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Recognition Policy

Date of implementation

This policy applies from 1 November 2011 and will be reviewed annually.

Purpose

The purpose of the Recognition Policy is to provide a:

- framework for the provision of recognition services for Kaplan Professional Education qualifications/courses/programs
- recognition service which is consistent with the Australian Quality Training Framework
- fair and equitable means of recognising an individual’s skills, knowledge and/or competencies for the purpose of them obtaining exemptions into Kaplan Professional Education qualifications/courses/programs

Entity

Unless otherwise specified, the use of the term Kaplan throughout this policy will apply to:

- Kaplan Vocational Education Pty Limited ABN 54 089 002 371

Kaplan Vocational Education Pty Limited is the vocational education business trading as Kaplan Professional Education.

Scope

This policy applies to individuals enrolled in Kaplan vocational award courses seeking exemptions through the following processes:

- mutual recognition
- recognition of prior learning
- assessment only.
Related documents

- Automatic Exemptions List
- Automatic Exemption Kit and Application Form
- Assessment Only Kit and Application Form
- Mutual Recognition Kit and Application Form
- RPL Kit and Application Form
- Subject pro formas for financial services vocational education
- Australian Qualifications Framework
Recognition

In an educational context ‘recognition’ is the means whereby educational institutions recognise a student’s previous study or work experience towards the achievement of one of their award subjects or units of competency.

The student seeking recognition of their previous work or study must submit evidence, or proof, that they have met the requirements of the subject or unit of competence.

The educational institution will assess the evidence presented and make a determination as to whether or not the student has met the requirements of the subject or unit of competence.

If successful the student will be granted an ‘exemption’ for that subject or unit of competence.

There are a number of ways to achieve exemptions for subjects in a Kaplan qualification or program (Advanced Standing, RPL, Mutual Recognition, pre-approved Automatic Exemptions application). These are covered in this policy.

Exemptions are granted for whole subjects, not parts of a subject. Where a unit of competency is offered as a separate option (instead of being packaged with a number of units as part of a subject) students may apply for an exemption for a unit of competency. Exemptions are not granted to part of a unit of competence.

It is the responsibility of the student applying for the exemption to supply sufficient evidence to demonstrate how they have met the learning outcomes, content or competencies of the subject or unit of competence in which they are seeking an exemption.

Students who feel they have the requisite knowledge and experience but cannot supply documentary evidence to support an exemption application may test themselves via an Assessment Only or Challenge Test option. (Financial Services only)
Recognition for Vocational Education subjects

There are two (2) ways students can achieve exemptions for Kaplan vocational subjects.

Mutual Recognition/Advanced Standing

- Refers to the recognition of qualifications and Statements of Attainment issued by another Registered Training Organisation (RTO). (Please note Kaplan does not award partial completion of a subject via mutual recognition.)
- Students applying will need to provide certified copies of their RTO issued Statements of Attainment or transcripts listing the subject(s) completed and the relevant competencies.
- Students also need to complete and submit the Mutual Recognition Application form. This can be downloaded from the Kaplan website.

Recognition of Prior Learning (RPL)

- An individual is granted an exemption for an award subject, unit/s of competence, or a course based on the skill, knowledge and experience they have acquired through previous training, work or life experience.
- Students applying for recognition via the RPL process must submit documentary evidence to support their claim of competence against the subject learning outcomes, content or competencies.
- RPL will be granted against a whole subject or unit of competence, not part of a subject or unit of competence.
- Students need to complete and submit the appropriate RPL Application Form. This can be downloaded from the Kaplan website.
Other methods of achieving recognition

**Automatic Exemptions**

Students enrolling in a Kaplan subject may be eligible for an Automatic Exemption based on previous studies with approved education providers.

Approved providers include:

- The Institute of Chartered Accountants (ICAA)
- CPA Australia
- CFA Institute
- Association of Chartered Certified Accountants (ACCA)
- Asian Securities Analysts Federation (ASAF)
- Finsia Education (formerly Securities Institute Australia)
- Tribeca
- Financial Planning Association (FPA)
- TAFE

A full list of automatic exemptions is available in the ‘Automatic Exemption List’ on the Kaplan website.

**Assessment Only (Financial Services only)**

Students who cannot provide sufficient documentary evidence to achieve an exemption for an award subject but believe they have the knowledge and skills identified in the subject learning outcomes may attempt to achieve the subject by the Assessment Only pathway.

Students must successfully complete all the assessment events for the subject to confirm their knowledge and skills directly against the subject outcomes or unit of competency. In most cases this consists of an examination and an assignment.

Learning materials or resources are not provided to students enrolling via Assessment Only, however students have access to Assessment Only subject rooms to access their assignment and book their exams.

Please note not all subjects are available by Assessment Only. Refer to the ‘Assessment Only Kit and Application Form’ on the Kaplan website for subject availability.
Rules for exemptions

Work experience
Work experience submitted in an exemption application must be current. Students must demonstrate that they have recent industry experience e.g. within the last 3-5 years or since completion of their study.

Currency of knowledge
Applicants must demonstrate that they have current knowledge of the subject area, e.g. through employment history or continuing professional development.

