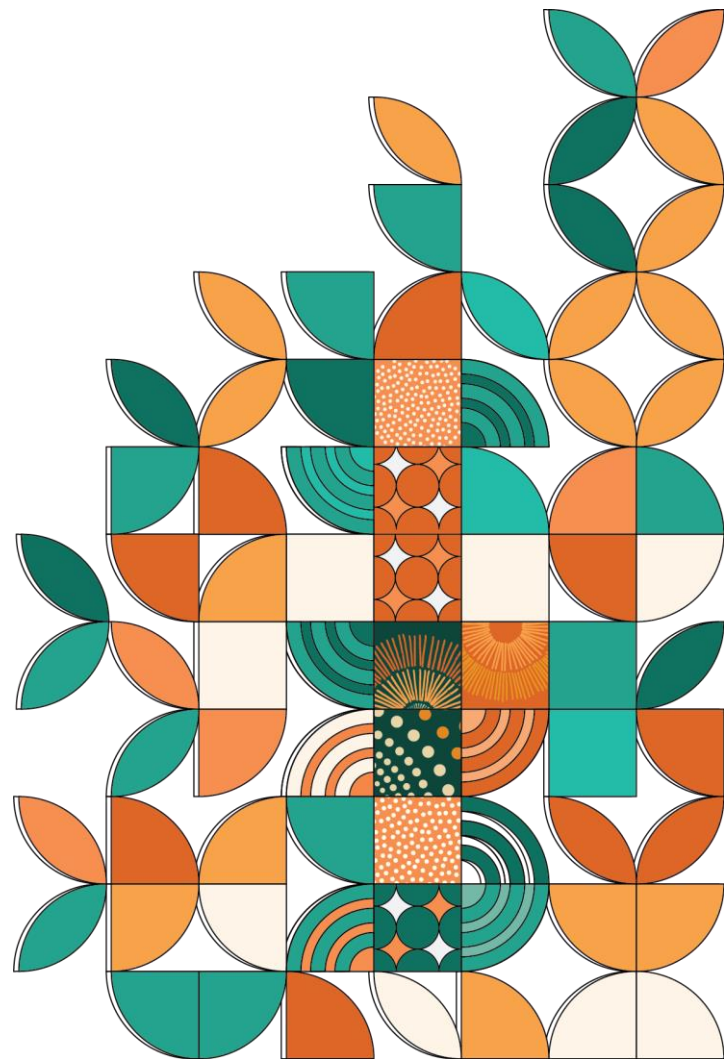


# Recognition of Prior Learning Procedure



**SECTION 1**

**1. Purpose**

1.1 The purpose of this procedure is to provide a guideline for the assessment and recognition of various stypes of prior skills obtained by an individual through previous or current training, work experience and/or life experience.

**2. Scope**

2.1 This procedure applies to all prospective students at IHNA.

**3. Definitions**

3.1 Refer to the definitions provided in the Recognition of Prior Learning Policy.

**SECTION 2**

**4. Procedure**

Steps	Procedures and related forms	Responsibility
<b>Phase 1 – Information Session</b>		
4.1	4.1.1 Provide information about RPL. Provide information on the RPL process, e.g. fees, documentation requirements, and case-to-case evidence collection processes.  4.1.2 Provide Recognition of Prior Learning Assessment Toolkit –Student Guide to the student	Admission team

