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Recognition of Prior Learning Procedure

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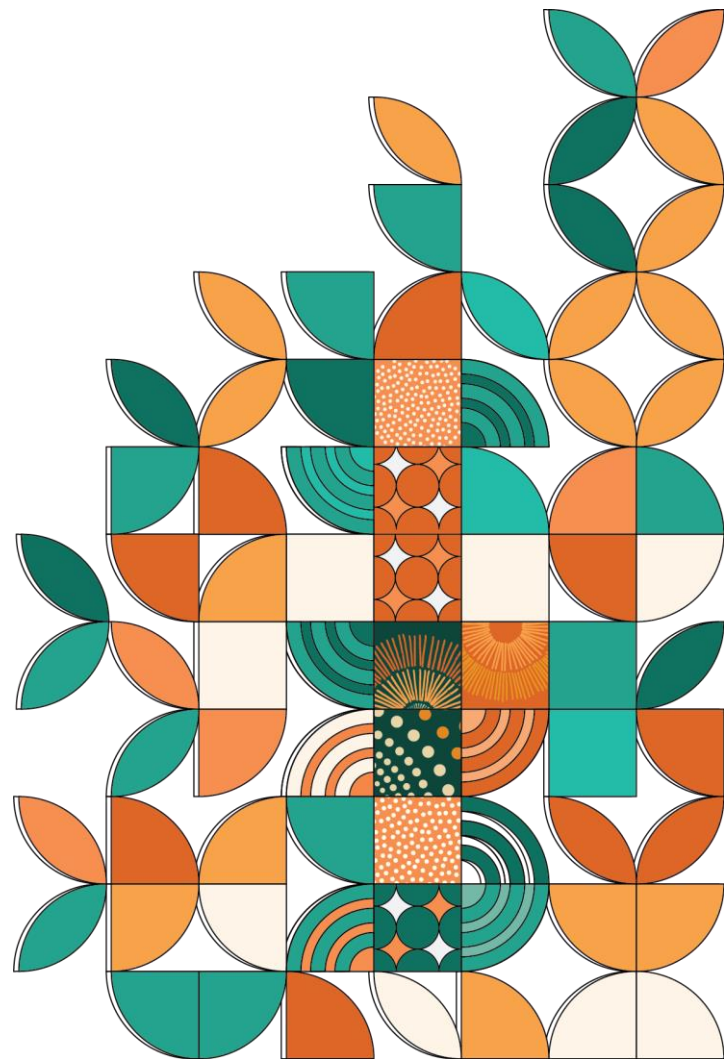
SECTION 1

1. Purpose

1.1 This procedure outlines the steps for applying, assessing, and granting Recognition of Prior Learning (RPL) at the Institute of Health and Nursing Australia (IHNA). It ensures compliance with the Standards for Registered Training Organisations (RTOs) 2015 and other relevant Australian regulatory bodies' legislation.

2. Scope

2.1 This procedure applies to all current and prospective students of IHNA who seek RPL for courses and units of competency listed on IHNA's Scope of Registration.

3. Definitions

3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

4. Procedure

Steps	Procedures and Related Forms	Responsibility
Phase 1 – Information and Application Process		
4.1	4.1.1 The IHNA admissions team will provide information about RPL, including details on the process, fees, application, documentation requirements according to RPL Tool Kit, and case-by-case evidence collection processes. The necessary information	Admission team

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4.2	is also available on IHNA's website, in the Recognition of Prior Learning (RPL) section.
	
	4.1.2 If a candidate is willing to apply for RPL
	
	   a. The admission team will provide the following documents to the student:
	     i. RPL Candidate Information form;
	     ii. RPL Tool Kit Self Evaluation.
	   b. Provide the student with the necessary information to complete the forms.
	   c. Candidate proceeds to enrolment.
	   d. Issue an invoice for RPL fees.
	   e. Inform the RPL assessor and schedule a meeting with the student.	

