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| **Employee details** | | | | | | | | | |
| **Name of employee** |  | | | | | | | | |
| **Role title** |  | | | | | | | | |
| **Via which pathway were they employed?** | Related qualification  **5 year pathway** | | | | | |  | | |
| 5 years of relevant professional experience  **5 year pathway** | | | | | |  | | |
| Cultural knowledge and experience and/or lived experience, and faced barriers to education  **10 year pathway** | | | | | |  | | |
| **Completed qualifications** | | | | | | | | | |
| *List any qualifications the employee has already completed and identify whether they have been assessed by FSV in the qualifications mapping document as a related qualification. If they are unmapped by FSV, put them in the unmapped qualifications row.* | | | **Related qualification(s)** | |  | | | | |
| **Unmapped qualification(s)** | |  | | | | |
| **Equivalency principles already met by the employee** | | | | | | | | | |
| This section considers the employee’s current qualifications and the equivalency principles they have already met (these may have already been identified in an Equivalency Principle Mapping Template). Ensure you accurately record whether the equivalency principle has been met at Bachelor level or higher (in the left column) or whether it has been met through other training such as a certificate, diploma or other accredited training (in the right column).  *Equivalency principle wording can be found on p12 of the* [*policy*](https://www.vic.gov.au/sites/default/files/2021-05/Mandatory%20Minimum%20Qualifications%20-Recommendation%20209%20v1.1.pdf)*.* | | **Equivalency principles** | | **Equivalency met at Bachelor, Graduate Certificate, Graduate Diploma or Masters level** | | | | **Equivalency met through other accredited training (TAFE, Registered Training Organisation or other accredited training)** | |
| **Equivalency principle 2** | |  | | | |  | |
| **Equivalency principle 3** | |  | | | |  | |
| **Equivalency principle 4** | |  | | | |  | |
| **Equivalency principle 5** | |  | | | |  | |
| **Equivalency principle 6** | |  | | | |  | |
| **Equivalency principle 7** | |  | | | |  | |
| **Is equivalency principle 1 met?** | | **Have at least 3 equivalency principles been met at Bachelor level or higher?** | | YES | NO |  |

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| **Learning Development Plan details** | | | | | | |
| What date did the employee first start working as a specialist family violence practitioner? | | | | **Plan start date** | | Click or tap to enter a date. |
| According to their employment pathway, how many years does the practitioner have to gain an equivalent qualification? | | | | **Plan duration** | | 5 years  10 years |
| *When does the employee need complete an equivalent qualification by? Enter a date that is either 5 years or 10 years from the plan start date depending on the pathway.* | | | | **Plan end date** | | Click or tap to enter a date. |
| *What supervision arrangements will be put in place?*  *For those with cultural/lived experience: it must include additional support and supervision from a qualified and experienced practitioner.* | | | | **Supervision arrangements** | |  |
| **Proposed studies** | | | | | | |
| **Does the employee already hold a Bachelor or higher level qualification that meets equivalency principle 1 and at least 3 other equivalency principles?** | | YES | *The employee can enroll in individual accredited training to cover their remaining equivalency principles or a full qualification – whichever is their preference.* | | | |
| NO | *The employee will need to enroll in a qualification at a Bachelor, Graduate Certificate, Graduate Diploma, Masters or PhD level to meet the mandatory minimum qualification requirements.* | | | |
| **New qualifications to be undertaken** | | | | | | |
| Is the employee intending to undertake a full qualification to cover missing equivalency principles? | | | | | | |
| *Note the specific equivalency principles met by this qualification and whether this will cover all remaining equivalency principles or other training will be required.* | **Name of qualification** | | |  | | |
| **University/ Institution** | | |  | | |
| **Equivalency principles to be met by this qualification** | | |  | | |
| **Will this qualification cover all remaining equivalency principles?** | | | YES | | |
| NO | *Ensure any outstanding equivalency principles are covered below.* | |
| When will the employee commence and complete this qualification?  *Will there be a sufficient buffer of time to complete the qualification if things don’t go according to plan?* | **Study commencement date** | | | Click or tap to enter a date. | | |
| **Estimated completion date** | | |  | | |
| **Buffer time** | | |  | | |

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| **Individual accredited training units to be undertaken** | | | | | | |
| *Is the employee intending to undertake any individual accredited training to cover missing equivalency principles?* | | | | | | |
| *Accredited training may be undertaken through universities or through the Vocational Education and Training (VET) system. VET courses are commonly delivered by TAFEs and Registered Training Organisations (RTOs) but note that not all training delivered by an RTO will be accredited. Note that if there was no formal assessment in a training course, it is unlikely to be accredited. Accredited RTO training will usually lead to a statement of attainment. The title of these training courses begin with the words “Course in…” and the statement of attainment will include the Nationally Recognised Training logo. If providing accredited training, most training providers will state this fact on the course page of their website/brochure.* | | | | | |  |
| **Name of accredited training unit** | **Name of university or Vocational Education and Training provider** | | **Equivalency principles to be met by this training unit** | **Date to be completed** | **Actual completion date** | |
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| **Other training** | | | | | | |
| Note here if the employee is required to undertake any other training (outside of the mandatory minimum qualifications requirements) as part of the organisation’s usual practices, including any MARAM training requirements | | | | | | |
| **Name of training** | | **Name Training provider** | | **Date to be completed** | **Actual completion date** | |
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| **Learning Development Plan Progress Reviews** | | | | | | |
| It is important to regularly check how the employee is progressing in meeting the minimum qualifications requirements. (Once every 6 months would be appropriate for a 5 year plan.)  Set a schedule for reviewing progress in the left column and note the actual date of the review in the far right column. | **Scheduled review date** | | **Notes on progress** | | | **Date of actual review** |
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| **Confirmation of meeting the mandatory minimum qualifications** | | | | | | |
| *When the employee has achieved an equivalent qualification by meeting all 7 equivalency principles through accredited training, the final section can be filled in with confirmation by an appropriate senior manager/executive.*  *Copies can be given to the employee and stored on the employee HR file.* | | | | | | |
| **Date of completion / achieving an equivalent qualification** | | Click or tap to enter a date. | | | | |
| **Name of manager/executive confirming qualifications are met** | |  | | | | |
| **Title of manager/executive** | |  | | | | |
| **Signature** | |  | | **Date** | Click or tap to enter a date. | |