



**IHNA**<sup>®</sup>  
*Institute of Health and Nursing Australia*

# Recognition of Prior Learning Policy

### Purpose

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.

### Scope

2. This policy applies to all prospective students at IHNA.

### Responsibility

3. 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.

### Definitions

4. 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.
5. 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.
6. 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.
7. 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.
8. Knowledge Hub is IHNA's Student Management System.

### Policy

9. IHNA is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTTO 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.

10. Under the Standards for Registered Training Organisations (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. ensures the learner has the opportunity to participate in assessment that is flexible and fair.
11. This policy is consistent with AQF national principles and the graduate’s ability to meet the NMBA Enrolled Nurse Standards for Practice 2016.

### Requirements

12. Recognition of Prior Learning must be structured to minimise the cost and time to applicants whilst retaining the integrity of the requirements of Training Packages or Curriculum documents.
13. IHNA must ensure that any applicant for Recognition of Prior Learning is provided with:
  - 13.1 Fair and equitable, reliable and valid application process;
  - 13.2 Information about the competencies relevant to their Recognition of Prior Learning application;
  - 13.3 Adequate information and support to enable them to gather reliable evidence of competency;
  - 13.4 Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application.
14. 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.
15. 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.
16. 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.
17. 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 a number of forms and might include: certification, references from past employers, testimonials from clients and work samples.
18. 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.

19. 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.

### 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> </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 Standard 2017</li> <li>• Australian Qualification Framework (AQF)</li> </ul>
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### Change History

<b>Version Control</b>		Version 3.0
<b>Change Summary</b>	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
	12/03/2021	Separated policy document from procedure, revised and updated with pertinent sections