Phase 2 – Initial Assessment and Interview		

4.3	4.3.1 Initial Assessment
	   a. The completed self-evaluation tool will be reviewed by a qualified assessor to determine the candidate's suitability for RPL.
	   b. The assessor and student participate in an initial interview and planning session. RPL Assessment Plan, Assessment decision form and the RPL Workplace Representative sections available in the RPL Tool Kit will be completed.
	   c. The assessor will assist with any questions and provide guidance regarding the applicant's RPL evidence submission.
	   d. If the student is eligible for Credit Transfer (CT), the assessor will guide them to follow the CT application process and refer to the Credit Transfer (CT) Policy and Procedure and the IHNA website Recognition of Prior Learning (RPL) and Credit Transfer section for the detailed information.
	4.3.2 Assessment Methods
		Assessor

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		a. The assessment methods employed provide multiple ways for individuals to demonstrate that they have met the required outcomes and are eligible for RPL. These methods may include:
		
		    i. Interview/Questions
		    ii. Portfolio
		    iii. Product
		    iv. Demonstration
		
		b. Assessors can also consider the following types of evidence:
		
		    i. Third-Party reports
		    ii. Other documentation such as articles, reports, project material, papers, testimonials, or other products prepared by the RPL applicant that directly relate to the requirements of the applicable Assessment Tool (portfolio of evidence).
		    iii. Participation in structured assessment activities that individuals would typically be required to undertake if they were enrolled in the unit of competency.	

Phase 3–Follow Up			
4.4	4.4.1	The Trainer/Assessor will follow up with the student. Ensure the student is progressing in completing documents and evidence collection as outlined in the RPL Assessment Plan within the agreed timeframe.	Trainer/Assessor
	4.4.2	Collect all relevant completed documents according to the RPL Tool Kit.	
	4.4.3	Upload the completed documents to the Student Management System Knowledge Hub (KH) in the respective student profile.	
Phase 4–Evaluation and Competency Conversation			
4.5	4.5.1	The qualified assessor reviews all collected evidence.	Assessor

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	4.5.2	The assessor evaluates the evidence of assessment task(s) gathered from workplace demonstrations. If necessary, part of the skills assessment can be completed in a simulated environment.	
	4.5.3	The assessor will determine if any evidence requires further validation from the workplace. IHNA will employ a Third-Party Report form for this purpose. Third-Party Reports will be collected from the workplace supervisor, which could involve the current or a previous workplace.	
	4.5.4	The assessor advises the student of the schedule for competency conversations as outlined in the RPL Assessment Plan. The assessor and the student participate in competency conversation interviews.	
	4.5.5	The assessor uses a structured question bank for each unit cluster following the RPL-Competency Conversation Form. The assessor records the student's responses during the competency conversations. The assessor evaluates the evidence gathered from these conversations.	
	4.5.6	If any skill gaps are identified, the assessor will recommend Gap Training options to assist in bridging the knowledge or experience gap before completing the remaining unit(s).	
	4.5.7	An overview and recognition process flowchart has been included at the end of this procedure document.	
Phase 5 – Document Finalisation and Decision			
4.9	4.9.1	The assessor will finalise the RPL assessment decision and complete the necessary RPL documentation, including the Assessment Outcome Form.	Assessor
	4.9.2	If the student application is successful, they will receive credit for the relevant unit(s) of competency, reducing program completion time and cost. The accessor will provide detailed	

		information to the student on the units of competency that need to be completed as part of the enrolled qualification.	
	4.9.3	The Assessor will also inform the Student Administration Officer of the students' RPL outcome for the progression of further process.	
	4.9.4	Students have the right to appeal the RPL decision if they disagree with the outcome. Please follow the IHNA's Student Complaints and Appeals Policy and Procedure for detailed information.	
Phase 6 – Payment Finalisation and Completion			
4.12	4.12.1	The Student Administration Officer will inform the students about the fees associated with the remaining units they need to complete.	Administration Officer
	4.12.2	Inform the accounts to modify the initially issued invoice if required.	
	4.12.3	Complete the enrolment process and provide the necessary information to continue their study at IHNA.	
4.13	4.13.1	For international students on a student visa (CRICOS), if RPL is offered prior to the visa grant, IHNA will indicate the actual course duration in the Confirmation of Enrolment (CoE) issued for that course. If RPL is granted after the visa grant, the change in course duration will be reported to the Department of Home Affairs (DoHA) via the Provider Registration and International Student Management System (PRISMS).	Admission Team/Administration Officer

5. Record Keeping

5.1 All associated documents related to the Recognition of Prior Learning (RPL) process are stored in the IHNA's student management system Knowledge Hub (KH) under the respective student's profile documents section.

