ASEN 3 Post registration qualification application

Enrolled Nurses (EN) may submit this application form to seek classification as an ASEN 3 if they:
have at least three years' post registration experience – and
hold a post-registration AQF compliant qualification that did not lead to initial registration as an EN.
Completion of the ASEN Competencies Workbook is not a requirement in order to acquire ASEN 3 classification.
APPLICANTS ARE ADVISED TO KEEP A COPY OF THIS FORM FOR THEIR OWN RECORDS

EN applicant full name	
Area of clinical practice (ward and health site)	
Years post-registration experience as an EN	

Checklist – all boxes TICKED (✓) on application submission

☐ **Qualification document (attach certificate of completion)**

☐ **Course content aligns to area of specialty (attach academic transcript)**

☐ **Qualification complies with the Australian Qualification Framework (AQF)**

Name of qualification	
Training Provider / Registered Training Organisation	
	_____ _____ **Signature** **Date**

Line manager (complete within 10 working days from when application form received)

Name:	
Recommendation:	☐ **SUPPORTED -** Qualification compliant with Industrial Agreement 2022 ☐ **DECLINED -** Qualification NOT compliant with Industrial Agreement 2022 - refer EN for further development providing written rationale why application for ASEN 3 declined.
	_____ _____ **Signature** **Date**

Area Chief Executive or Director of Nursing
(complete within 5 working days once received from line manager)

Name: **Title:**	
Designation: **Health Service Site:** **Contact Number:**	
Endorsement:	☐ **Application SUPPORTED - progress to ASEN 3** EN manager to complete appropriate HSS forms and submit to Payroll ☐ **Application DECLINED** - providing written rationale why application for ASEN 3 declined and refer to Line Manager for further advice.
	_____ _____ **Signature** **Date**

Post-registration qualification application process flow diagram

EN (applicant) completes post-registration qualification application template and submits it to line manager

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Within 10 working days of receiving post-registration qualification application template, line manager assesses document and makes recommendation to Director of Nursing/Midwifery

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Director of Nursing/Midwifery (DON/M) / Area Chief Executive (ACE) delegate reviews the recommendation for endorsement and/or approval within five working days.

→ **Unsuccessful applicants**
At the same time as referring applicant for further development, DON/M writes to applicant, explaining why application has been refused.

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Successful applicants
The DON/M / ACE delegate reviews the recommendation and either endorses the request for reclassification or seeks further information. Written advice provided to the applicant.