

Ahpra Protocol

Complete formal education

This protocol applies to restrictions imposed or accepted from **16 September 2024**

Australian Health Practitioner Regulation Agency
National Boards

GPO Box 9958 Melbourne VIC 3001 [Ahpra.gov.au](https://www.ahpra.gov.au) 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

Ahpra Protocol: Complete formal education

Overview

This Ahpra Protocol - *Complete formal education* (the Protocol) sets out the requirements that apply to practitioners with a registration restriction to complete a program of [formal education](#). We monitor compliance with this restriction to protect patient safety.

You will receive a monitoring plan that details contact information, due dates and the information you will need to provide to show that you are complying with your restrictions. The plan will be updated as you complete the requirements. Read your monitoring plan in conjunction with the Protocol/s.

The Ahpra website and [Register of practitioners](#) is located at <https://www.ahpra.gov.au>. Monitoring and compliance information is available under the Registration section. The online Protocols and forms are available from the [National Restrictions Library 2.0](#) section of the monitoring and compliance web page.



In this Protocol:

'Restriction' and 'Restrictions' refers to:

- conditions and undertakings on your registration that are related to the requirements of this specific Protocol

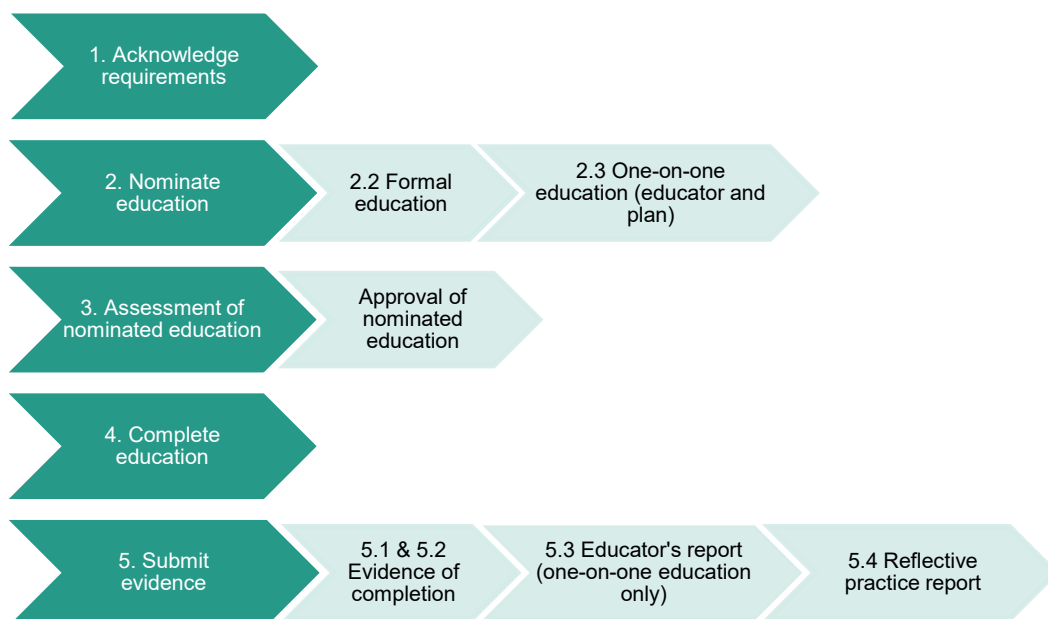
'We' 'us' and 'our' refers to:

- the Australian Health Practitioner Regulation Agency (Ahpra),
- the Board for the health profession you're registered for.

The Protocol includes:

- individually numbered paragraphs and sub-paragraphs to help you navigate the requirements.
- highlighted requirements that you must follow using this symbol: ▲
- clarifying information and advice from us to help you follow the requirements, using this symbol: ⓘ
- terms that we define in specific ways. The first time we use one of these terms, we've hyperlinked these to their [definitions](#) for your reference

There are five main requirements of the Protocol.



Requirements

1. Acknowledge the requirements

1.1 Practitioner Acknowledgement

- 1.1.1 You must acknowledge the requirements of the restriction on your registration and the Ahpra Protocol: Complete formal education (the Protocol) within 30 calendar days of the restriction start date.
- 1.1.2 Complete the [Form \[HPA.2.02\]](#): Complete formal education - Practitioner Acknowledgement Form.

2. Nominate education

2.1 Nominate formal education program

- 2.1.1 You must nominate an education program by providing a copy of the course curriculum or outline for approval within 60 calendar days of the restriction start date.
- 2.1.2 The curriculum or course outline must detail how the required topics of education will be addressed including the:
 - learning outcomes or objectives
 - method of delivery
 - duration and number of sessions
 - timeframe for completion of the education, and
 - details of the [formal assessment](#) component (if a formal assessment is required by your restrictions).
 - details of what constitutes satisfactory completion of the formal assessment component (if a formal assessment is required by your restrictions)

3. Assessment of the education nomination

i Your nomination will be considered to assess whether it adequately addresses the concerns identified. Only an approved education program can be used to satisfy the requirements of your restrictions. You will be advised if your nomination is approved.

