

# Admissions Policy

Kaplan Higher Education Pty Ltd.





## Scope

This policy is applicable to Applicants and existing Students applying to undertake studies at Kaplan Higher Education Pty Ltd trading as Kaplan Professional ("Kaplan"), including Non-Award study.

The policy applies to both Onshore and Offshore Applicants and Students.

## Purpose

The purpose of this policy is to outline the principles and requirements related to the Admission of Students into Kaplan Professional Courses.

The objective of this policy is to:

- Maintain a fair and transparent Admissions process in line with the *Higher Education Standards Framework (Threshold Standards) 2021*.
- Support the integrity of the Kaplan Admissions process.

## Definitions

<b>Accrediting / Regulatory Body</b>	The accrediting or Regulatory Body refers to both government and professional bodies who provide formal accreditation of Kaplan Award Courses.
<b>Admission / Entry Requirements</b>	A set of one or more criteria that an Applicant must demonstrate as satisfactory in order to gain Admission to a Kaplan Award Course.
<b>Applicant</b>	An individual applying to study an Award Course at Kaplan. The individual may, or may not, be a current Student of Kaplan.
<b>Australian Qualifications Framework</b>	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
<b>Award Course ("Course")</b>	A Tertiary Education and Quality Standards Agency (TEQSA) accredited Course, approved by the Kaplan Higher Education Academic Board, that leads to a formal qualification through recognised study.
<b>Course Structure</b>	The collection of academic Subjects, which may or may not lead to an award.
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students (Australia only).
<b>Domestic Student or Applicant</b>	A Domestic Student or Applicant is defined under this policy as either: <ul style="list-style-type: none"><li>• Australian citizens (including Australian citizens with dual citizenship)</li><li>• Non-Australian citizens under the following categories:<ul style="list-style-type: none"><li>○ New Zealand citizens</li><li>○ Australian permanent residents</li><li>○ Permanent humanitarian visa holders</li><li>○ Pacific engagement visa (PEV) holder.</li></ul></li></ul>
<b>English Language Proficiency</b>	The demonstrated ability of Applicants and individuals to use the English language, both written and verbal, to communicate meaning while completing their Award Course at Kaplan Professional.
<b>International/ Overseas Student or Applicant</b>	An International/Overseas Student or Applicant is defined under this policy as an individual who has been granted a Student visa (subclass 500) or training visa (subclass 407) by the Australian Government Department of Home Affairs.



As Kaplan is not a CRICOS registered provider, study or training visas are not considered valid visas for the purpose of Admission into a Kaplan Course. Students who are not studying within Australia at the time of enrolment are not considered as International/Overseas Students for the purpose of this policy but must meet the English Language Proficiency requirements outlined in this policy.

<b>Mature Age Entry</b>	Applicants may apply for Mature Age Entry if they are 21 years of age and over. School results, TAFE or VET qualifications, work experience and other informal study may be accepted in support of their application.
<b>Non-Award</b>	A Non-Award Subject is a unit of study that does not automatically lead to a formal qualification that has been accredited by TEQSA ('Award Course'). Under circumstances outlined in the <i>Recognition of Prior Learning Policy</i> , recognition of prior learning may be granted into an award-Course for Non-Award Subjects studied at Kaplan.
<b>Offer of Enrolment</b>	A formal invitation made to the Applicant to enrol an Award Course at Kaplan.
<b>Offshore Applicant or Student</b>	An Applicant or Student who is enrolling in an Award Course at Kaplan but resides outside of Australia.
<b>Onshore Applicant or Student</b>	An Applicant or Student who is enrolling in an Award Course at Kaplan and resides in Australia.
<b>Student</b>	An Applicant who has accepted an offer of Admission made by Kaplan.
<b>Subject</b>	A unit of study in an Award Course, as set forth within the individual Course Structure. The unit of study may also be taken as a Non-Award Subject.

