

# Recognition of Prior Learning (RPL) Policy

Kaplan Higher Education Pty Ltd.





## Scope

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

## Purpose

Recognition of Prior Learning (RPL) is defined by the Australian Qualifications Framework (AQF) as a formal assessment process that evaluates an individual’s relevant Prior Learning to determine entry and credit outcomes. Prior learning may be acquired through formal study, workplace experience, or other Informal or Non-formal Learning contexts.

All individuals who possess Prior Learning may submit evidence of such and apply for Advanced Standing. Kaplan may award Advanced Standing towards the achievement of an award for various forms of Prior Learning.

The purpose of this Policy is to provide a:

- process and framework for the provision of RPL as Advanced Standing towards Kaplan award subjects.
- service which is consistent with the principles of the Australian Qualifications Framework and the AQF Qualifications Pathways Policy and aligned with Higher Education Standards Framework (Threshold Standards) 2021, regulated by the Tertiary Education Quality and Standards Agency (TEQSA).
- fair and equitable means of recognising an individual’s existing prior education, skills and experiences to reduce unnecessary duplication of learning, and support individuals in achieving their educational and professional goals more efficiently.
- process to maintain that academic integrity and standards are safeguarded.

For the purposes of this policy, Advanced Standing is broadly interpreted as:

- automatic exemptions
- credit
- credit transfers
- exemption
- Specified Credit
- Unspecified Credit and
- other similar outcomes.

## Policy statement

Kaplan has established a fair, transparent and evidence focused process for the assessment and determination of applications for RPL

The assessment of applications for RPL will be evidence-based, using sound academic judgement. RPL assessments will be supported by the appropriate internal Kaplan policies and processes with each application assessed based on its own merits.



## Principles

Kaplan follows two key principles when assessing an application for RPL:

- Providing Advanced Standing where it is legitimate and reducing potential disadvantage for students.
- Maintaining the integrity of Kaplan qualifications and program structures.

## Definitions

<b>Advanced Standing</b>	A form of credit for any Prior Learning.
<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>Authorised Issuing Organisation</b>	An Authorised Issuing Organisation either is authorised through Commonwealth, state or territory legislation to issue AQF qualifications or has been given responsibility to issue its own AQF qualifications ( <i>AQF Glossary of Terminology, 2013</i> ). For the purpose of this Policy, Authorised Issuing Organisations will be referred to as “Providers”.
<b>Award 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>Block Credit</b>	Advanced standing granted towards whole stages or components of an officially accredited qualification, applicable only to students who are being taught out from another provider under the terms of an agreement.
<b>Formal Learning</b>	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
<b>Informal Learning</b>	Learning gained through experience, including, but not limited to, work, social, family, hobby or leisure activities. Unlike Formal or Non-formal Learning, Informal Learning is not organised or externally structured in terms of objectives, time or learning support.
<b>Learning Outcomes</b>	The expression and application of the set of knowledge and skills that an individual is expected to acquire and is able to demonstrate as a result of learning.
<b>Nested Course</b>	A set of courses that are offered sequentially and can lead to qualifications at different levels. Courses at the lower qualification levels are described as ‘nested’ within the courses leading to qualifications at the higher levels.
<b>Non-Award</b>	A Non-Award Course or subject that does not automatically lead to a formal qualification that has been accredited by TEQSA (‘Award Course’). Under circumstances outlined in the Kaplan <i>Recognition of Prior Learning Policy</i> , RPL may be granted into an award course for Non-Award subjects studied at Kaplan.
<b>Non-formal Learning</b>	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification
<b>Prior Learning</b>	Learning that is Formal, Informal and/or Non-formal and which is evidenced, current and relevant to the award qualification into which Advanced Standing is being sought.
<b>Recognition of Prior</b>	A process used to assess an individual’s relevant prior learning (including formal,



<b>Learning (RPL)</b>	Informal and Non-formal learning) to determine the credit that may be granted towards completion of a qualification.
<b>Specified Credit</b>	Advanced standing granted towards core subjects within the program structure of an Award Course.
<b>Unspecified Credit</b>	Advanced standing granted towards elective or optional subjects within the program structure of an Award Course.

## Eligibility

### Automatic Advanced Standing

An individual may be eligible for an automatic Advanced Standing based on previous studies with a recognised institution as detailed within this policy. The Academic Board or its delegate will approve automatic Advanced Standing.

Kaplan will maintain a public [Credit Precedent List](#), approved by the VP Academic, on the Kaplan Professional website. Precedents are provided as a guide only and should be viewed in conjunction with chosen courses and applicable course requirements.

### Advanced standing

Individuals who have completed related studies from an Authorised Issuing Organisation, including Kaplan, that are not on the automatic Advanced Standing against the Credit Precedent List, may apply for Advanced Standing. Individuals must submit the relevant RPL application form available from the Kaplan website along with the relevant subject outlines (i.e. syllabi, objectives, assessment details etc), verified copies of certificates and transcripts and other documentation to show equivalencies to the requested subject Learning Outcomes.

Equivalence is generally deemed to be a minimum subject content and Learning Outcomes coverage match of 80%. Individuals are required to have achieved a pass grade or higher to be considered for Advanced Standing. Kaplan does not guarantee the transferability of related studies from other Providers.

