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## WA HEALTH SYSTEM: RECOGNITION OF ADVANCED SKILL ENROLLED NURSE CLASSIFICATION ON VOLUNTARY TRANSFER OR APPOINTMENT

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### 1. Background

The Advanced Skill Enrolled Nurse (**ASEN**) was introduced as part of the public sector career structure on 1 September 2006, in consultation with the United Workers Union (WA). It provides an opportunity to recognise Enrolled Nurses' (**ENs**) advanced skills relevant to their area of clinical practice, as well as offering career progression and development.

An ASEN has at least three years' experience as an EN and has sufficiently demonstrated competencies relevant to their area of clinical practice through one of two pathways:

- Completing the ASEN 1 Competencies Workbook (**Competencies Workbook**); or
- Obtaining a post-registration qualification relevant to the area of clinical practice.

An EN who successfully completes the Competencies Workbook will advance to ASEN Level 1, and progress through ASEN Levels 2 and 3 after a minimum of 12 months' service at the preceding level. An EN who obtains a post-registration qualification (i.e. a qualification which did not lead to initial registration as an EN) will progress straight to ASEN Level 3.

The ASEN entry points recognise a range of competencies an EN develops, including advanced skills relevant to their position's area of specialty. As a result, an assessment needs to be undertaken before an EN's ASEN classification can be recognised on voluntary transfer or appointment to a new EN position within their current health service provider (**HSP**) or a different HSP.

A key outcome of the WA Health – UWU (WA) - Enrolled Nurses, Assistants in Nursing, Aboriginal Health Workers, Ethnic Health Workers and Aboriginal Health Practitioners Industrial Agreement 2024 (**Agreement**) was introducing a procedure for this assessment, as well as a process to facilitate recognition of an EN's ASEN status where the new position may be in a different area of specialty:

1. Existing ASEN Documentation Pathway.
2. Competency 1 Pathway.

These pathways are further outlined below and in the flowchart in Attachment A, as well as in Schedule D of the Agreement, noting they both include the capacity for salary maintenance of the EN's ASEN classification for up to six months.

If voluntarily taking up a new position, an EN should consider their current area of clinical practice against the new position's area of specialty to determine the appropriate pathway if seeking to retain their ASEN classification.

### 2. Existing ASEN Documentation Assessment Pathway

This pathway facilitates the assessment of an EN's existing post-registration qualification or previously completed Competencies Workbook in relation to the new position's area of specialty.

If electing this pathway, the EN is encouraged to notify their new line manager in writing as soon as possible before commencing the new position. Notification must however be provided no later than one month after their commencement date for salary maintenance of their existing ASEN



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classification to apply. Where notification is provided prior to the EN's commencement in the new position, salary maintenance will apply from date of commencement. Where notification is provided after the EN's commencement date, salary maintenance will apply from the date of notification date only.

Where notification is provided within the required timeframe, the line manager must submit an M3 – Staff Movement Form (**M3 form**) to initiate salary maintenance of the EN's current ASEN classification. This can be for a period of six months, effective from the EN's commencement date, or their date of notification if provided after commencement.

The EN must submit their documentation for assessment within one month of their commencement or notification date, as applicable, for salary maintenance to continue. If not provided in this timeframe, the line manager will need to complete a new M3 form to cease salary maintenance and apply EN Level 4 from that date.

On receipt of the EN's documentation, the line manager will assess the qualification or previously completed Domain 2/Competency 1 submission within one month to determine whether it demonstrates advanced skills in the new position's area of specialty:

- Successful assessment – the line manager advises the EN of the outcome and submits a new M3 form confirming ongoing application of their ASEN classification in the new position. If at ASEN Level 1 or 2, the EN continues to receive annual increments to ASEN Level 3.
- Unsuccessful assessment – the line manager will provide the EN with the reason(s) for the outcome in writing. A new M3 form must be submitted, ceasing salary maintenance from the commencement of the following pay period unless the EN provides immediate notification they are now electing the Competency 1 Pathway. If this occurs, salary maintenance can continue up to the six month cap included in the original M3 form.

### 3. Competency 1 Pathway

This pathway supports recognition of an EN's ASEN status on the basis of completing Competency 1 of the Competencies Workbook for the new position's area of speciality.

It is available for up to five years after the EN commences the new position. However, salary maintenance of their existing ASEN classification will only apply if the EN notifies their line manager they are electing this pathway:

- (a) immediately after an unsuccessful outcome under the Existing ASEN Documentation Assessment Pathway; or
- (b) on or before commencing the new EN position.

If no notification is received, the EN Level 4 rate of pay will apply.

If the EN provides notification in line with point (a) above, salary maintenance can be continued for the balance of the six month period already commenced. Where the EN provides notification in line with point (b) above, the line manager must submit an M3 form to initiate salary maintenance of their current ASEN classification. This can be for a period of six months, effective from their commencement date in the new position.