## Principles

- Admission decisions will be fair, consistent, transparent and as objective as possible.
- Admission decisions are based on demonstrated merit either through prior academic study and/or through professional experience that is relevant to the Course.
- Kaplan is committed to providing opportunities for individuals who have experienced educational disadvantages and Kaplan provides Admission pathways to groups who are under-represented in higher education. Kaplan will consider Admission decisions based on promoting diversity and equity in higher education.
- Kaplan will review the minimum Entry Requirements for Courses so that Students have the academic background and/or industry experience to be reasonably prepared to succeed in their academic studies at Kaplan.
- Entry requirements will be published on the Kaplan website and will be readily accessible by both current and prospective Students.
- Kaplan will conduct regular audits of Admission decisions to support consistency and fairness in the Admission process.
- Kaplan will monitor the cohort of Students who are admitted through an Admission pathway to reasonably manage the academic success of those Students.
- Kaplan will periodically review the Admissions policy and procedures and update as required to confirm the policy complies with applicable regulation, legislation and industry best practice.



## Entry requirements development, review and approval procedure

An Applicant must meet the minimum Course Entry Requirements as required to qualify for Admission into Kaplan. The Entry Requirements have been approved by the Academic Board and implemented by Kaplan to confirm that a Student has a reasonable prospect of academic success in the Course.

The Entry Requirements for Kaplan Courses are reviewed on a regular basis by the Teaching and Learning Committee in accordance with Kaplan's *Academic Quality and Governance Framework*. Any changes to the Entry Requirements for a Course must not disadvantage a Student who has been made an offer from Kaplan prior to the changes being approved.

Approved changes to Entry Requirements will be published on the Kaplan website. Kaplan will honour any formal offers that have been made to Students who received an offer based on previous Entry Requirements prior to the publication of any changes.

Minor changes to the Entry Requirements, such as typographical errors and changes to administration procedures, may be approved by the implementation officers of this policy without approval being sought from the Teaching and Learning Committee or the Academic Board.

## Course Admission

Courses are available to applicants who fall into one of the following categories:

- Australian citizens,
- Australian permanent residents,
- New Zealand citizens,
- permanent humanitarian visa holders,
- Pacific engagement visa (PEV) holder,
- Offshore Applicants who reside outside of Australia.

Students must be 18 years of age upon Course commencement.

Kaplan has implemented procedures to assess whether an Applicant's prior qualifications, experience and English Language Proficiency are sufficient to support a reasonable prospect of academic success.

Applicants applying for direct entry into an Award Course must complete the electronic or hard copy enrolment form located on the Kaplan website. Alternatively, Applicants may also contact Kaplan directly for enrolment into an Award Course.

Applicants may be required to provide additional documentation to support their application at Kaplan, including but not limited to:

### Undergraduate Courses - Diploma

- Completion of an Australian Senior Secondary Certificate of Education (or equivalent) within the past two years (ATAR not required); or
- completion of a Certificate III or higher qualification; or
- at least two years full-time (or part-time equivalent) relevant work experience; or
- academic and/or professional qualifications demonstrating potential to undertake study at this level.
- Proof of English Language Proficiency for Applicants whose academic qualification(s) were not completed in English, or whose relevant industry experience occurred in an English-speaking environment.

### Postgraduate Courses

- Certified copies of Australian tertiary transcripts/qualifications.
- For International qualification(s):
  - verified copies of International transcripts/qualifications (transcripts from foreign institutions must be translated and/or evaluated by an approved foreign credential evaluator).
- Any additional supporting documentation as requested by Kaplan, including but not limited to proof of



related industry experience.

- Proof of English Language Proficiency for Applicants whose academic qualification(s) were not completed in English, or whose relevant industry experience occurred in an English-speaking environment.

Failure to complete the enrolment form or to supply any requested documentation will result in the application not being assessed or approved by Kaplan.

All Applicants are assessed according to the same Admission criteria, regardless of their state or territory of residence. Entry is based on meeting the relevant educational qualifications or alternative entry pathway, no pre-selection process applies. An ATAR or STAT result is not required for Admission.

## International/ Overseas Applicants

As Kaplan is not a CRICOS registered provider, International Students on a study or training visa are not eligible to apply for Admission into any Courses at Kaplan.

Kaplan may admit Applicants who possess a visa that grants the visa holder the right to study within Australia without conditions provided that the visa is not a study or training visa. For these Applicants, Admission into any Course at Kaplan is restricted to Applicants possessing a visa with an expiry date within the Course duration timeframes that are published on the Kaplan website.

