

## Recognition of Prior Learning (RPL) Kit and Application Form

Recognition of Prior Learning (RPL) is the process whereby you may gain an exemption into a vocational subject or course based on the skills, knowledge and experience you have gained from previous training, study, work or life experience.

If you wish to gain an exemption via RPL you must submit evidence that demonstrates how you have met the requirements of the subject for which you are applying for an exemption.

Kaplan offers exemptions via RPL into the following courses:

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

### Fees

The fee for each subject exemption application via RPL is \$265.00.

Please note fees will not be refunded if your application is unsuccessful

### Other methods of obtaining exemptions for vocational education subjects

- Mutual Recognition
- Automatic Exemption

### Other documents related to this kit

1. Kaplan Recognition Policy
2. RPL Pro Forma
3. Mutual Recognition Kit and Application Form
4. Automatic Exemption List

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

### Rules for exemptions via RPL

#### No partial exemptions

RPL will only be granted for a whole subject, not part of a subject.

#### Exemptions for subjects which provide RG146 compliance

If you are seeking an exemption into a subject which provides RG146 compliance you must demonstrate that you have undertaken continuous training to maintain and update your knowledge and skills in the areas in which you are providing advice.

Where the training you have submitted as evidence was completed before 1995 Kaplan requires evidence that you have undertaken ongoing training to maintain the currency of your knowledge and skills.

### **Exemption for an exemption**

Previous study graded as an exemption cannot be used for an exemption into a Kaplan subject or course.

### **Your study must be at the right level**

Your approved study must be at a comparable Australian Qualifications Framework (AQF) level e.g. you need to submit evidence of diploma level study to obtain an exemption into a diploma level subject.

Where the approved study submitted in your application is at a lower AQF level (e.g. Certificate III or Certificate IV) to that in which the exemption is sought it must be supported by explicit evidence showing that you are, in fact, operating at the higher level e.g. work experience at a higher level. This needs to be supported by documentation such as verified CV and job description etc.

## **Other important considerations in compiling your application**

It is your responsibility to make sure your application:

- is completed correctly and thoroughly
- has evidence that matches the subject learning outcomes, content areas or units of competence
- demonstrates how your evidence covers the subject learning outcomes, content or units of competence
- is presented in the sequence specified in this kit
- has other relevant evidence attached, including resumes, supporting statements, transcripts etc, and
- is appropriately cross referenced

You are applying for an exemption into a Kaplan award subject for which students study and undertake at least 2 assessment events to complete. The onus is on you to present sufficient evidence to prove that you have already met the subject requirements through other study, training or experience.

Once submitted and your fees have been paid, your application will be considered as final and no further correspondence will be entered into.

## **Completed applications**

Completed applications should be submitted to:

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

## Checklist of what to include in your application

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

- The completed RPL application form at the end of this kit
- Completed subject pro forma/s for the subject/s in which you are seeking an exemption via RPL
- Certificates and transcripts related to prior study or training
- Subject/topic outlines related to completed study or training
- Relevant work history document/s

### 1. Application form

Please complete your personal details, list of subject/s for which you are seeking an exemption via RPL, declaration and payment details on the application form at the end of this kit and attach it to your application.

### 2. Completed subject pro forma/s for the subject/s in which you are seeking recognition

This pro forma is the standard format required for the submission of evidence that enables you to demonstrate to Kaplan that you have already achieved the subject learning outcomes, content or units of competence. Sufficient evidence must be provided to demonstrate that you have met all the subject requirements. *Please be very careful when submitting evidence.* Make sure that it proves your competence. Kaplan spends considerable time assessing the evidence provided in these applications to make sure it is relevant and at the requisite standard. **The charge for this service is \$265.00 and it is non-refundable irrespective of the success of your application.**

### 3. Certificates and transcripts

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<sup>1,2</sup>

<sup>1</sup> 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.

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

## **4. Subject/topic outlines**

Subject/topic outlines related to completed study for each of the subjects the application covers. Outlines must clearly indicate the:

- subject content, and
- year to which the outline applies (must match the year of completion indicated on the transcript).

## **5. Relevant work history document/s**

- Statements from employers
- Examples of work produced

## Application form – Recognition of Prior Learning (RPL)

### Personal details

This form must be completed and accompanied by documented evidence to support the Recognition of Prior Learning.

Do not send original documents. Any material received with this form will not be returned.

Date of Application \_\_\_\_\_

Name: \_\_\_\_\_  
(Dr/Mrs/Miss/Ms/Mr)

Student No: \_\_\_\_\_

Job Title/Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: Business ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_

Home ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

Kaplan Student ID: \_\_\_\_\_ Association Membership: \_\_\_\_\_ Member No. \_\_\_\_\_

Are you an Authorised Representative/Employee of AFS Licensee?  Yes  No

Name of Licensee \_\_\_\_\_ Name of Training Manager \_\_\_\_\_

Yes, please send me Kaplan's quarterly e-newsletter and updates via email

### Documentation submitted

Please list the document/s you are submitting as proof of completion of a subject for which you are claiming RPL. Ensure your documentation meets the required standards set out in point three of this document.

Transcript/Certificate/Credential	Institution	From/To	Completed

**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 RPL.

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.

If I am an Authorised Representative, or an employee of an AFS Licensee, I consent to Kaplan providing details of my training to my employer (the licensee) if requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Payment to Kaplan (ABN 85 124 217 670 ACN 124 217 670)**

Fees are applicable for RPL applications. Fees must be paid in Australian dollars at the time of lodging the application. The fee is **\$265** for RPL Applications.

Payment by:  Cheque no. \_\_\_\_\_ payable to **Kaplan** (attached)  
 Mastercard  
 Visa

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry date: \_\_\_\_ /

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

**Privacy**

Kaplan Education requires the information provided by you in this form to administer and manage the provision of our education services. Additionally it will assist us in providing and improving Kaplan Education's products and services, providing updates to you, sending you promotional and marketing material and invitations to be involved in Kaplan Education events and activities, and conducting other marketing and promotional activities. You will always have an opportunity to decline to receive marketing material. If you do not provide the required information, we may be unable to provide you with education services.

In order to deliver certain materials and information, and to otherwise deliver our products and services, Kaplan Education may provide your personal information to third parties or agents appointed to deliver our services to you (e.g. couriers and telecommunication service providers).

You can access your personal information, update your information and raise any concerns you may have about Kaplan Education's handling of your personal information by contacting Kaplan Education by email, phone, fax or letter. We recommend that you read Kaplan Education's Privacy Policy published on our website ([www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au)) or contact our Privacy Officer on +61 2 8248 6799 or email: [privacyofficer@kaplan.edu.au](mailto:privacyofficer@kaplan.edu.au).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Kaplan use only

### Results

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence accepted  Yes  No

\_\_\_\_\_  
(Signature of Approving Authority)

\_\_\_\_\_  
(Date)

### Records

- RPL application result entered into database
- Applicant notified
- RPL application and supporting documents filed

### Where to send your RPL application

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