5.2   All data is saved for 7 years according to IHNA's Student Data and Records Management Procedure.

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6.   Ongoing Review

6.1   To ensure ongoing compliance and continuous improvement, IHNA will actively monitor changes in standards and legislation from the Australian Skills Quality Authority (ASQA) and other relevant regulatory bodies. Any necessary updates to this procedure will be incorporated and reflected in the continuous improvement register.

7.   Responsibility

7.1   The National Training Manager and the Course Coordinator communicate and implement this procedure. The National Training Manager/the Course Coordinator is expected to ensure that all relevant administrative and academic staff adhere to the procedure outlined and that students are informed of the Recognition of Prior Learning (RPL) application prior to enrolment. All other responsibilities are outlined in the procedure.

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Overview of the Recognition Process

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                    ┌─────────────────────────────┐
                    │      Candidate Enquiry      │
                    │                             │
                    │ Candidate's Information Form │
                    └─────────────────────────────┘
                                  │
                                  ▼
STEP 1              ┌─────────────────────────┐         ┌──────────────────────────┐
                    │        Candidate        │────────▶│   If not ready for RPL,  │
                    │     Self-Evaluation     │         │    the candidate is to   │
                    │                         │         │ be provided with training│
                    └─────────────────────────┘         │         options.         │
                                  │                      └──────────────────────────┘
                                  ▼
STEP 2              ┌─────────────────────────┐
                    │      Interview and      │
                    │       Questioning       │
                    └─────────────────────────┘
                                  │
                                  ▼
STEP 3              ┌─────────────────────────┐         ┌──────────────────────────┐
                    │     Demonstration/      │────────▶│       Gap Training       │
                    │ Observation of Practical│         │       (if required)      │
                    │         Tasks           │         └──────────────────────────┘
                    └─────────────────────────┘                      │
                                  │                                   │
                                  ▼                                   │
STEP 4              ┌─────────────────────────┐                      │
                    │       Supporting        │                      │
                    │  Evidence/Third Party   │                      │
                    │         Report          │                      │
                    │      (if required)      │                      │
                    └─────────────────────────┘                      │
                                  │                                   │
                                  ▼                                   │
                    ┌·························┐                       │
                    :  Issue Qualification –  :◀─────────────────────┘
                    :                         :
                    : Statement of Attainment :
                    :                         :
                    :         By RTO          :
                    └·························┘
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Recognition Process

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                Start

        Inform students of
          recognition
          opportunities
     Must be done pre-enrolment

       Student indicates a
       recognition request at
           enrolment

     Student is provided with an RPL
     application and invited to complete
     an optional self-assessment prior to
              enrolment

       Student enrols and submits
          and RPL application
     A student can apply for recognition at
              any time

       Assessor reviews self-
        assessment, if available

        Assessor meets with
        candidate and conducts
        an assessment planning
              interview

       Candidate compiles and
       submits RPL assessment
              evidence


       Assessor reviews RPL
       assessment evidence

          Is further
           evidence          N    Assessor advises
           required?               candidate of RPL
                                  assessment outcome
              Y

        Assessor advises
      candidate of additional
          requirements

            Can
         recognition
         be granted?
              N                    Y

     Assessor advises candidate
     of other assessment options
     and the appeals process

       Assessor reports RPL
       assessment results to
          Administration

       Assessor reviews RPL
     assessment process and raises
       Continuous Improvement
          Report if required

                End
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SECTION 3

8.   Associated Information

Related Internal Documents	• Recognition of Prior Learning Policy • Admission and Enrolment Policy • Admission and Enrolment Procedure • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • 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) Policy • Pre-Training Review (PTR) Procedure • RPL Tool Kit • RPL Candidate Information Form • RPL Tool Kit Self Evaluation • RPL Tool Kit Competency Conversation • RPL Gap Training • Third-Party Report • RPL Assessment Decision Form • RPL Assessment Outcome Form • Continuous improvement register
Related Legislation, Standards, and Codes	• National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 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 Standards 2017 • Australian Core Skills Framework • Australian Qualifications Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)
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DEPARTMENT	Learning and Teaching
SRTO2015 Stds and sub section	Standards for RTOs 2015 - Clause 3.5 - Clauses 1.8-1.12 - Clauses 1.13-1.16

9.   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
V.5.0	03/07/203	Restructured and reorganised the procedure Remove redundancy and rewrite sentences for clarity of information Added information regarding record keeping and ongoing review

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