Kaplan reserves the right to verify the Applicant's visa conditions using the Department of Home Affairs Visa Entitlement Verification Online system (VEVO). Applicants may be required to supply additional information and documentation to Kaplan upon request.

If an Applicant possesses an Overseas qualification(s), the qualification(s) will be assessed for equivalence in Australia at the time of application under the guidelines provided by the Australian Government's Department of Education. Vocational qualifications will be assessed for equivalence using the National Register of Vocational Education and Training.

## Applying for Admission

Applications for Admission to a Kaplan Award Course are made online through the electronic form located on the Kaplan website. Alternatively, Kaplan can provide the following:

- A hardcopy Admission form for completion by the Applicant.
- Application over a recorded phone conversation with an authorised Kaplan representative.

If an Applicant is applying for FEE-HELP, Kaplan will supply the Applicant with the Department of Education *"Request for a FEE-HELP loan"* form. A signed copy of the form is required to be submitted as part of the Student's application for Admission.

Incomplete applications for Admission to Kaplan, or applications which are not submitted using the approved form (either electronic, hardcopy or over the phone with an authorised Kaplan representative) may not be assessed or approved by Kaplan.

If an Applicant is applying for FEE-HELP, Kaplan will supply the Applicant with the Department of Education *"Request for a FEE-HELP loan"* form. A signed copy of the form is required to be submitted as part of the Student's application for Admission.

Meeting the minimum Entry Requirements under this policy is not a guarantee of Admission, and Kaplan reserves the right to decline applications at Kaplan's discretion.



## Admission by proxy

Admission applications submitted by a proxy will not be accepted.

Subject enrolments by an authorised proxy are permissible on the condition that the enrolled Student and their proxy witness sign a legally binding acknowledgement that the Student authorises the proxy to enrol the Student on the Student's behalf. The Student will remain liable for any and all actions taken on their behalf by the proxy.

## Offer of Enrolment

Instructions will be provided during the application process on how an Applicant may formally accept an Offer of Enrolment to Kaplan. Any offers made to an Applicant are conditional on the Applicant meeting the individual Course Entry Requirements as published on the Kaplan website and providing the appropriate supporting documentation requested by Kaplan.

Once the Applicant has accepted their offer, they will become a Kaplan Student and be granted Student access to the Kaplan Learning Management System. Students may elect to enrol in either full or part time studies by varying the number of Subject enrolments for the applicable study period. Information on the number of Subjects that constitute full or part time studies for an Award Course per study period may be found on the Kaplan website.

## Course Entry Requirements

Kaplan annually determines the minimum academic and/or relevant industry experience required for Admission into a Kaplan Award Course to confirm that an Applicant is reasonably prepared to succeed in their academic studies at Kaplan.

Applicants must meet the individual Course Entry Requirements as published on the Kaplan website, and provide the requisite supporting documentation as part of their application for Admission.

## Evidence of academic ability

### Undergraduate Courses

- Diploma Courses
  - If an Applicant has completed a minimum of two (2) AQF level 5 or higher Subjects (or equivalent), this will be considered as evidence of demonstrated ability to undertake study at a diploma level.
- Bachelor's degree
  - If an Applicant has completed a minimum of two (2) AQF level 7 or higher Subjects (or equivalent), this will be considered as evidence of demonstrated ability to undertake study at an undergraduate level.

### Postgraduate Courses

- If an Applicant has completed a minimum of two (2) AQF level 8 or higher Subjects (or equivalent), this will be considered as evidence of demonstrated ability to undertake study at a postgraduate level.