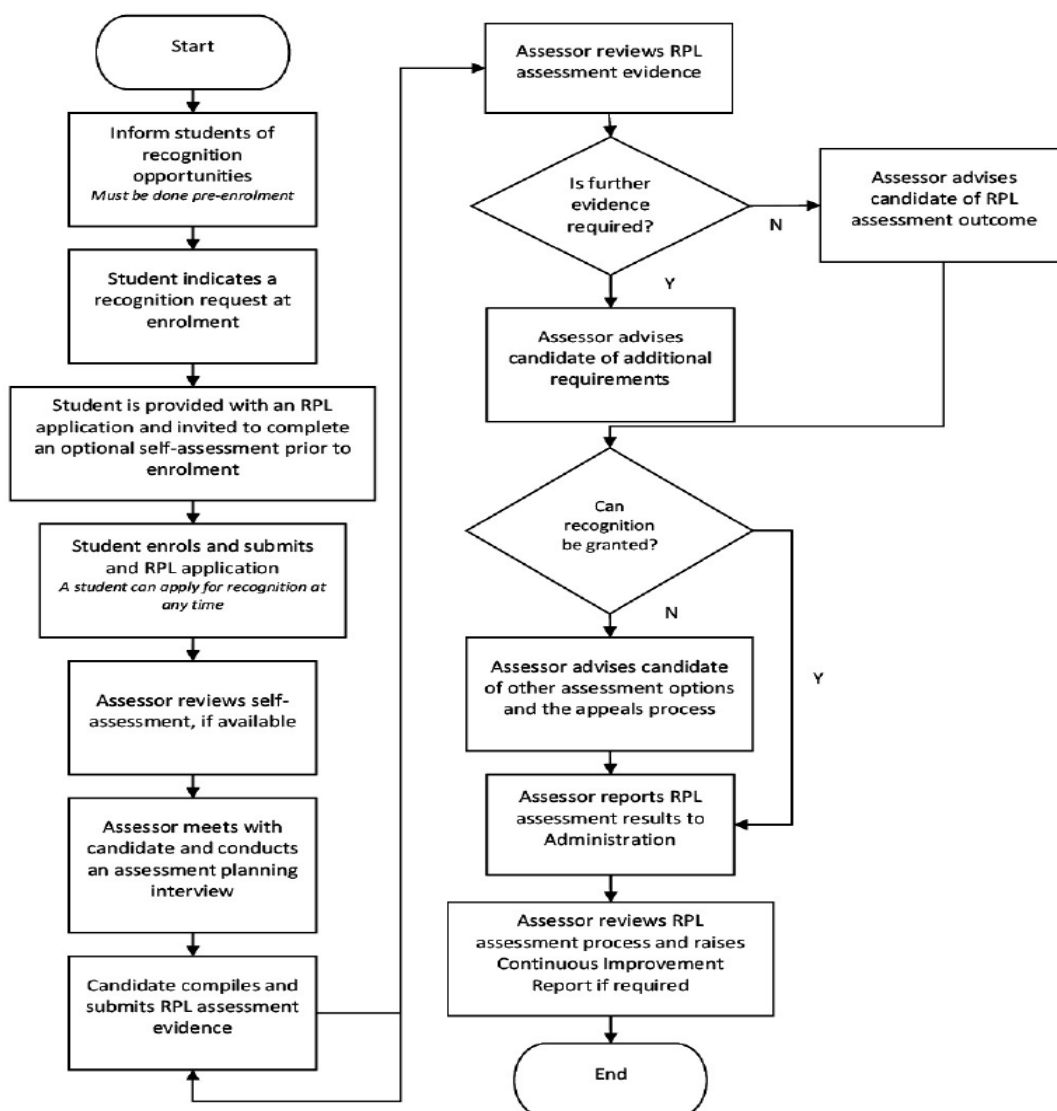
4.2	<p>4.2.1 If candidate is willing to apply for RPL:</p> <p>a. Provide the following documents to student:</p> <ul style="list-style-type: none"> <li>• Student Information Form;</li> <li>• Student self-evaluation tools.</li> </ul> <p>b. Enrol the candidate into the course and unit of competencies as per the completed Student Self-evaluation Tools.</p> <p>c. Issue invoice for RPL fees.</p> <p>d. RPL application fees to be paid by the student.</p> <p>e. Provide needed information to student in completing these forms.</p> <p>f. Inform the RPL assessor and schedule a meeting with student on the same day.</p>	Admission team
4.3	<p>4.3.1 Assessor and student participate in an initial interview and planning.</p> <p>a. Provide the following documents to the student:</p> <ul style="list-style-type: none"> <li>• RPL Assessment Plan Form;</li> <li>• RPL Workplace Representative Form;</li> </ul> <p>b. Complete RPL Assessment Plan Form with student. Provide a copy of this document to the student.</p> <p>c. Provide information on completing RPL Workplace Representative Form.</p>	Assessor
<b>Phase 2–Follow up</b>		

