



Recognition of Prior Learning Application

Undergraduate

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PART 1: RECOGNITION OF PRIOR LEARNING INFORMATION

What is Recognition of Prior Learning?

At Kaplan Professional, we recognise that you may be eligible for Recognition of Prior Learning (RPL) as a result of your prior related studies and relevant work experience. When you apply for RPL, we will assess your prior studies and experience, and you may be awarded Advanced Standing (also known as “credit”) for a portion of the course in which you are currently studying. Recognition of Prior Learning may result in a reduction of the amount of study required to achieve your qualification.

How to complete your application

An applicant must fully complete this application form and submit the completed application to rpl@kaplan.edu.au ensuring you have:

- completed the application form and signed the declaration
- supplied the required supporting evidence.

Note: Your application for Recognition of Prior Learning will not be reviewed until the completed application, signed declaration and required evidence has been provided.

Advanced Standing guidelines

Advanced Standing is awarded in accordance with Kaplan Professional’s [Recognition of Prior Learning Policy](#).

Important to note:

- Students may obtain Advanced Standing up to a maximum of 67% of the total number of subjects in a specified course.
- Evidence supporting your application based on prior accredited studies must demonstrate a minimum of 80% coverage of the equivalent Kaplan Professional subject learning outcomes for each subject which Advanced Standing is being applied for. Kaplan Professional will assess the evidence provided in your application to determine if your prior studies meet the coverage requirement.
- Kaplan Professional will not grant Advanced Standing for any subjects if the equivalent subject has been awarded Advanced Standing, credit or equivalent previously at either Kaplan Professional or at another provider.
- Any study cited in a Recognition of Prior Learning application must have been completed no more than ten (10) years prior to the date of application, with the study being accredited by the appropriate Higher Education regulator at the time that the study was completed.
- Approved study must be at a comparable Australian Qualifications Framework (AQF) level. Kaplan Professional’s Higher Education qualifications are accredited at the following AQF Levels:
 - Higher Education Diploma – AQF 5
 - Graduate Certificate – AQF 8
 - Graduate Diploma – AQF 8
 - Masters – AQF 9

How long will the assessment of my application take?

Kaplan Professional will respond to your application within 15 business days. If insufficient supporting evidence is provided, your application may be delayed or declined.

How will my application be assessed?

Kaplan Professional will undertake an academic review of your application based on your supporting evidence. Kaplan Professional may contact you if further details are required to review your application, which may result in a delay in the assessment of your application.

Your application will be assessed by an academic staff member based on the evidence provided, including but not limited to your certified external academic transcripts, a current curriculum vitae (CV) and any professional designations that you may hold.

When reviewing your application, Kaplan Professional will be assessing all of the following:

- That you have achieved a quality and standard of learning equivalent to tertiary studies at the appropriate AQF level.
- That you have attained at least 80% of the learning outcomes of a specific subject or subjects based on prior studies (100% for work related experience). Learning outcomes and other information for Kaplan Professional's subjects can be found on our website www.kaplanprofessional.edu.au.
- That your prior learning was equivalent in discipline content, depth and breadth.

As an accredited Institute of Higher Education, Kaplan Professional is bound by strict policies and legislation. With the high level of rigor involved in assessing an RPL application, any subject(s) approved for RPL cannot be substituted for an alternative subject.

If your application is approved, Advanced Standing may be granted for the relevant subjects. If your application for Recognition of Prior Learning is declined, you will need to enrol into and complete the relevant subjects in order to complete your qualification.

Can I appeal the outcome of any decision related to my application?

You may appeal the outcome of Kaplan Professional decision in accordance with the [Grievances, Complaints and Appeals Handling Policy](#) located on our website.

PART 2: RECOGNITION OF PRIOR LEARNING APPLICATION FORM

REQUIRED PERSONAL DETAILS							
Title:	☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr			Other (please specify):			
Student ID:				Preferred customer code:			
First name:				Middle names(s)			
Last name(s):				Preferred name:			
Gender:				Date of birth:			
Contact details							
Work:		Home:			Mobile:		
Email:							
Permanent residential address (Compulsory)							
Street address							
Suburb:		State:		Country:		Postcode:	
Business details							
Business name:							
Street address or PO Box:							
Suburb:		State:		Country:		Postcode:	
Preferred mailing address: (please indicate)							
Residential ☐ Business ☐							

Course and subject:

Please indicate the higher education course into which you are seeking Recognition of Prior Learning:

☐ Diploma of Financial Services

Are you currently enrolled in the course/s for which you are seeking Recognition of Prior Learning?