The EN must provide a completed submission for *Competency 1 – demonstrate knowledge of advanced clinical assessment* relevant to the new position's area of specialty in line with the existing Competencies Workbook process. Once received, the line manager will also assess it in line with



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the usual process to determine whether it demonstrates advanced skills in the specialty area of the new position:

- Successful assessment – the line manager advises the EN of the outcome and submits a new M3 form confirming ongoing application of their ASEN classification in the new position. If at ASEN Level 1 or 2, the EN continues to receive annual increments to ASEN Level 3.
- Unsuccessful assessment – the line manager will provide the EN with the reason(s) for the outcome in writing. If still being applied, a new M3 form must be submitted to cease salary maintenance from the commencement of the following pay period and apply EN Level 4.

Where a completed Competency 1 submission is not received, the EN will revert to EN Level 4 when the salary maintenance period expires. The EN may still provide a submission for assessment up to five years after commencing the new position. If successful, an M3 form must be progressed to reinstate their former ASEN classification from the date the assessment was endorsed by the relevant delegated authority. The same will apply where an EN, having received an unsuccessful assessment, provides a revised Competency 1 submission within five years of commencement in the new position that is endorsed by the relevant delegated authority.

Where an EN does not provide a Competency 1 submission for assessment within five years of starting in the new position, they will be required to complete the full Competencies Workbook, or provide a relevant post-registration qualification, in order to progress to ASEN Level 1 or 3.

#### **4. Employer Initiated Transfers**

The provisions for employer initiated transfers remain unchanged. An EN will maintain their ASEN classification if transferred to a different area of clinical practice at the employer's initiative. The employer will however provide the ASEN with opportunities to gain advanced skill competencies relevant to the new area of clinical practice.

#### **5. Resources**

WA Health Information

- [Awards and Agreements](#)
- [CNMO Advanced skill enrolled nurse](#)

#### **6. Document Control**

Version	Issued	Effective date	Amendment
1	24 December 2025	24 December 2025	Original version



## Advanced Skill Enrolled Nurse (ASEN) Recognition on Voluntary Transfer or Appointment

An enrolled nurse (EN) at ASEN Level 1, 2 or 3 appointed to a new EN position in their current HSP or another HSP may apply to transfer their ASEN classification by electing one of the two pathways listed below, that include capacity for salary maintenance (SM):

### 1. Existing ASEN Documentation Pathway

EN notifies Employer (in writing) either prior to commencing in the new position **(1)**, or no later than one month after commencing in the new position **(2)**, that they are seeking transfer of their ASEN classification via assessment of either:

**(A)**  
Domain 2 or Competency 1 of their previously completed ASEN 1 Competencies Workbook as demonstrating advanced skill and knowledge relevant to the area of clinical practice in the new EN position.

**(B)**  
A post registration qualification as relevant to the area of clinical practice in the new EN position.

SM payable from the date the EN:  
**(1)** commenced in the new EN position; or  
**(2)** notified that they are seeking assessment via Existing ASEN Documentation Pathway.

EN must submit their supporting documentation within **one month** of the date from which SM became payable, as detailed under **(1)** or **(2)** above. SM will cease if documentation is not provided in the timeframe applicable.

Employer to assess documentation within **one month** of receipt to determine if it demonstrates the EN has advanced skill and knowledge **(A)** OR has a post-registration qualification **(B)** relevant to the area of clinical practice in the new EN position.

**YES**  
EN's ASEN classification confirmed in new position.

EN reverts to EN Level 4 rate of pay.

**NO**  
Employer to provide EN with reason(s) in writing.

EN elects to commence Competency 1 Pathway.

### 2. Competency 1 Pathway

EN notifies Employer (in writing) they are seeking transfer of their ASEN classification by completing Competency 1 of the ASEN 1 Competencies Workbook for the area of clinical practice in the new position. Notification must be provided either:

Immediately after receipt of an assessment under the Existing ASEN Documentation Pathway that did not support transfer of their ASEN classification to the area of clinical practice in the new EN position.

Prior to, or on commencing, the new EN position.

SM will be continued, or commenced, for period of up to six months, inclusive of the period of any SM received under the Existing ASEN Documentation Pathway.

EN provides completed Competency 1 submission:  
**(A)** On or before six-month SM cap expires - SM will continue while submission is assessed.  
**(B)** After six-month SM cap expires – EN will revert to EN Level 4 rate of pay when SM cap expires.

Employer to assess completed Competency 1 submission in line with ASEN 1 Competencies Workbook process.

**YES**  
EN's ASEN classification confirmed in new position.

Where SM ceased as outlined at **(B)** above, ASEN classification will be reinstated from date assessment endorsed by delegated authority.

**NO**  
Employer to provide EN with reason(s) in writing.

EN still in receipt of SM as outlined at **(A)** above will revert to EN Level 4 rate of pay.

An EN who does not seek transfer of their ASEN classification on commencement in a new position may seek progression to their former ASEN classification via the Competency 1 Pathway for up to five years after commencement. SM will however not apply. After this period, an EN must submit a fully completed ASEN 1 Competencies Workbook, or relevant post-registration qualification, to attain ASEN Level 1 or 3.