Advanced Standing/Exemption/RPL Policy

Kaplan Higher Education Pty Ltd.
Introduction

This policy is current as of 10 April 2015.

Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Kaplan Professional Education (“Kaplan”).

Purpose

Recognition of Prior Learning (RPL)/Advanced standing/subject exemption is defined in the AQF as an assessment process that involves assessment of an individual’s relevant prior learning to determine the credit outcomes of an individual application for credit.

All students who possess prior academic learning may submit evidence of such and apply for recognition.

Kaplan may award credit towards the achievement of their award for various forms of prior learning.

This policy applies to individuals enrolled in Kaplan courses. 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 Australian Qualifications Framework and National Code of Practice
• fair and equitable means of recognising an individual’s education, skills and experience for the purpose of them obtaining exemptions into Kaplan award courses
• process to ensure academic standards are safeguarded

Methods of achieving recognition

All enrolled students may seek recognition for prior study completed through the following methods.

Automatic Exemptions

Students may be eligible for an Automatic Exemption based on previous studies with an approved education provider. 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/precedent list may apply for Advanced Standing. Students must submit the relevant form available from the website along with the relevant subject outline (i.e. syllabi, objectives, assessment details etc), Academic Transcript and other documentation to show equivalencies to the requested subject outcomes.

Students may be required to achieve certain academic grades to be considered for exemption. Kaplan does not guarantee the transferability of credits from other educational institutions, nor does it guarantee that students who receive exemption will be assured success in future subjects.

Other methods

Kaplan may, on occasion, recognise the validity of various forms of training outside of Australia into its courses, providing they meet the AQF standards. They may also, at times, provide additional methods to assess a student’s knowledge of a given subject. This may include challenge exams, and assessment only options. Not all subjects or courses offer this and students should contact their campus or advisor to discuss this.
Rules for exemptions
While additional requirements may apply, the rules below outline the key factors in applying for exemption.

**Australian Qualifications Framework (AQF) level**
Completed studies must be at a comparable AQF level to the subject for which students are seeking an exemption. Where the completed study is at a lower AQF level to that in which the exemption is sought, it must be supported by evidence showing that the applicant operates at the higher level e.g. extensive work experience at the higher level, verified CV, job description, etc.

**Block credit**
Block credit may be granted for the successful completion of an accredited award program where the program contains material that is considered suitable for a course at Kaplan or Kaplan has been directly involved in the design and development of the program and the program articulates with a specific Kaplan course.

**Currency and relevance of knowledge**
Courses must be relevant and equivalent to the degree in which the student is enrolled and must have been completed prior to graduation.

**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 up to 50% of their subjects/credit points in a Kaplan qualification. Any request for advanced standing over 50% must go to Academic Board which may grant advanced standing over 50%. Only a maximum of 30% can be exempted into any postgraduate course based on undergraduate study.

**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 services representative. Standard rules for maximum exemptions apply.

**Recognised institution**
At Kaplan the prior learning may be from:
- a recognised higher education provider
- a TAFE or other recognized Vocational Education Training (VET) provider
- a professional body, enterprise, private educational institution, or other similar body
- work experience or other forms of practical experience, including voluntary work, however, a challenge exam may be required in some cases.
Time limits for approved study for higher education exemptions

Any previous study referenced in an exemption application, except those noted in automatic exemptions, should have been completed no more than five (5) years prior to the date of the application. Study completed more than five (5) years prior to admission to Kaplan will be evaluated on a case-by-case basis situation in order to determine the applicability of the coursework and may include a review of the applicants relevant work history.

Transcripts

All original or certified copies of transcripts must be sighted by Kaplan staff in order for an advanced standing 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 3-5 years or since completion of their study.

Overseas student exemptions

If an overseas student studying in Australia 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 for that student for that course; or 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 PRISMS under section 19 of the Education Services of Overseas Students (ESOS) Act 2000.

Assessment of Application

Once the student has submitted the relevant documentation (see relevant website for submission details) the application will be reviewed by Kaplan. Students will be advised of the outcome of their application within 2 weeks after the application being received.

Recording of exemptions

Exemptions will be recorded on the student’s Kaplan transcript as ‘Exempt’ once approved. Neither grades nor grade points are transferable or calculable as part of the cumulative grade point average.

Appealing the outcome

Applicants who are denied credit may present a written appeal for reconsideration. Unsuccessful applicants may pursue relevant legal action available to them under Commonwealth or State legislation if they are dissatisfied with the outcome of the exemption assessment process. Please see the Student Complaints and Appeals Policy for the full list of relevant authorities.
Transfer of Credit between Kaplan Institutions

Credit for subjects completed towards a qualification at one Kaplan’s institutions may be transferred to another Kaplan institution upon acceptance into that institution. Credit award may be based on:

1. The grades achieved
2. Course descriptions, objectives, or outcomes being assessed as equivalent;
3. Applicability of any core/major subjects to the course; and
4. Conversions from quarter to semester/trimester credit systems, or vice versa.

Students transferring between Kaplan campuses must fulfil their financial obligations at any previously attended locations prior to enrolment. In order to graduate from a particular Kaplan provider, a student must have completed at least his or her final term at that location and met all other graduation requirements.

Related policies and documents

This policy should be read in conjunction with the following Kaplan policies:
• Complaints and Appeals Policy
• Access & Equity Policy
• Assessment Policy
• Progression Policy

Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Academic.

<table>
<thead>
<tr>
<th>Policy Category</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Owner</td>
<td>Vice President, Academic</td>
</tr>
<tr>
<td>Review Date</td>
<td>January 2016</td>
</tr>
<tr>
<td>Approved by</td>
<td>VP, Academic on behalf of the Academic Board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change and Version Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>1.1</td>
</tr>
</tbody>
</table>