☐ Yes ☐ No

Recognition of Prior Learning options

Option 1: Recognition of Prior Learning based on industry designation / prior related study on Credit Precedent List

Submit an application via this option if you have completed an industry recognised designation or studies listed on the Credit Precedent list located on the Kaplan Professional website (<https://www.kaplanprofessional.edu.au/current-students/higher-education/postgraduate-advanced-standing>). The Credit Precedent list is provided as a guide only and should be viewed in conjunction with chosen courses and applicable course requirements.

To apply for Recognition of Prior Learning on this basis, ensure that you complete Option 1 on page 7.

Option 2: Recognition of Prior Learning based on prior postgraduate study (not on Credit Precedent List)

Submit an application via this option if you have completed prior related studies at an approved education provider and are seeking Advanced Standing for Kaplan Professional subjects based on your prior study. This option is for considering studies where a pre-approved credit is not listed on the Credit Precedent List.

Evidence supporting your application must demonstrate a minimum of 80% coverage of both the subject learning outcomes and content for the equivalent for each Kaplan Professional subject for which Advanced Standing is being applied for. Kaplan Professional will assess the evidence provided in your application to determine if your prior studies meet the coverage requirement.

To apply for Recognition of Prior Learning on this basis, ensure you complete Option 2 on page 8.

Option 3: Work experience

Submit an application via this option if you have recent relevant work experience of at least three (3) within the last five (5) years for the work experience to be recognised as prior learning at Kaplan Professional. Additional assessment will be required to validate the veracity of the application and you must demonstrate the required knowledge and skills at the applicable [AQF standard](#).

You must submit a written statement with your application that demonstrates 100% coverage of the equivalent Kaplan Professional subject learning outcomes for each subject for which Advanced Standing is being sought. Your written statement must be supported by relevant evidence, including but not limited to a current CV, redacted work samples, employer letters and/or client testimonials. Kaplan Professional will assess the evidence provided in your application to determine if your work experience meets the coverage requirements.

In the event of an unsuccessful application, you will be provided with detailed feedback on why your application has been unsuccessful. As such, further submissions based on work relevant experience will not be accepted for the purpose of awarding Advanced Standing.

If you submit any client personal identifying information, your RPL application will be automatically denied and your licensee and/or ASIC will be notified of this breach in accordance with [ASIC Information Sheet 259](#).

To apply for Recognition of Prior Learning on this basis, ensure you complete Option 3 on page 9.

Option 2: Recognition of Prior Learning based on prior related study (not on Credit Precedent List)

Submit an application via this option if you have completed prior related studies at an approved education provider/institution and are seeking Advanced Standing for those subjects based on your prior study. This option is for considering studies where a pre-approved credit is not listed on the Credit Precedent List.

Evidence supporting your application must demonstrate a minimum of 80% coverage of both the subject learning outcomes and content for the equivalent for each Kaplan Professional subject for which Advanced Standing is being applied for. Kaplan Professional will assess the evidence provided in your application to determine if your prior studies meet the coverage requirement.

Evidence requirements

- Copies of subject outlines for equivalent subjects (must include learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload).
- Certified copy of qualification certificate and academic transcript. Refer to [Provision Entry Requirement](#) for guidance as to who can certify your documents.
- Current CV/Resume.

Note:

- Your application will not be assessed if the required evidence has not been included.
- If you are an existing adviser seeking Advanced Standing as part of your FASEA education pathway, you must complete the [KHE Recognition of Prior Learning Application \(existing financial adviser\)](#) form downloadable from our website.

Please indicate the Kaplan Professional subject/s for which you are seeking Recognition of Prior Learning, as well as the equivalent subject/s completed prior (if relevant).

KP code	Subject name	Equivalent code	Equivalent subject name	Institution	Date completed

Option 3: Recognition of Prior Learning based on work experience

Submit an application via this option if you have recent relevant work experience of at least three (3) within the last five (5) years for the work experience to be recognised as prior learning at Kaplan. Additional assessment will be required to validate the veracity of the application and you must demonstrate the required knowledge and skills at the applicable [AQF standard](#).

You must submit a written statement with your application that demonstrates 100% coverage of the equivalent Kaplan Professional subject learning outcomes for each subject for which Advanced Standing is being sought. Your written statement must be supported by relevant evidence, including but not limited to a current CV, redacted work samples, employer letters and/or client testimonials. Kaplan Professional will assess the evidence provided in your application to determine if your work experience meets the coverage requirements.

Kaplan Professional may require you to complete a challenge exam if there are concerns in the veracity of your statement and supporting evidence. The questions in the challenge exam will cover all the learning outcomes for the subject for which Advanced Standing is being sought. If a challenge exam is required, the cost for the exam will incur an additional fee of \$250 per subject and must be paid prior to sitting the exam. Only one attempt is permitted per challenge exam.