Incomplete nominations will not be considered for approval. Where you provide an incomplete nomination, or repeatedly fail to make a nomination that adequately addresses the identified concerns, we may consider whether this as non-compliance and/or whether further regulatory action is required.

Your nomination of an education program may be refused.

4. After approval of the education nomination

4.1 Complete the education

- 4.1.1 You must complete the education within the timeframe for completion provided in your restrictions.

5. Submit evidence

5.1 Evidence of completion

Page 4 of 6 Submit evidence that you have completed the approved program of education and a reflective practice report within the timeframe for completion provided in your restrictions.

5.1.2 You must provide evidence of satisfactory completion of the education, including the results of any formal assessment component (when a formal assessment is required by the restrictions).

- ① Evidence of completion includes certificate of completion or written confirmation from the education provider that you attended the education program.
Satisfactory completion is defined as the grade or percentage required to demonstrate that the learning outcomes of the education have been met and is determined by the education provider.
We may contact the approved education provider to confirm the evidence provided.

5.2 Reflective practice report

- 5.2.1 You must write and submit a reflective practice report after completing the education and within the timeframe for completion detailed in your restrictions.
- 5.2.2 You must provide evidence that you have incorporated changes to your practice that are appropriate to the focus of the education and severity of the concerns identified.
- 5.2.3 The completion of the reflective practice report cannot be used toward the required number of hours or duration of the required education.

- ① The report must demonstrate to our satisfaction that you have reflected on the concerns that gave rise to the restriction requiring you to complete education, and that the education has successfully addressed the original concerns that led to the restrictions.
You can find further information on writing a reflective practice report in the [Information sheet – Reflective reports \(education\)](#) on Ahpra’s website under *Monitoring and compliance*.
We may require a further reflective report or propose alternative regulatory action if we are not satisfied that your reflective report addresses the original concerns.
We may invite you to attend a reflective practice discussion. A discussion may be offered if your reflective practice report does not satisfactorily demonstrate that you have reflected on the concerns that resulted in the requirement for education.

6. Continuing professional development (CPD)

6.1 You must not count the requirements as part of your current or future CPD

6.1.1 Education completed to meet the requirements of the Protocol must not be used to satisfy CPD requirements. This includes report writing or preparation for assessments.



- ① We may audit you to ensure that the education is not used as contribution to any current or future CPD period.
If you have been required to undertake education as part of regulatory action, you cannot count this activity as a part of your CPD standards.
This is because the CPD requirements for your profession is intended to maintain contemporary knowledge and professional development and must be fulfilled in accordance with the registration standard for your profession.

7. Extensions of time

- i** An extension of time may be permitted on a case-by-case basis for you to:
- nominate a program of formal education,
 - provide evidence of completion, or
 - complete your reflective practice report.

Extensions may be considered in the following circumstances:

- A third party requires additional time to provide the required information, or,
- In extenuating circumstances such as significant ill health, or other events outside of your direct control.

Evidence of the basis of the request may include evidence of engagement with third parties such as education consultancies, professional associations, or registered health practitioners, medical certificates or other documentation evidencing steps taken to comply with your restrictions.

7.1 Requesting an extension

- 7.1.1 If you require an extension of time, you must provide a written request prior to the due date detailed in your monitoring plan.
- 7.1.2 When requesting an extension, you must provide a proposed timeframe for completion of the requirement.
- 7.1.3 You must indicate the reason for your request and may be required to provide evidence of the basis of the extension.

7.1.4 If you are granted an extension, you must complete the relevant action or requirements within the extended timeframe.



7.2 Change of circumstance

- 7.2.1 You must contact your Ahpra case officer or team as soon as possible if you have had a change in your circumstances or are unable to comply with the requirements for any reason. See your monitoring plan for contact information.

8. Costs

8.1 Responsibility for costs

- 8.1.1 You are responsible for all costs associated with complying with this restriction and Protocol.

9. Privacy

9.1 Collection of personal information

- i** We are committed to protecting your personal information.
- The ways in which we may collect, use and disclose your information are set out in our [Privacy Policy](#).
- The privacy policy and further information regarding [Ahpra's Privacy, Freedom of Information and Information publication scheme](#) is available on Ahpra's website.

Definitions

For the purposes of the restrictions and this Protocol the following terms are defined:

Term	Definition
Formal education	A structured program of education which follows a curriculum. These range from online courses to those provided in universities or colleges.
Formal Assessment	<p>Any assessment where a method is applied to objectively assess a learner's competency (knowledge and skills aligned with the learning outcomes). It must have evidence to support the assessment and competence, such as test results or a report from the educator.</p> <p>It can be delivered in any mode (online, on paper, face to face) and unless otherwise specified in the restrictions, does not need to be an assessment against a unit of competency or as part of an accredited course under the Australian Qualifications Framework.</p>