## English Language Proficiency

Applicants who possess a qualification(s) where the medium of instruction and assessment were not completed in English, or whose related industry experience did not occur in an English-speaking environment, must demonstrate the minimum levels of English proficiency attained no greater than two years prior to application as described below:



## Undergraduate Courses - Diploma

- International English Language Testing system (IELTS) Academic test: Overall band score of **5.5** (minimum **5.0** in writing)
- Pearson Test of English (PTE) Academic: Academic score of **46**
- TOEFL (iBT): Overall score of **46**
- KTE (Kaplan Test of English): Score greater than **426** Overall for listening, reading and grammar, and **B2** for speaking and writing
- CAE (Cambridge C1 Advanced Test): Overall score of **162**
- Occupational English Test (OET): Score of at least **B** for each test component.
- Duolingo English Test: Overall score of **110**
- General Certificate of Education (GCE):
  - GCE Ordinary Level – Grade C in English Language or English Literature
  - GCE Advanced Subsidiary Level – Grade C in English Language or English Literature
  - GCE Advanced Level – Grade D in English Language or English Literature

## Postgraduate Courses

- International English Language Testing system (IELTS) Academic test: Overall band score of **6.0**
- Pearson Test of English (PTE) Academic: Academic score of **50**
- TOEFL (iBT): Overall score of **64**
- KTE (Kaplan Test of English): Score greater than **426** Overall for listening, reading and grammar, and **B2** for speaking and writing
- CAE (Cambridge C1 Advanced Test): Overall score of **169**
- Occupational English Test (OET): Score of at least **B** for each test component.
- Duolingo English Test: Overall score of **110**
- General Certificate of Education (GCE):
  - GCE Ordinary Level – Grade C in English Language or English Literature
  - GCE Advanced Subsidiary Level – Grade C in English Language or English Literature
  - GCE Advanced Level – Grade D in English Language or English Literature

## Work experience in an English-speaking environment

Applicants who have continuously lived and worked in a recognised English-speaking country for at least five of the past eight years from the date of application may be considered to have met the English Language Proficiency requirements. Employment must be in a role that required regular communication in verbal and written English conducted in a professional or skilled capacity.

Evidence must include:

- A current CV outlining employment history, including job titles, dates, and key responsibilities.
- At least one signed employer reference on company letterhead or position description detailing the nature of the work, dates of employment, and supervisor contact details.

The Admissions Team may request additional evidence, including interviews or written statements, to verify the Applicant's proficiency level. Final approval is at the discretion of the Head of Operations.

## Recognised Prior Learning (RPL)

Kaplan provides advanced standing for Subjects in accordance with Kaplan's *Recognition of Prior Learning (RPL) Policy*.



## Internal Course transfer

Students may transfer between Courses offered by Kaplan, Subject to the Student meeting the Entry Requirements for the subsequent Course. If a Student is transferring to a higher AQF level nested qualification, the Student may be eligible for advanced standing for Subjects already completed in accordance with Kaplan's *Recognition of Prior Learning (RPL) Policy*.

## Non-Award study

Kaplan recognises that Applicants may wish to study one or more higher education Subjects at Kaplan as a Non-Award Subject for purposes such as professional development or personal interest without having to complete the full Course. Non-Award Subjects are not eligible for FEE-HELP.

Applicants for Non-Award study must adhere to the Kaplan *Admissions Policy*, noting that individual Course Entry Requirements do not apply for Admission into Non-Award study.

Upon completion of Non-Award Subject(s), Students may apply to Kaplan for Admission into an Award Course, noting that individual Course Entry Requirements will apply. In the instance where the minimum Entry Requirements have not been met, an application may be eligible for Admission to an Award Course through one of the alternative entry pathways detailed in this policy.

Recognition of Prior Learning (RPL) for Non-Award Subjects may be granted under the guidelines published in the Kaplan *Recognition of Prior Learning (RPL) Policy*.

## Alternative entry pathways

Applicants who do not meet the Entry Requirements for a Course may be admitted through one of the alternative entry pathways outlined in this policy. Kaplan will notify the Applicant of the outcome of their application and suggest the best study pathway for their Course.

Following successful application through one of the alternative entry pathways into a Course, a Student will be permitted to enrol in up to two (2) Subjects in either a Diploma, Bachelor or Graduate Certificate Course on a provisional basis.

Upon successful completion of two (2) Subjects within the provisional Course enrolment, the Student will have met the entry requirement of having demonstrated evidence of academic ability to be permitted to have the provisional restriction removed from their enrolment.

