Candidate Flowchart

Diploma of Community Development Recognition Process

Enrolment

- You express interest by completing all sections of the pre-entry questionnaire and sending it to SANTAP Coordinator (santap@scarletalliance.org.au)
- SANTAP Coordinator will assess your application for eligibility, if you aren't eligible, they will advise you of options
- If eligible, you will receive an invoice, ADVANCE TAFE enrolment form and Credit Transfer Application

Credit Transfer

- The SANTAP Coordinator will contact you and talk through the Credit Transfer application
- Complete all sections as required and send to SANTAP Coordinator (santap@scarletalliance.org.au)
- The SANTAP Coordinator will assess your application and advise you of outcomes
- You will be assigned a **Scarlet Alliance Peer Assessor**

Assessment Briefing and Preparation

- You will participate in a briefing meeting/teleconference with your assigned Peer Assessor, at which the following will occur:
  - Receive 'Getting Ready Guide'
  - Brainstorm examples of evidence
  - Set time frames
  - Arrange mentors/partners if necessary

Assessment

- You will provide your completed Portfolio Summary (included in the Getting Ready Guide) to your assessor
- At a time arranged with you, the assessor will:
  - Review and discuss evidence, including completed portfolio summary from the 'Getting Ready Guide'
  - Use 'Questions to Prepare For Assessment' from the Getting Ready Guide to assist you to describe and explain your work and evidence

Assessment decision

- Assessor makes decision regarding competency based on evidence provided and provides a copy to the SANTAP Coordinator and/or RTO for review.
- You will be notified of the decision, which will be either Not Yet Competent (NYC) - meaning more evidence is required, or Competent (C) - meaning sufficient evidence has been provided.

Not Yet Competent Outcome

Competent Outcome

Not Yet Competent Outcome

- Your assessor will guide you through options for gathering evidence of competence, which may include:
  - Peer Educator Training Online
  - Workplace Projects
  - Reconvening project participants or clients and seeking feedback in relation to some specific aspect of a project or casework
- Schedule follow up assessment interview(s) with Assessor

Issuing of Qualification – Diploma of Community Development

- You will receive your qualification in two formats (one generic and one Scarlet Alliance) and an academic transcript within four weeks of final decision