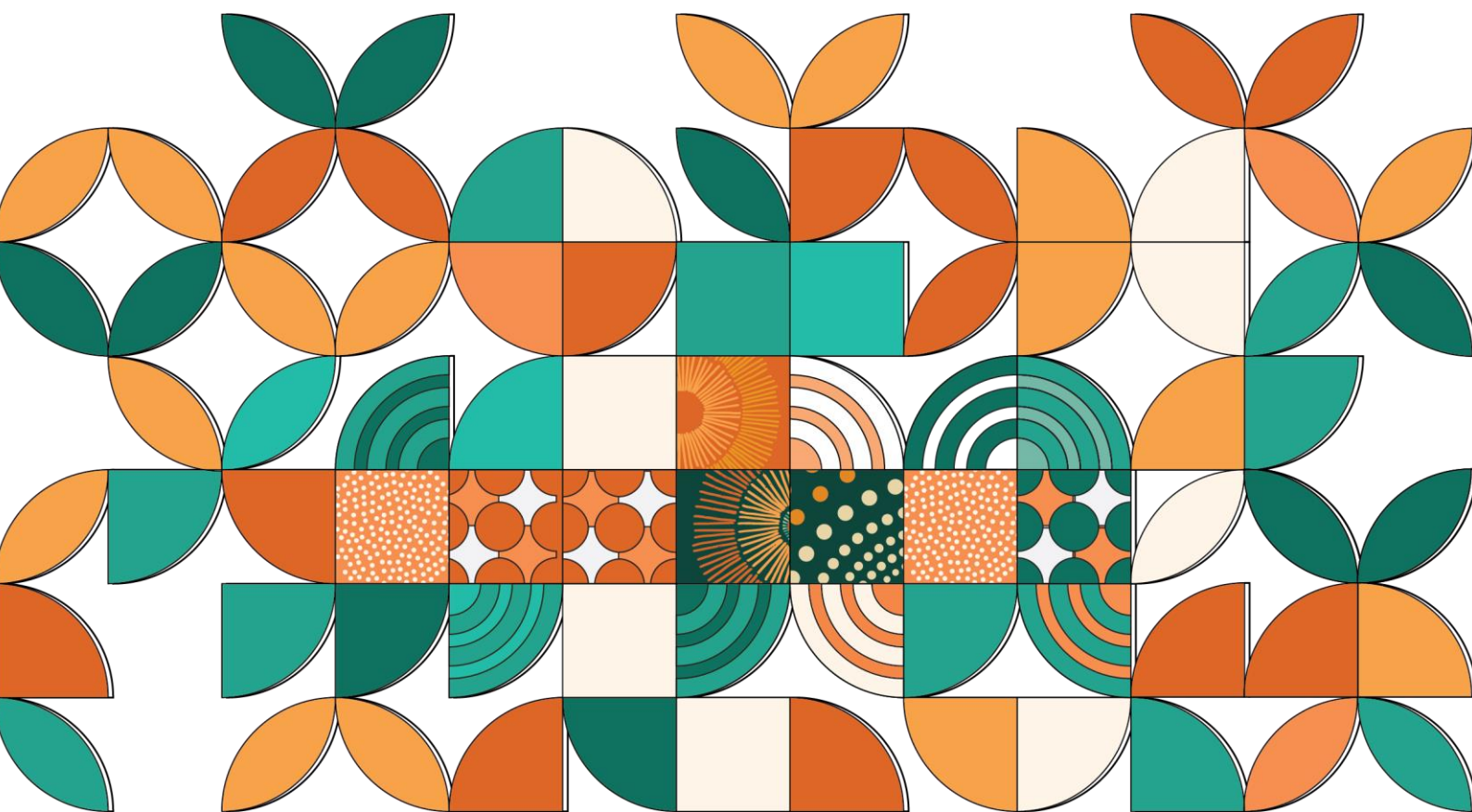


Recognition of Prior Learning Policy



SECTION 1

1. Purpose

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

2. Scope

2.1 This policy applies to all prospective students at IHNA.

SECTION 2

3. Definitions

3.1 The **AQF** is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

3.2 **Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

3.3 **Credit transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

3.4 **Recognition of Prior Learning (RPL)** means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

3.5 **Knowledge Hub** is IHNA's Student Management System.

4. Policy

4.1 IHNA is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTO 2015). As such, IHNA is required to offer Recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment and Rules of Evidence.

- 4.2 Under the Standards for Registered Training Organizations (RTOs) 2015, IHNA must offer recognition of prior learning (RPL) to individual learners, unless the requirements of the training package or licensing requirements prevent this, IHNA ensures the learner can participate in assessment that is flexible and fair.
- 4.3 This policy is consistent with AQF national principles and the graduate's ability to meet the NMBA Enrolled Nurse Standards for Practice 2016.

5. Requirements

- 5.1 Recognition of Prior Learning must be structured to minimize the cost and time to applicants whilst retaining the integrity of the requirements of Training Packages or Curriculum documents.
- 5.2 IHNA must ensure that any applicant for Recognition of Prior Learning is provided with:
- 5.2.1 Fair and equitable, reliable, and valid application process.
 - 5.2.2 Information about the competencies relevant to their Recognition of Prior Learning application;
 - 5.2.3 Adequate information and support to enable them to gather reliable evidence of competency;
 - 5.2.4 Opportunities to obtain feedback on the evidence proposed prior to finalization of the application.
- 5.3 Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.
- 5.4 It is accepted that RPL is an assessment of an individual's current knowledge, skills, and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills, and attitudes.
- 5.5 Students who are eligible for national recognition must not be required to undertake a RPL process. Refer to the Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy.
- 5.6 In order to apply for RPL, the student must provide current, quality evidence of their competency against the relevant unit of competency. This evidence may take several forms and might include certification, references from past employers, testimonials from clients and work samples.
- 5.7 Diploma of Nursing: Credit Transfer (CT) for HLTENN units is granted only for students who complete a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as 'an approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards.
- 5.8 Diploma of Community Services (Case Management) For Australian Community Workers Association (ACWA) accredited courses, up to 40% RPL is accepted. If graduated more than 10 years ago, prospective students will need to show that they are current in their professional knowledge. They can do this by providing evidence of 20 hours of professional development for each of the last 2 years.

5.9 It is also important to note students cannot complete majority of the units at a non ACWA accredited provider and then move to an accredited provider to obtain ACWA approved qualification. IHNA will assess the application based on ACWA requirements when receiving requests for RPL.

6. Responsibility

6.1 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 adhere to the policy and procedure outlined, and students are informed of the Recognition of Prior Learning (RPL) application prior to enrolment.

SECTION 3

7. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy • Certification Issuing and Recognition of Qualifications and Statements of Attainment Procedure • Pre-Training Review (PTR) Procedure
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organizations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standard 2017 • Australian Qualification Framework (AQF)
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Department	Learning and Teaching
SRTO 2015 Stds and sub-standards	Standards for RTOs 2015 <ul style="list-style-type: none"> - Clause 3.5 - Clauses 1.8-1.12 - Clauses 1.13-1.16

8. Change History

Version Control		Version 4.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.

V.3.1	12/03/2021	Separated policy document from procedure, revised and updated with pertinent sections
V.4.0	26/02/2024	Updated in the new IHNA template and logo