## Access and equity pathway

Kaplan recognises that Applicants may not meet the minimum Entry Requirements for a Course due to experiencing significant educational disadvantages. The Access and Equity Pathway has been established by Kaplan to grant special consideration in the Admission process to applicable Applicants by allowing Admission into a Diploma, Bachelor or Graduate Certificate qualification at Kaplan on a provisional basis.

The following categories of disadvantage may be considered by Kaplan when granting special consideration for Admission:

- Aboriginal and Torres Strait Islander peoples.
- Individuals with disabilities.
- Areas of study where specific genders have been traditionally underrepresented.
- Individuals from a non-English speaking background.





- Individuals who are the first in their family to attend a higher education institution.
- Individuals from lower socio-economic backgrounds.
- Individuals from remote, rural or isolated areas.
- Any other groups of prospective Students who may have experienced educational disadvantage.

To apply for Admission into Kaplan through the Access and Equity Pathway, Applicants will need to submit a written statement explaining how the disadvantages they have experienced have impacted on their educational performance. The statement will need to be accompanied by supporting evidence, such as a statutory declaration from an individual who is not a direct relative to the Applicant and/or medical documentation where applicable. Any applications for special consideration which are not accompanied by supporting documentation will not be assessed by Kaplan.

## **Aboriginal and Torres Strait Islander pathway**

An Applicant identifying as an Aboriginal or Torres Strait Islander person may apply to study at Kaplan under the Access and Equity Pathway.

Applicants applying for Admission to Kaplan under the Aboriginal and Torres Strait Islander pathway are required to either:

- Provide a letter of 'Proof' or 'Confirmation of Aboriginal or Torres Strait Heritage'; or
- Complete the 'Heritage Declaration Form' available on the Kaplan website.

As the declaration requires Applicants to state that they are of Aboriginal or Torres Strait Islander descent, some, or all of the Applicant's ancestors must be Aboriginal or Torres Strait Islander people.

The declaration also requires Applicants to state that they identify as an Aboriginal or Torres Strait Islander person and that they are recognised by their community as a person who is of Aboriginal or Torres Strait Islander descent.

For further information regarding obtaining proof of Aboriginal or Torres Strait Islander heritage, Applicants are advised to refer to the "Family History – Before you start" section of the Australian Institute of Aboriginal and Torres Strait Islander Studies website <https://aiatsis.gov.au/>

## **HEADSTART pathway for postgraduate studies**

If an Applicant fulfils one of the criteria below, they may be eligible to apply for entry into a postgraduate Course under the Kaplan HEADSTART program:

- The Applicant is currently enrolled in the final semester of a related undergraduate Course; or
- The Applicant is a Kaplan Student enrolled in the final Subject of a Kaplan Diploma or Advanced Diploma; and
- The Applicant possesses two years of related industry experience.

Applicants must provide Kaplan with the following information as part of their application:

- Applicants undertaking their final semester of a related undergraduate degree must provide academic transcripts reflecting that they are in the final semester and/or a letter from the higher education provider confirming their enrolment in the final Subjects of the degree.
- Kaplan Students completing their final Subject of a Kaplan Diploma or Advanced Diploma must provide



the following documentation with their application:

- A supporting statement that provides evidence to support the HEADSTART application and can include details such as the duties of the Applicant's current role (if applicable), reasons for applying for postgraduate study and any additional information that might support the application.
- A letter from the Applicant's employer to support the evidence presented in the application. Self-employed Applicants may submit a statutory declaration in place of the employment letter.

## Work experience pathway

If an Applicant does not meet the minimum Entry Requirements for a Course, the Applicant may be eligible for Admission based on related industry experience and demonstrated ability to academically succeed in higher education studies, such as holding an academic and/or professional qualification that is deemed appropriate to Kaplan. Applications for Admission under this pathway are made by completing the relevant pathway Admission form located on the Kaplan website.

Evidence that must be provided at the time of Admission may include but is not limited to the following:

- CV/resume along with a signed and dated letter from the Applicant's current employer on company letterhead verifying the Applicant's roles and responsibilities.
- Evidence of any completed prior study, which may include any completed Courses, or Subjects within Courses. Examples of evidence includes certificate(s) of completion and/or academic transcripts.
- Evidence of any professional development activities undertaken, which includes short training Courses that the Applicant has completed or delivered.