4.4	<p>4.4.1 Follow up with the student. Ensure that the student is processing with document completion and evidence collection as per the RPL Assessment Plan.</p> <p>4.4.2 Collect the completed Student Information Form, Student Self-evaluation Tools and RPL Workplace Representative Form.</p> <p>4.4.3 Upload the completed documents in Academic Hub.</p> <p>4.4.4 Process the remaining RPL fees or ensure that the full RPL fees is processed by the accounts team or ensure that the student is on a payment plan.</p> <p>4.4.5 Inform RPL assessor.</p>	Student Admin
<b>Phase 3–Competency Conversation</b>		
4.5	<p>4.5.1 Assessor considers evidence from initial interview and verified self-evaluation and advises student of competency conversation schedules as per the RPL Assessment Plan.</p> <p>4.5.2 Assessor and student participate in competency conversation interviews, using a structured question bank for each unit cluster (RPL-Competency Conversation Form).</p> <p>4.5.3 Assessor records student responses and considers evidence from conversation. The competency conversations process would involve more than one session</p>	Assessor
<b>Phase 4–Workplace Assessment Tasks</b>		
4.6	<p>4.6.1 Student demonstrates workplace assessment task or tasks, observed by the assessor. Assessor considers evidence.</p> <p>4.6.2 This could involve more than one workplace visit and may involve an assessment task devised by the assessor.</p>	Assessor

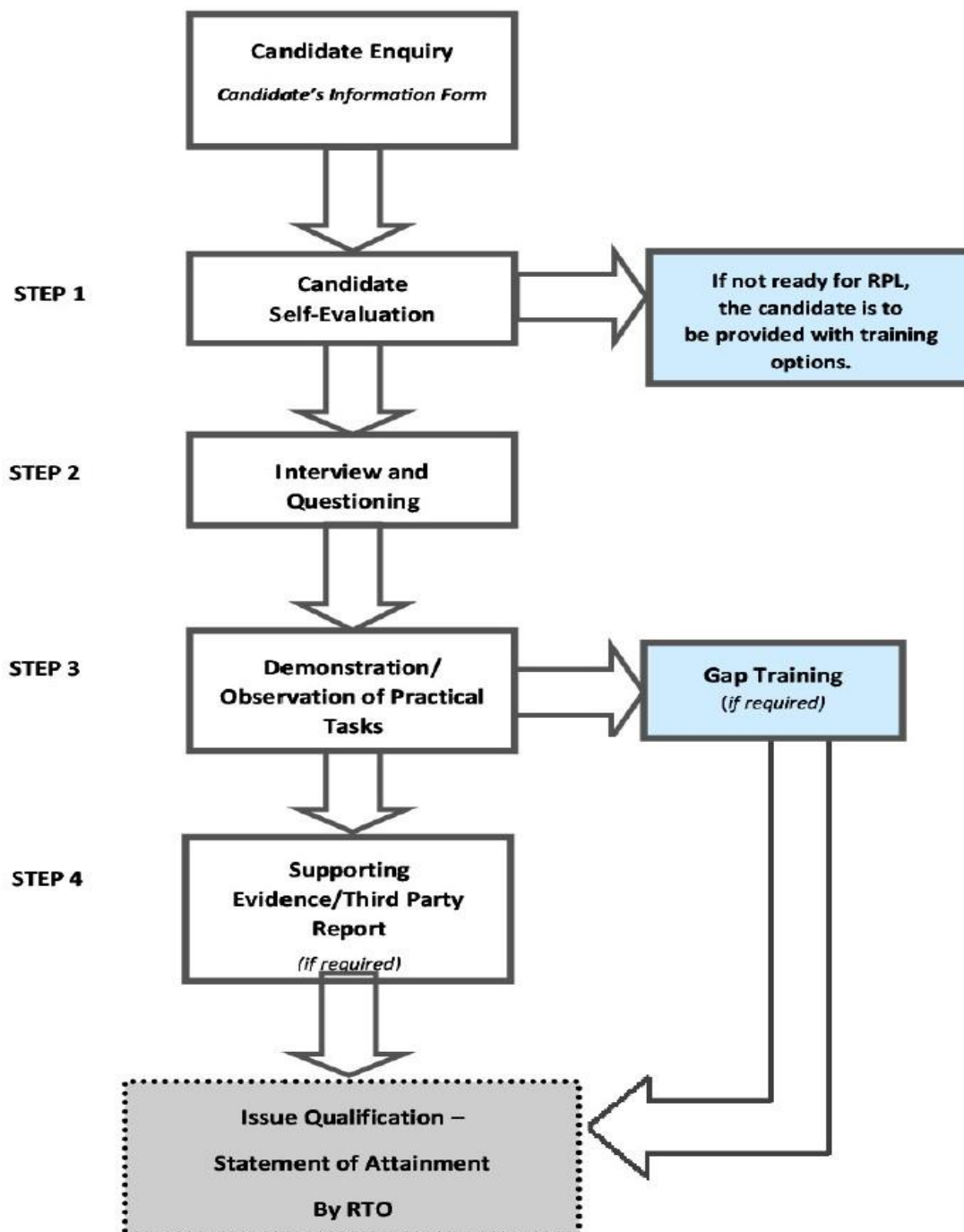
	4.6.3 A part of the skills assessment could be completed in simulated nursing environment, if required.	
4.7	<p>4.7.1 Determine if any evidence requires further validation by the workplace and prepare Third Party Report form template. Consider the completed Third Party Report and any other evidence from workplace, record findings, and advise.</p> <p>4.7.2 Third Part Report needs to be collected from workplace supervisor as required. This could involve current or previous workplace.</p>	Assessor
4.8	4.8.1 Provide gap training as required	Trainer/Assessor
<b>Phase 5 – RPL Document Finalisation</b>		
4.9	<p>4.9.1 Finalise RPL assessment decision and RPL documentation.</p> <p>4.9.2 Give feedback to student on outcomes and further study options or appeal process.</p> <p>4.9.3 Completes Assessment Outcome Form for certification.</p> <p>4.9.4 Inform student admin.</p> <p>4.9.5 Upload the completed documents in Academic Hub.</p>	Assessor
4.10	4.10.1 Ensure that the full RPL process is paid by student.	Student admin
<b>Phase 6 – Further Units to be completed</b>		
4.11	<p>4.11.1 Provide the student with detailed information on the units of competency that need to be completed as part of the enrolled qualification.</p> <p>4.11.2 Inform student admin.</p>	Assessor
4.12	<p>4.12.1 Inform them about the fees for the units to be completed.</p> <p>4.12.2 Process the course fees for the units to be completed.</p> <p>4.12.3 Enrol student in the applicable units of competencies.</p> <p>4.12.4 Provide program schedule to students.</p>	Student admin

