

Higher Education Subject Exemption

MASTER OF APPLIED FINANCE
GRADUATE DIPLOMA OF APPLIED FINANCE
GRADUATE DIPLOMA OF FINANCIAL PLANNING
GRADUATE CERTIFICATE IN APPLIED FINANCE



www.kaplanprofessional.edu.au

The Higher Education Subject exemption process allows students to apply for exemption into a Kaplan Professional higher education award course based on approved study from other education institutions and work experience.

An exemption into a Kaplan award subject exempts students studying for and undertaking assessments for that subject. The onus is on the student to present evidence to prove that they have sufficient knowledge to meet the subject requirements through other approved study or work experience.

Closing dates for 2010

Applications must be received by Kaplan Professional on or before the closing date.

- 19th February
- 18th June
- 8th October

The Higher Education Subject Exemption Committee meets approximately 4–6 weeks after the closing date to consider applications received on or before the closing date.

If your application is received either incomplete or after the specified date, it will be rolled over to the next meeting of the committee.

How to complete your application

In order to be considered for exemption, you need to complete the application form (over page) and submit to Kaplan Professional, ensuring you have:

- completed the application form and signed the declaration
- supplied all evidence required (see list below)

Please note: Kaplan Professional will not process your application until both of the above have been completed and submitted.

Important considerations when compiling your application

It is essential that ALL required evidence is submitted so the assessor can review coverage of the topic areas against evidence provided. It is the student's responsibility to ensure the application:

- is completed correctly and thoroughly
- includes evidence that matches each subject content area
- demonstrates how evidence covers the subject content
- includes all required evidence; and
- is appropriately cross referenced to the evidence provided.

Evidence required:

- Completed **pro forma/s** for subject/s in which you are seeking exemption/s — available for download from the exemptions page of the Kaplan Professional website
- Verified copies of **certificates and transcripts** (copies to be certified by a Justice of the Peace or originals sighted and copied by a Kaplan Professional staff member. Note that originals will not be accepted)
- A **CV/Resume** which outlines employment history, educational qualifications, professional development and membership of relevant professional organisations

- Subject/topic outlines** of completed study for each subject covered by the application. Outlines must clearly indicate the subject content and year to which the outline applies (must match the year of completion indicated on the transcript)
- Supporting statement** for your application including details such as duties of your current job, reasons for application and any additional information to support your application
- Verification of relevant work history including a **job description** outlining current duties AND a **verified letter** from your employer/supervisor. Job contracts/agreements will also be accepted but are optional.

How will my application be assessed?

Applications are reviewed by a technical assessor against subject topic areas. A recommendation is made to the Higher Education Subject Exemption Committee who review and ratify recommendations. Once a decision has been agreed the student will be advised in writing of the decision and the reasons for the outcome within one week of the committee meeting.

Rules for exemptions

50% rule

You may obtain exemptions for up to 50% of subjects in the Master of Applied Finance, Graduate Diploma of Applied Finance, Graduate Diploma of Financial Planning or Graduate Certificate in Applied Finance.

80% content coverage

You must provide evidence of a minimum of 80% coverage of subject content for an exemption to be granted.

Exemption for an exemption

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

Your experience and study must be current

Any study cited as evidence in an exemption application must have been completed no more than 5 years prior to the date of application. If your application is based on industry experience in place of or in addition to previous study, your industry experience must be within the last 5 years.

Your study must be at the right level

Approved study must be at a comparable Australian Qualifications Framework (AQF) level, e.g. you need to submit evidence of master's level study to obtain exemptions into the Kaplan Professional Master of Applied Finance. Where the approved study submitted in your application is at a lower AQF level (e.g. Advanced Diploma or Bachelor level), it must be supported by evidence showing that you are operating at the higher level, e.g. extensive work experience at a more senior level. This needs to be supported by documentation such as a verified CV and job description or a statement from a manager responsible for that position.

Examples of approved study

Qualifications from accredited Australian higher education institutions at Graduate Diploma, Graduate Certificate or Masters level in disciplines of finance, commerce, business, economics, accounting, law, or a combination of these. Qualifications in law, mathematics and engineering will also be accepted where relevant subjects have been successfully completed.

Higher Education Subject Exemption

MASTER OF APPLIED FINANCE
GRADUATE DIPLOMA OF APPLIED FINANCE
GRADUATE DIPLOMA OF FINANCIAL PLANNING
GRADUATE CERTIFICATE IN APPLIED FINANCE



www.kaplanprofessional.edu.au

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

PERSONAL DETAILS

Title: Dr/Mr/Mrs/Ms/Miss/Other: _____

Personal ID: _____ First Name: _____

Last Name(s): _____ Date of Birth: _____

Company: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____

Phone Number: _____

COURSE AND SUBJECT

Please indicate the postgraduate course into which you are seeking exemption:

- Master of Applied Finance Graduate Diploma of Applied Finance
 Graduate Diploma of Financial Planning Graduate Certificate in Applied Finance

Please indicate the subject/s for which you are seeking an exemption

Subject code	Subject name

STUDENT DECLARATION

I hereby declare:

- I have read the instructions provided on this document and supplied all information required.
- I understand that if I have not submitted the required material, my application won't be processed and will be returned to me.
- I acknowledge that the decision of the Higher Education Subject Exemption Committee is final and there is no further mechanism within Kaplan to appeal their decision
- I have accurately and truthfully represented my study and work experience in this application.
- Documentation and evidence provided represents my own study and work experience.
- I hold a copy of this application in its entirety including supporting documentation.
- I have not sent any original documentation but I have sent certified copies of originals.
- I will not hold Kaplan Professional responsible for any lost or damaged documentation provided by me.
- I understand the material sent by me will not be returned.
- I agree to abide by Kaplan Professional Policies.

Signature: _____ Date: _____

For further information regarding the Kaplan Professional Recognition Policy, refer to the Policies page of the Kaplan Professional website www.kaplanprofessional.edu.au.

PAYMENT DETAILS

The fee is **AUD \$250.00** per subject. All fees are subject to change without notice. Fees are due at the time of application.

- EFTPOS — payments must be made in person in our offices.
 Cheque — please find my cheque made payable to KAPLAN attached. Cheque No _____
 Credit card: Mastercard Visa

Card Number _____ / _____ / _____ / _____ Expiry Date ____ / ____

Cardholder Name _____ Cardholder Signature _____

PRIVACY – We recommend that you read Kaplan's Privacy Policy published on our website www.kaplanprofessional.edu.au.

Return this form to the Kaplan Professional office in your State via:

- MAIL** Higher Education Subject Exemption Application, GPO Box 9995 IN YOUR CLOSEST KAPLAN OFFICE
FAX NSW/ACT/NT/SA/International: 02 9908 0250 VIC/TAS: 03 9626 4571 QLD: 07 3229 9261 WA: 08 6267 7950

Application Assistance:

Contact your Student Adviser (details are listed in the 'Student' section of your 'My Studies' login) or call 1300 135 798 (+612 8248 7611).