

ACWA Core Competencies

Applicants graduating from non-ACWA approved relevant qualifications can apply for ACWA membership via Pathway B. Pathway B applicants are community workers who have not completed an ACWA approved course. Please see <http://www.acwa.org.au/content/approved-courses-0> for a list of current and previously approved courses.

Applicants applying for Full Membership via Pathway B will be required to write a 'Statement of Competency' which addresses 5 of the current 7 core competencies. The five core competencies to be addressed are compilations of the current seven core competencies, namely:

- Practices social welfare in an ethical manner in accordance with values and ethics of the profession
- Communicate with a broad spectrum of people and organisations using appropriate techniques and media.
- Assesses, plans, implements and evaluates programs, projects and work programs with clients
- Plan, organise and carry out work autonomously and as part of a team
- Uses one's personal attributes to effect in dealings with clients, colleagues, employers, and the general community and demonstrates an awareness of both formal and informal societal structures and systems and their implications for clients, workers and community services organisations

Each element of a core competency does not need to be addressed individually but a statement of experience or case study of a minimum of half a page is required to explain how an applicant demonstrates the competency. Applicants will need to submit evidence of achievement of these 5 Core Competencies to be considered for Pathway B assessment.

Evidence has been determined as 'Essential' and 'Desirable.' The 'Essential' evidence must be provided. The 'Desirable' evidence supports the application and applicants are encouraged to submit as much 'Desirable' information as possible to reduce the need for any further information to be provided. This will assure a comprehensive and streamlined assessment process.

Core Competency 1

Practices social welfare in an ethical manner in accordance with values and ethics of the profession

(Values of the profession are ACWA's Code of Ethics – please see <http://www.acwa.org.au/content/code-ethics>)

Elements

- 1.1. Applies principles of respect and commitment to clients as human beings, regardless of their attitudes and behaviour;
- 1.2. Applies principles of social justice, equity, individual worth and dignity and self-determination in day to day professional practice and in policy development and implementation;
- 1.3. Practices in an ethical manner;
- 1.4. Is responsible and accountable for one's own actions, decisions and professional development;
- 1.5. Maintains and applies an awareness of legal issues, principles and mechanism, legislation and statutory provisions affecting professional practice;
- 1.6. Applies critical analysis to the profession, human service agencies and organisations, and societal institutions, and works towards change.

Core Competency 2

Communicate with a broad spectrum of people and organisations using appropriate techniques and media.

Elements

- 2.1. Speaks such that one's meaning is conveyed effectively;
- 2.2. Understands and clarifies the intended meaning of the communication of others;
- 2.3. Prepares written communication;
- 2.4. Collects, organises, presents and disseminates information relating to social and community services programs and issues;
- 2.5. Selects and uses the means of communication appropriate to the occasion;
- 2.6. Demonstrates awareness of the impact of values, power and authority in communication.

Core Competency 3

Assesses, plans, implements and evaluates programmes, projects and work programmes with clients.

Elements

- 3.1. Work with clients and their social environments, and with the interaction between clients and their environments to empower and educate clients to act on their own behalf;
- 3.2. Applies a range of theories, techniques and methods in working with clients as individuals, families, groups and communities;

- 3.3. Gathers relevant data including conducts interviews with clients and others for a variety of purposes;
- 3.4. Identifies, assesses and analyses data;
- 3.5. Facilitates the participation of people in developing policies and programs;
- 3.6. Sets goals and objectives;
- 3.7. Develops referral systems and makes and receives referrals to and from other services, resources and professionals;
- 3.8. Facilitates development and maintenance of groups. Networks with communities of people for their mutual benefit;
- 3.9. Monitors and evaluates work with clients and impact of programs, policies and projects.

Core Competency 4

Plan, organise and carry out work autonomously and as part of a team.

Elements

- 4.1 Manages projects and programs;
- 4.2 Works according to statutory requirements and policies;
- 4.3 Works autonomously;
- 4.4 Works as a member of a team;
- 4.5 Manages staff and volunteers including ongoing support and co-ordination of their activities;
- 4.6 Develops and maintains records and information systems relating to clients, resources, programs and projects.

Core Competency 5

Uses one's personal attributes to effect in dealings with clients, colleagues, employers, and the general community and demonstrates an awareness of both formal and informal societal structures and systems and their implications for clients, workers and community services organisations.

Elements

- 6.1. Develops rapport with the client
- 6.2. Maintains a high level of self awareness
- 6.3. Applies flexibility and openness to change, using improvisation and creative alternatives
- 6.4. Is aware of personal and professional limitations, and consults others when appropriate.
- 6.5. Applies an understanding of societal institutional frameworks such as social, cultural, spiritual, political and economic influences in considering client situations, and in developing policies, programs and projects.
- 6.6. Understands the legislative and statutory provisions affecting workers
- 6.7. Applies an understanding of the historical and socio-political context of welfare work as a profession.

Evidence requirements:

As a professional association, ACWA requires evidence from applicants to support their admission to the Association. Applicants for Pathway B will be required to:

- Submit a membership application form;
- A statement addressing each of the 5 core competencies (please previous pages);
- Submit **all** of the 'Essential' documents from the list below;
- Submit as many of the 'Desirable' documents as the applicant wishes to support the application;
- Submit the relevant application fee (available on www.acwa.org.au/content/fees)

Essential documents are:

- 1) Position Descriptions for current and former roles relevant to the application;
- 2) Current or former letter of reference from employer/s verifying claims made in the application;
- 3) Relevant Qualification – Certified copy(ies)of transcripts;
- 4) Outline of course;
- 5) Work history (including paid and voluntary work). Please include a position description for your current position.

Desirable documents are:

- a) Evidence of attendance at seminars, workshops or conferences which demonstrate an enhancement of a worker's skill or knowledge level;
- b) Evidence of written and verbal contributions to seminars, workshops, conferences or academic papers;
- c) Evidence of participation in network, management or community meetings where the processes are conducive to professional development (excluded from these participations are activities of a primarily administrative, clinical or supportive nature);

AUSTRALIAN COMMUNITY WORKERS ASSOCIATION

Your partner in professional practice

Vic. Reg. A0036440S

ABN 28 696 828 620



- d) Evidence of professional supervision, as either supervisor or supervisee in addition to attending a minimum of one additional form of Continuing Professional Education in the past twelve months;
- e) Evidence of meritorious awards received for work within the sector.

Assessment process

The Assessment Officer will evaluate the Statement of Competency, 'Essential' and 'Desirable' documents submitted, and if the application is satisfactory, the application will be referred via the Membership Advisory Committee to the National Executive Committee for final approval.

The National Executive Committee is convened during the last week of each month and a completed application will be assessed and sent to the National Executive Committee within the month it is received.

If the applicant has not provided a satisfactory Statement of Competency or sufficient evidence, the Assessor may contact the applicant to request further evidence. If the application is not approved, the Assessment Officer will contact the applicant to offer an assessment for Affiliate Membership status.

Affiliate Membership may be offered to eligible applicants who do not qualify for Full Membership via Pathway B.