

Recognition of Prior Learning Policy

Scope

This policy is applicable to Kaplan Business School Pty Ltd, (Kaplan) and applies to individuals enrolled in Kaplan courses.

Purpose

Recognition of Prior Learning (RPL), interchangeably referred to as Advanced Standing or subject exemption, is defined in the Australian Qualifications Framework (AQF) as an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

All students who possess prior learning may submit evidence of such and apply for recognition. Kaplan may award exemption towards the achievement of an award for various forms of prior learning.

The purpose of this policy is to provide a:

- process and framework for the provision of recognition services for Kaplan award courses
- service which is consistent with the AQF and the AQF Qualifications Pathways Policy
- fair and equitable means of recognising an individual's education, skills and experience
- process to ensure academic integrity and standards are safeguarded.

Definitions

Advanced Standing means credit being awarded based on previous studies or work experience.

Exemption means the waiver of a requirement to complete a specified subject.

Formal learning means any study being undertaken that will lead to a recognised qualification, issued by a relevant approved body, stating that a person has achieved learning outcomes or competencies.

Informal learning means learning that is not institutionalised and typically is not structured in terms of objectives, time or learning support. It is unstructured, but the participants typically have the intention to learn.

Non-formal learning means any structured learning undertaken through an institution that does not lead to a recognised qualification.

Provider Registration and International Student Management System (PRISMS) is an Australian Government secure online system that enables providers to issue CoEs, and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the Education Services for Overseas Students Act (ESOS Act).

Methods of Achieving Recognition

Automatic Exemptions

Students may be eligible for an Automatic Exemption based on previous studies with an approved education provider. The Academic Board or its delegate will approve automatic exemptions. Where automatic exemptions are available, a list is provided on the relevant Kaplan website.

Advanced Standing

Students who have completed related studies from an accredited higher education provider that are not on the Automatic Exemption List may apply for RPL. Students must submit a request for *RPL* along with the relevant subject outline (i.e. syllabi, objectives, assessment details etc), verified copies of certificates, transcripts and other documentation to show equivalencies to the requested subject outcomes. Equivalence is generally deemed to be a minimum subject content coverage match of 80%. Students are required to have achieved a pass grade to be considered for exemption. Kaplan does not guarantee the transferability of exemptions from other educational institutions.

Conditional RPL

In some cases, students who have applied to study with Kaplan may be granted conditional RPL based on the following circumstances:

1. If the student is enrolled or has commenced studying another course at another provider and cannot provide an official transcript yet
2. The student has a packaged enrolment (i.e. studying a Diploma and progressing to a Bachelor course)
3. The student has only provided unofficial transcripts and will provide official transcripts (or certified transcripts) upon arrival in Australia
4. The student needs to provide subject outlines and will provide these upon arrival in Australia.

Other Methods

Kaplan may recognise the validity of various forms of training outside of Australia into its courses, provided they meet the AQF standards. Kaplan may also utilise additional methods to assess a student's knowledge of a given subject. . Not all subjects or courses offer recognition options. If in doubt, students should contact their campus for further information.

RPL Standards

Australian Qualifications Framework (AQF) Level

Completed studies must be at a comparable AQF level to the subject for which students are seeking an exemption.

Block Credit

Block credit may be granted for the successful completion of an accredited award course or components of an accredited course, where the course contains material that is considered equivalent to a subject at Kaplan or where Kaplan has been directly involved in the design and development of the course and the course articulates into a specific Kaplan subject.

Specified Credit

Specified credit is granted for one or more specific subjects in a course, exempting students from those subjects, and awarding the appropriate credit points in their place. Specified credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific subject.

Unspecified Credit

Unspecified credit is granted in the form of credit points which take the place of elective subjects or other optional components in a course. Unspecified credit may be granted where prior learning is judged to be relevant to the learning outcomes of a course as a whole.

Currency and Relevance of Knowledge

Courses must be relevant and equivalent to the degree in which the student is enrolled and must generally have been completed within ten (10) years of the application, except in the case of subjects on the Automatic Exemption List. Study completed more than ten (10) years prior to admission to Kaplan will be evaluated on a case-by-case basis and may include a review of the applicant's relevant work history.

Exemption for an Exemption

Previous study graded as an exemption cannot be used for an exemption into a Kaplan qualification.

Maximum Exemptions

Students may obtain exemptions for up to 67% of subjects in a specified qualification with the following exceptions:

- Any studies that have been completed at Kaplan that form part of a nested qualification will be eligible to receive full recognition for completed subjects on the provision that the subjects are within the nested qualification course structure at the time of application.
- Between Kaplan Australia institutions when the subjects are within the same field of education. Students must complete at least one subject within the qualification in which the exemption is being sought.