4.13	4.13.1 For International students in student visa (CRICOS) if RPL is offered prior to Visa grant, IHNA will indicate the actual course duration in the confirmation of enrolment issued for that course. If the RPL is granted after Visa Grant, the change in course duration will be reported to DoHA via Provider Registration and International Student Management System (PRISMS)	Student admin
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### Recognition Process



## Overview of the Recognition Process



## 5. Responsibility

5.1 The National Training Manager and the Course Coordinator are responsible for the communication and implementation of this policy. The National Training Manager/the Course Coordinator is expected to ensure that all relevant administrative and academic staff adheres to the policy and procedure outlined, and students are informed of Recognition of Prior Learning (RPL) application prior to enrolment.

### SECTION 3

## 6. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy</li> <li>• Certification Issuing and Recognition of Qualifications and Statements of Attainment Procedure</li> <li>• Pre-Training Review (PTR) Policy</li> <li>• PTR Procedure</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisations 2015</li> <li>• Education Services for Overseas Students Act 2000 (ESOS Act)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>• Enrolled Nurse Accreditation Standards 2017</li> <li>• Australian Core Skills Framework</li> <li>• VET Funding Contract, VET FEE-HELP, Skills First Program, DTWD, Smart and Skilled and other necessary funding rules and regulations</li> </ul>
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<b>SRTO2015 Stds and sub section</b>	Standards for RTOs 2015 - Clause 3.5 - Clauses 1.8-1.12 - Clauses 1.13-1.16
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## 7. Change History

Version Control		Version 4.0
Version No.	Date	Brief description of the change, incl. version number, changes, who considered, approved, etc.
V.3.0	12/03/2021	Separated procedure document from procedure, revised and updated with pertinent sections
V.4.0	26/02/2024	Updated in the new IHNA template and logo