



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

# Referral Network Partner Policy



## SECTION 1

### Purpose

This policy sets out the framework for management of the Referral Network Partner (RNP) program which offers an incentive for the referral of students to study a course at IHNA.

### Scope

1. This policy is applicable to:
  - a. current students admitted to a course or unit of study of IHNA
  - b. recent Graduates and Alumni of IHNA
  - c. current and past staff of IHNA
2. This policy applies to:
  - a. all IHNA courses.
3. This policy does not apply to:
  - a. students enrolling in courses offered by IHNA that are funded within the Skills First Funding, Department of Training and Workforce Development and VET student loan programs.

### Responsibility

4. The IHNA Executive Management Committee has overall responsibility for approving this policy and procedure. The IHNA Marketing and Sales Manager is responsible for implementing this policy. Other responsibilities are outlined within the policy.

### Definitions

5. **Entry requirements** refers to the requirements defined in IHNA's Admissions and Enrolment Policy which a student must satisfy to be eligible for entry to courses offered by IHNA
6. **Partner Portal** refers to the online portal used by IHNA to manage partner information and engagement
7. **Referral** refers to a student that is referred to IHNA through the RNP program
8. **Referrer** refers to a RNP program participant that has referred a potential student for consideration by IHNA for enrolment into a course offered by IHNA
9. **RNP** refers to the Referral Network Program which is a student referral program offered by the Institute of Health and Nursing Australia (IHNA).

## SECTION 2

### Policy

#### Principles

10. The Referral Network Partner (RNP) program offers an incentive for each student that is referred to study a course at IHNA.
11. Participants in the Referral Network Partner (RNP) program refers students for the consideration of IHNA for enrolment to the courses offered by IHNA.
12. An incentive is confirmed and paid to the referrer when the referred student has enrolled into a course offered by IHNA and has commenced that course.
13. The RNP program is open to all current students, recent graduates and alumni of IHNA, staff of IHNA, Educational Institutions and College's and Community Organisations.
14. The RNP program is non-transferrable and cannot be used in conjunction with any other student engagement program offered by IHNA.
15. IHNA Marketing and Sales Executives are not eligible to participate in the RNP program due to the conflict-of-interest provisions in the IHNA Code of Conduct and staff Employment Agreements.

## SECTION 3

### Associated information

|   |   |
|---|---|
| <b>Related Internal Documents</b>               | Admissions and Enrolment Policy<br>Admissions and Enrolment Procedure<br>IHNA Code of Conduct |
| <b>Related Legislation, Standards and Codes</b> | Australia Skills Quality Authority (ASQA)   |
| <b>Date Approved</b>                            | 1 April 2021  |
| <b>Date Endorsed</b>                            | 31 March 2021   |
| <b>Date of Effect</b>                           | 1 April 2021  |
| <b>Date of Review</b>                           | Three years from date of approval   |
| <b>Approval Authority</b>                       | IHNA Executive Management Committee   |
| <b>Responsibility for implementation</b>        | IHNA Marketing and Sales Manager  |
| <b>Document Custodian</b>                       | Chief Executive Officer   |
| <b>PinPoint DocID</b>                           |   |

### Change history

|                        |      |   |
|------------------------|------|---|
| <b>Version Control</b> |      | Version 1   |
| <b>Change Summary</b>  | Date | Short description of change, incl version number, changes, who considered, approved etc |
|                        |      |   |