

Mutual Recognition Application Form

If you are enrolling in a Kaplan subject you may be eligible for mutual recognition based on your previous study with an approved education provider.

Mutual Recognition refers to the recognition of qualifications and Statements of Attainment issued by another Registered Training Organisation (RTO).

Students applying for an exemption via Mutual Recognition will need to provide certified copies of their RTO issued Statements of Attainment or transcripts, listing the subject(s) completed and the relevant competencies.

Please note Kaplan does not award partial completion of a subject via mutual recognition.

Students need to complete and submit the Exemption via Mutual Recognition application form in this kit.

Other methods of exemption related to mutual recognition

- Automatic Exemption

This is a pre-approved exemption. It is not available for all subjects and is not suitable for all students' circumstances. Please check the Automatic Exemptions List for options related to the subject in which you are seeking an exemption.

Other documents related to this kit

- Kaplan Recognition Policy
- Automatic Exemption List

All documents are available on the Kaplan website on the '[Recognition & Exemptions](#)' page.

Approved providers

Any Registered Training Organisation (RTO).

Rules for exemptions via mutual recognition

Timing and currency

Any previous study referenced in an exemption application must have been completed no more than five (5) years prior to the date of your application.

Exemption for an exemption

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

Checklist of what to include in your application

Please read the accompanying instructions on the following pages for each of these items.

- The completed Exemption via Mutual Recognition application form at the end of this kit which includes:
 - personal details,
 - list of subject/s for which you are seeking an exemption, and
 - declaration
- Certified copies of transcripts or Statements of Attainment as evidence of completion of the subject for which the exemption is being sought.

Where to send your application

- **Post:** Assessment Services
Kaplan Head Office
Level 4, 45 Clarence Street
Sydney NSW 2000
- **Fax:** 1300 137 802

Documentation submitted

Please list the document/s you are submitting as proof of completion of a subject for which you are claiming an exemption via Mutual Recognition.

| Transcript/Statement of Attainment | Institution | From/To | Completed |
|------------------------------------|-------------|---------|-----------|
| | | | |
| | | | |
| | | | |

Certificates and transcripts related to vocational qualifications must meet the following criteria:

- Previous study must have been completed within five years of the date of application
- Previous study has not been granted as an exemption or similar
- Certified copies must be provided^{1 2}

¹ Copies of documents such as certificates, transcripts and supporting letters must be certified as a true copy of the original by a Justice of the Peace or a Kaplan staff member to be considered in the application.

² Documents submitted will not be returned to the applicant, only certified copies of documents such as certificates and transcripts should be submitted.

Application form – Exemption via Mutual Recognition

Personal details

Name: _____
(Dr/Mrs/Miss/Ms/Mr)

Student ID: _____ DOB: _____

Mailing Address: _____

State: _____ Postcode: _____

Phone: Business () _____ Mobile () _____

Home () _____ Fax () _____

Email _____

Are you an Authorised Representative/employee of an AFS Licensee? _____

If yes please provide name of licensee _____

Name of Training Manager _____

If you are an authorised Representative or an Employee of an AFS Licensee, you consent to the provision of all details of your training with Kaplan to your licensee by signing the attached declaration

Course and subject

Please indicate the course into which you are seeking an exemption via mutual recognition:

- FNS60404 Advanced Diploma of Financial Services (Financial Planning)
- FNS50804 Diploma of Financial Services (Financial Planning)
- FNS50107 Diploma of Financial Services
- FNS50504 Diploma of Financial Services (Finance/Mortgage Broking Management)
- FNS40804 Certificate IV in Financial Services (Finance/Mortgage Broking)

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

| Subject/s Code | Name of subject/s |
|----------------|-------------------|
| | |
| | |
| | |
| | |

Declaration

I have read the instructions provided on this document and supplied all information required for my application as outlined in these instructions.

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 Kaplan is final in awarding my exemption.

I agree to abide by Kaplan Education Policies.

I have accurately and truthfully represented my own study and/or work experience in this application. The documentation I have submitted represents my own work and experience.

Signature: _____

Date: _____

Please ensure that your application is complete and that you have attached all supporting documentary evidence.

Privacy

Kaplan Professional and its subsidiaries (collectively referred to as "Kaplan") appreciate that privacy is very important to you. Kaplan has adopted the following Privacy Policy because we recognise your right to expect that other people will treat your personal information as private. This Privacy Policy covers Kaplan's treatment of personally identifiable information that we collect or hold. Like many other organisations, Kaplan must comply with the National Privacy Principles in the Privacy Act when dealing with personal information. We recommend that you read Kaplan's Privacy Policy published on our website www.kaplanprofessional.edu.au.

Signature: _____

Date: _____

Where to send your application

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Kaplan Head Office
Level 4, 45 Clarence Street
Sydney NSW 2000
- **Fax:** 1300 137 802

Kaplan use only

Results

Additional comments: _____

Approved

Not approved

(Signature of Approving Authority)

(Date)

Records

- Certified copy of transcript or Statement of Attainment sighted
- Completion date has been checked and is within 5 years
- Exemption via Mutual Recognition result entered into database
- Applicant notified
- Mutual Recognition exemption application and supporting documents filed