Outside of the above exceptions, the Academic Board may approve in limited circumstances exemptions over 67% towards a Kaplan qualification. Circumstances in which the Academic Board may approve exemptions over 67% of a qualification are outlined below:

- In the case of transitional arrangements due to a merger or acquisition.
- Where Kaplan is teaching-out students from another provider under the terms of an agreement. In this instance, block credit to all eligible incoming students (without the need for further individual assessments) will be supplied where there is an institution-to-institution agreement.
- Where another provider closes or ceases delivering a course of study and Kaplan agrees to teach those students to completion. In such an instance, the Academic Board grants discretionary authority to the Academic Dean to exceed the limits stated here for those students only and in line with the terms agreed by the Academic Board from time to time. The decision of the Academic Dean will be reported to the Academic Board at the next meeting.

Note: In some instances, course rules may prohibit the awarding of specified credit against particular subjects due to content or delivery deemed unique to Kaplan.

Cross-institutional Study

Students who are enrolled in a Kaplan course and wish to study an equivalent subject at another recognised institution should speak to their Student Experience Officer. Kaplan's maximum exemptions apply.

Recognised Institution

At Kaplan, prior learning may be from:

- a recognised higher education provider
- a TAFE or other recognised Vocational Education Training provider
- a professional body, enterprise, private educational institution, or other similar body
- work experience or other forms of practical experience, including voluntary work, however this process necessitates a significantly more comprehensive application that involves a lengthy written submission that explicates specifically how each discrete learning outcome was acquired via the student's prior experience, a detailed CV, employer references, and other supplementary evidence in support of the student's claim that their work experience is directly and extensively related to the subject for which exemptions are sought.

Transcripts

Kaplan staff must sight original or certified copies of transcripts in order for RPL to be approved.

Work Experience

In some cases, applicants may be required to demonstrate that they have current knowledge of the subject area, e.g., through employment history or continuing professional development. Students must demonstrate that they have recent industry experience e.g., within the last three to five years or since completion of their study. As noted above, this would necessitate substantial evidence of the work experience.

Overseas Student Exemptions

If an overseas student is granted exemption into a course, which leads to a shortening of the student's course, **before** the student's visa is granted, Kaplan will indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment issued to that student for that course. Alternatively, if an overseas student is granted exemption into a course, which leads to a shortening of the student's course, **after** the student's visa is granted, Kaplan will report the change of course duration via the Provider Registration and International Student Management System (PRISMS) in accordance with Section 19 of the Education Services of Overseas Students Act 2000.

Assessment of RPL Application

Kaplan will review the application once the student has submitted all relevant documentation. Students will be advised of the outcome of their application within 10 working days of the application being received.

Recording of Exemptions

Exemptions will be recorded on the student's Kaplan transcript as 'Exempt' once approved. Exempted subject grades and credit points are not transferable or calculable as part of the cumulative grade point average at Kaplan.

Appealing the Outcome

Applicants who are denied credit should refer to the Grievances, Complaints and Appeals Handling Policy for further information should they wish to challenge the outcome.

Transfer of Exemptions between Kaplan Institutions

Exemptions for subjects completed towards a qualification at one of Kaplan Australia's institutions may be transferred to another Kaplan Australia institution upon acceptance into that institution. Exemptions awarded may be based on:

- Subject descriptions, objectives, or outcomes being assessed as equivalent.
- Applicability of any core/major subjects to the qualification.
- Subjects have been completed within ten (10) years of applying for RPL.

Students applying for transfer of exemptions from another Kaplan Australia institution may apply for RPL provided at least one subject is completed within the new qualification. RPL will only be assessed provided that the subjects for which RPL is being sought are from the same field of education.

Students transferring between Kaplan Australia institutions must fulfil their financial obligations at any previously attended Kaplan Australia institution prior to enrolment.

Related Policies

This policy should be read in conjunction with the following:

- Academic Success Policy.
- Assessment Policy.
- Grievances, Complaints and Appeals Handling Policy.

Version Control and Accountable Officers

It is the joint responsibility of the Responsible Officer and Implementation Officer(s) to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer(s)	Academic Dean or equivalent			
Review Date	July 2025			
Approved by				
Vice President, Academic under a standing delegation from the Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2.4	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Removed reference to example provided on Page 3 regarding maximum exemption to avoid misinterpretation 	24.10.2019	24.10.2019
2.5	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Maximum RPL increased to 67% Inclusion of exceptions above 67% RPL between Kaplan Australian entities defined Update Grievances, Complaints and Appeals Handling Policy name. 	17.03.2021	17.03.2021
2.6	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Minor wording to reflect new student management system process and other formatting changes. Insertion of Definitions Removal of content which no longer aligns to other KBS policies on lower AQF RPL. 	01.12.2022	08.12.2022