater the emphasis the assessor will need to place on questioning to establish your competence in all areas of the Unit of Competency and this will extend the interview time discussing your evidence

For those involved in the Compensation C & A process, two examples of providing advocacy services to clients under each of the three Acts is required by the Unit of Competency. One example will suffice if absolutely necessary as a second example will be completed under each Act as part of the assessment process.

The aim of the C & A process is to confirm and reinforce your learning experiences and to be able to assess your knowledge, skills and experience as an Advocate so that your competence at the appropriate level can be recognised. The less physical evidence that can be provided, the greater the reliance on questioning and case studies to gather sufficient evidence.

Any questions regarding evidence requirements should be directed to ATDP by email to [admin@atdp.org.au](mailto:admin@atdp.org.au)

Please remember, it is your responsibility to produce evidence of that you meet the requirements of the Unit of Competency.

Assessors are bound by privacy provisions in respect of any case evidence you produce. However, you are reminded of your confidentiality responsibilities in respect of clients in order that you can take any additional steps you consider necessary to meet your confidentiality responsibilities towards your clients. This could include redaction of personal details if necessary.

**Laptop Computers and Internet Access**

As part of the C & A process, you will be required to complete an Assessment Book. This will include open book/open source questions, so you will be able to access websites and reference documents in answering the questions. The Assessment Book will be provided in both hard copy and electronically (on a flash drive).

For this reason, it is strongly recommended that candidates bring their own laptop/notebook/tablet to the program.

**Computer – minimum requirements:**

Hardware: WiFi enabled laptop, notebook, tablet or similar. \*\*Mobile phones are not acceptable

Operating System: Windows 7 or above (or equivalent)

Software: - internet browsing capability

- ability to view video files

- ability to read .pdf files

- ability to read, modify and write Word and Excel files

- ability to view PowerPoint presentations

Access to WiFi internet may be limited. It is recommended that candidates bring their own mobile device for accessing the internet.

**Other Things You Must Bring**

In addition to the above evidence and IT equipment, you must bring to the program

* This document
* Your Unique Student Identifier (USI)
* Photo identification

We look forward to seeing you at the program.

Should you have any questions, please do not hesitate to contact me.

Regards,

**Karolyn Traise**

Program Support Officer

Region 2 – NSW/ACT/WA

Advocacy Training & Development Program

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[www.atdp.org.au](http://www.atdp.org.au/atdpMain.php)

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