If you submit any client personal identifying information, your RPL application will be automatically denied and your licensee and/or ASIC will be notified of this breach in accordance with [ASIC Information Sheet 259](#).

In the event of an unsuccessful application, you will be provided with detailed feedback on why your application has been unsuccessful. As such, further submissions based on work relevant experience will not be accepted for the purpose of granting Advanced Standing for a subject.

Evidence requirements

- You are required to complete a Subject Learning Outcome Statement for each subject you are seeking Advanced Standing. A minimum of 200 words is required for each of the learning outcomes demonstrating how your work experience meets each of those outcomes at the [appropriate AQF standard](#).
- Certified copy of qualification certificate and academic transcript. Refer to [Provision Entry Requirement](#) for guidance as to who can certify your documents.
- Current CV/Resume.
- Employer reference letter(s).
- Portfolio of relevant work sample (please obtain permission from employer and redact any confidential information).
- Relevant workplace awards or certificate(s).
- Relevant industry acknowledgements and/or client testimonials.
- Evidence of relevant prior training.
- Relevant association memberships.

Note:

- Your application will not be assessed if the required evidence has not been included.
- Naming convention for each document supplied.
Studentnumber_SubjectCode_Submissionnumber (e.g.
12345678_DFSC101_RPL_v1).

Please indicate the Kaplan Professional subject/s for which you are seeking Recognition of Prior Learning.

KP code	Subject name	Evidence received	SLO statement complete

Fees and Charges

All fees are in Australian dollars and are subject to change without notice. GST is included where applicable. Fees must be paid at the time of application. For information on refunds and transfers, please refer to the postgraduate policies at <http://www.kaplanprofessional.edu.au/faqs/studentpolicies>.

Fees and charges		Fees (per subject)
Application fee		\$250*
Recognition of Prior Learning based on industry designation/prior related study on Credit Precedent List (Kaplan Professional studies only)		Nil
Recognition of Prior Learning based on industry designation/prior related study on Credit Precedent List (studies outside Kaplan Professional, including industry designations)		\$50
Recognition of Prior Learning based on prior related study (not on Credit Precedent List)		\$250
Recognition of Prior Learning based on work experience		\$250
Challenge examination (if required by Kaplan Professional)		\$250
*Application fee: A single non-refundable \$A250.00 application fee will be charged upfront. (i) If your Recognition of Prior Learning application is unsuccessful, no further fees will apply. (ii) If your Recognition of Prior Learning application is successful, your application fee will be credited towards the balance of your overall Recognition of Prior Learning application fees.		
Payment method		
Credit card payment: We take your privacy seriously – Kaplan Professional is unable to accept credit card details via email or in a word/pdf document format. If you wish to make a payment by credit card, please indicate how you would like to pay below. I wish to pay by ☐ MasterCard ☐ Visa ☐ AMEX (Additional 2.5% surcharge)		
Pay online	Kaplan Professional will email you a copy of your invoice once it's ready to pay online via your student portal.	
Pay over the phone	Kaplan Professional will call once your invoice is ready to pay. If the person Kaplan Professional needs to contact is not you, please provide their name and the best contact number to reach them below.	

Contact name		Contact number	
Total payment	\$		
Invoice company: (Only available to companies with an approved Kaplan Professional account. The invoice will be sent to the address specified on the company account. To authorise this invoice request you must be an existing contact on your company account with Kaplan Professional. In the absence of an authorised signature, an email will be sent for approval of enrolment.			
Corporate account name		Corporate account number	
Training manager name		Training manager number	
Invoice to name		Invoice to number	

Student declaration

I hereby declare:

- I have read the instructions provided on this document and supplied all information required.
- I have accurately and truthfully represented my study and work experience in this application.
- 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 understand the material sent by me will not be returned.

Privacy notice

By submitting your application for Recognition of Prior Learning, you consent to Kaplan Professional collecting your personal information (including your name, address, date of birth and other identifying information) for the purpose of administering your enrolment in your chosen course of study. Your enrolment may not be processed or continued if you do not provide all of the information requested. We may disclose personal information about you in accordance with our privacy policy, including to third parties seeking to verify the qualification(s) attained through your course(s) of study. Our privacy policy contains detailed information about how we handle your personal information, how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

Signature:

Date:

Our privacy policy provides information about how you can access and correct the personal information we hold about you or make a privacy complaint. A copy of our privacy policy is available at <http://www.kaplanprofessional.edu.au/privacy-policy>