Admission under this pathway program will be assessed based on the following criteria:

- Demonstrated ability to undertake study at the appropriate AQF level.
- Informal learning that has been obtained in the workplace, with evidence provided based on the Applicant's employment history including:
  - the level of position(s) held
  - duration in years within each position
  - number of staff the Applicant has supervised within each position (if relevant).

## Deferral of studies

s wishing to defer or suspend their enrolment after receiving an Offer of Enrolment and prior to commencing any studies at Kaplan may only do so upon submitting a written request to Kaplan.

Kaplan will assess the Student's application to defer their studies based on the following:

- Course requirements.
- Government regulation.
- Professional Accrediting Body requirements.
- Maximum Course duration requirements as described in Kaplan's Progression Policy.

In most cases, a maximum of twelve (12) months deferral may be granted. An extension beyond this time period may be granted under exceptional circumstances.

Kaplan will assess the application and inform the Student of its decision within seven (7) working days.



## Refusal, withdrawal or cancellation of application

Kaplan reserves the right to refuse any application, withdraw an offer of Admission or cancel a Student's application under any of the following conditions:

- When minimum Entry Requirements have not been met.
- When any legislation, regulation or education standard prohibits the Applicant/Students' Admission.
- Where the Applicant/Student has provided false, inaccurate, misleading or incomplete information.
- Where the Course is no longer being offered prior to the Student commencing the Course; and
- Where the Student has not attempted any Subjects and has not formally deferred their studies within one year of being approved to study the applicable Award Course at Kaplan.

If an application is refused, withdrawn or cancelled under the above conditions, the Student will be eligible to receive a full refund for any fees paid to Kaplan in relation to their Admission application.

## Complaints and appeals

Applicants may lodge a grievance or complaint in accordance with the Kaplan *Grievances, Complaints and Appeals Policy* if they believe that the *Admissions Policy* has been breached by Kaplan.

## Relevant legislation and Kaplan policies

As a registered education provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to maintain compliance with such laws. Listed below are the most relevant legislations which apply to this policy:

- Australian Qualifications Framework 2013
- Australian Human Rights Commission Act 1986
- Family Law Act 1975 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Privacy Act 1988 (Cth)
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Work Health and Safety Act 2011 (Cth)

Other relevant information to be used together with this policy include:

- Academic Integrity and Misconduct Policy
- Assessment Policy
- Changes to Enrolment Policy
- Equity and Inclusion Policy
- FEE-HELP Review Procedures
- Grievances, Complaints and Appeals Policy
- Privacy Policy
- Progression Policy
- Reasonable Adjustment Policy
- Recognition of Prior Learning (RPL) Policy
- Refund Policy
- Terms and Conditions



## Version control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to maintain compliance with this policy.

Policy Category		Academic		
Responsible Officer		Vice President, Academic		
Implementation Officer(s)		Head of Operations, Senior Manager Compliance and Governance		
Review Due Date		December 2028		
Approved by				
KHE Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2.2	Quality, Regulations and Standards Team	Teaching and Learning Committee to review Admission criteria.  Renaming of the 'Non-degree Entry Pathway' to 'Work Experience Pathway'.  Updated Admission of minors (under 18) section.  Updated legislation.	15.09.2022	15.09.2022
2.3	Quality, Regulations and Standards Team	Update to ELP requirements.  Update to Evidence of academic ability	19.06.2024	19.06.2024
2.3	Quality, Regulations and Standards Team	Updated definitions  Further updates to ELP requirements.  Provide breakdown of "Evidence of academic ability" by AQF level.  Updated policy to reflect alternative entry and access and equity pathways section.  Update Aboriginal and Torres Strait Islander pathway information.	03.12.2024	03.12.2024
2.4	Quality, Regulations and Standards Team	Update to <i>Admission requirements</i> for Domestic and Offshore Students and minimum entry age to 18years.  Removal of references to minors.  Addition of undergraduate Entry Requirements.  Updated ELP requirements to include work experience pathway.	02.12.2025	08.12.2025