Exemption for an exemption (Financial Services Students only)
Previous study graded as an exemption cannot be used for an exemption into a Kaplan qualification.
Special rules for Vocational Education exemptions

Maximum exemptions

Students may obtain up to 100% of the following courses via exemption. Kaplan reserves the right, however, to vary this at their discretion, or request the student complete a Kaplan assessment or some other requirement before receiving 100% of an award via exemption.

- FNS60104 Advanced Diploma of Financial Services
- 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)
- FNS40604 Certificate IV in Financial Services (Accounting)
- BSB40807 Certificate IV in Frontline Management
- BSB51107 Diploma of Management
- FNS30110 Certificate III in Financial Services
- FNS40110 Certificate IV in Credit Management
- FNS40304 Certificate IV in Financial Services (Credit Management)
- FNS40610 Certificate IV in Accounting
- FNS40810 Certificate IV in Finance and Mortgage Broking
- FNS41010 Certificate IV in Banking Services
- FNS50310 Diploma of Finance and Mortgage Broking Management
- FNS50610 Diploma of Financial Planning
- FNS60410 Advanced Diploma of Financial Planning
- CPP40307 Certificate IV in Property Services (Real Estate)
- CPP50307 Diploma of Property (Agency Management)
How to apply for exemptions

For Automatic Exemptions or Mutual Recognition, students must:

- complete the relevant Exemption Application Form available on the Kaplan website, and
- provide a certified transcript of their studies, except where the study was completed with Finsia (formerly the Securities Institute), Tribeca or Kaplan.

For exemptions through approved study and/or work experience students must:

- Complete the relevant pro-forma for each subject/program in which they are seeking an exemption. Pro-formas are available on the Kaplan website, and
- Complete the relevant application form and provide all the necessary supporting documentation, including:
  - A certified academic transcript or examination results from the awarding institution (except where the study was completed with Finsia (formerly the Securities Institute), Tribeca or Kaplan).
  - Detailed subject outlines for the year in which the subject was passed. (This information is generally available from the Faculty Office of the awarding institution.)
  - A resume and evidence of work experience, including job descriptions.
  - Evidence of professional development activities.
  - Evidence of membership of relevant professional organisations.
  - An application can include multiple subjects.

Extra requirements for Real Estate exemption applications

After completing their application form and submitting their evidence for assessment they must also undertake an interview, generally with the same assessor, at the conclusion of the process.
Completing the documentation

Students must provide, as part of their application, details of their skills, knowledge and experience mapped to the content and/or learning outcomes, or unit(s) of competence for which recognition is sought.

Information on the evidence that candidates are required to provide is detailed in each information kit and application form. These are available on the Kaplan website.

- It is the responsibility of the student to ensure that their application:
  - is completed correctly,
  - is presented in the correct sequence,
  - has all the relevant evidence attached including resumes, supporting statements, transcripts etc, and
  - is appropriately cross referenced.

Applications cannot be considered unless they are completed correctly. It is strongly recommended that students keep a copy of their application.

Submitting documentation

Financial Services

Vocational Education exemption applications should be sent to:

ATTN: Assessment Manager
Kaplan Education,
GPD Box 9995
Sydney, NSW 2001
FAX: 1300 137 802

Real Estate

Real Estate exemption applications should be sent to:

Kaplan Professional Education,
GPO Box 9995
Assessing exemption applications

RPL applications are assessed by a technical expert and workplace assessor.

Students will be advised if their application is successful (i.e. they have provided sufficient evidence) or whether they are unsuccessful (i.e. there is insufficient evidence to determine that they are competent in the subject). Resubmission of an RPL application will attract additional fees.

Automatic Exemptions and Mutual Recognition

Correctly completed applications are processed within two weeks.

The assessment decision

The assessor will make a judgement on the extent to which the application provides evidence of the candidate’s skills, knowledge and experience in relation to the award subject or unit/s of competence for which recognition is sought.

The assessor will make one of three decisions:

1. Accept the application and grant an exemption.
2. Request further information because they were unable to make a decision on the evidence provided (extra fees may apply).
3. Deny the application and recommend that the candidate undertake further training or study to achieve the learning outcomes or unit/s of competence.

Notification of outcome

Students will be advised of the outcome of their application within three weeks after submission.

No numerical mark will be awarded. Students will be deemed ‘competent’ or ‘not yet competent’

In the event that an application is unsuccessful, the candidate may be invited to submit further evidence in the relevant area (extra fees may apply). In some cases the assessor may also contact the candidate to arrange an interview.

Appealing the outcome

Unsuccessful applicants may appeal to Kaplan if they are not satisfied with the process by which the decision was reached. Formal appeals lodged in relation to the determination of the grievance process will be dealt with in accordance with Kaplan’s Student Grievance Policy.

Students may obtain a copy of the Policy from Kaplan’s website.

The applicant has 10 working days to appeal following formal notification of the decision by the assessor. The appeals process will be finalised within 10 working days after the conclusion of the appeal hearing.
Recording of exemptions
Exemptions will be recorded on the student's Kaplan transcript once approved.

Fees
Fees are stated in the Application Kit or on the Application Form. The application fee covers all stages of the recognition process including administrative costs and is non-refundable.

Enquiries
If you have any enquiries about this policy please contact a Kaplan Customer Representative.

Responsible officer
The Responsible Officer for this policy is the Head of Curriculum or a delegated authority.