### Non-Award study

Kaplan recognises that on occasion individuals may enrol into subjects offered by Kaplan on a Non-Award basis. If an individual subsequently enrolls into an Award Course at Kaplan, they may be eligible for RPL for the Non-Award subject under the following conditions:

- the individual completed the Non-Award subject within the past twelve (12) months prior to enrolling in an Award Course offered by Kaplan; and/or
- the subject is being offered as a part of the program structure at the time of enrolment into the Award Course.

In recognition of varying circumstances and to support flexible learning pathways, applications beyond the twelve (12) month period, may be considered in exceptional cases. Such consideration is subject to the provision of evidence that clearly demonstrates the continued relevance and currency of the subject knowledge. Non-award subjects studied more than five (5) years previously will be considered on a case by case basis.



## Cross-institutional study

Students who are enrolled in a Kaplan subject and wish to study an equivalent subject at another recognised institution should contact Kaplan to discuss potential arrangements. Kaplan's maximum exemption rules apply.

## Work experience

Relevant work experience, including voluntary work, may be recognised as Prior Learning by Kaplan for the purpose of awarding Advanced Standing. This process requires a comprehensive application that demonstrates the individual's claim that their work experience is directly and extensively related to the subject(s) for which RPL is sought.

Work experience based RPL may not be applicable to subjects where coursework completion is required to satisfy professional accreditation and/or legislative requirements.

## Other methods

Kaplan may recognise the validity of various forms of Prior Learning, including Informal or Non-formal Learning, providing they meet the AQF standards and that the medium of instruction and assessment was completed in English. Kaplan may require additional assessment methods to verify an individual's knowledge of a given subject.

The purpose of additional assessment is to validate the veracity of the application and that the individual can demonstrate the required knowledge and skills. Not all subjects offer recognition options; if in doubt individuals should contact Kaplan for further information.

## Credit Types

### Specified credit

Specified credit may be granted for one or more subjects in a qualification when Advanced Standing has been applied, and the appropriate credit points have been awarded. Specified credit may be granted where the Applicant has met the subject Learning Outcomes, attained the knowledge and/or developed the skills related to a specific subject.

### Unspecified Credit

Unspecified credit is granted in the form of credit points which take the place of elective subjects within a qualification. Unspecified credit may be granted where Prior Learning is judged to be relevant to the overall course Learning Outcomes but is not aligned with one specific subject.

### Block credit

Block credit may be granted to students who are being taught out from another provider under the terms of an agreement. This may apply where students have successfully completed an accredited Award Course or components thereof, where the course contains material that is considered equivalent to a subject at Kaplan or where Kaplan has been directly involved in the design and development of the course and the course articulates into a specific Kaplan subject.



## Recognised institutions

At Kaplan, Prior Learning may be from an:

- Authorised Issuing Organisation including:
  - a recognised higher education provider
  - a TAFE or other recognised Vocational Education Training (VET) provider
  - a professional body, enterprise, private educational institution, or other similar body that is recognised on the Kaplan Credit Precedent List.
- work experience or other forms of informal experience, including voluntary work.

All claims for recognition must be supported by verifiable evidence. Kaplan reserves the right to request additional documentation, seek independent verification of claims, or require the individual to complete a challenge examination on a case-by-case basis.

### Australian Qualifications Framework (AQF) Level

Completed studies must be at a comparable AQF level to the subject(s) into which individuals are seeking RPL. RPL at a lower AQF level may be granted in accordance with Kaplan's *Existing Provider Transition Policy*.

Where Advanced Standing is sought based on a qualification below AQF Level 8 for entry into an AQF Level 8 or higher qualification, applications will only be considered in exceptional circumstances. The Applicant must provide compelling evidence that the Prior Learning is demonstrably equivalent in content, complexity, and Learning Outcomes to the relevant components of the higher qualification. Credit will not be granted solely on the basis of duration or volume of learning at a lower level.

## Application Process

Individuals must complete the applicable RPL application form, available on the [Recognition of Prior Learning](#) page of the Kaplan website. The completed form, a signed declaration and all supporting evidence should be submitted to [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au).

An appropriately qualified staff member will undertake a rigorous academic review of RPL applications on an individual basis, which will include any supporting evidence provided. Kaplan may contact the individual if further details or supporting evidence is required to assess the application, which may result in a delay in the assessment.

### Reasonable Adjustments

Individuals requiring accessibility assistance may contact the Customer Experience Team for support or request Reasonable Adjustments as per the *Reasonable Adjustment Policy*.

### Assessment Timeframes

Kaplan will advise an individual of the outcome of their application within 15 business days of the application being received, subject to sufficient supporting evidence being provided.



## Fees and charges

Kaplan reserves the right to apply an administrative charge or fee relating to applications for RPL. Information regarding any fees or charges will be published on the applicable RPL application form, as well as on the Kaplan Professional website.

## Supporting Evidence

### Automatic Advanced Standing

To qualify for automatic Advanced Standing under the Credit Precedent List, the following evidence is required. Applications that do not contain relevant evidence will not be assessed.

- Certified copies of transcripts, certificates or other credentials in conjunction to verify that RPL
- requirements have been met for the subject(s).

### Formal and Non-formal Learning

Prior learning must be relevant and equivalent to the qualification in which the individual is enrolled and must have been completed no more than ten (10) years prior to the date of application, with the study being accredited by the appropriate Authorised Issuing Organisation, with the exception of subjects on Kaplan's published Credit Precedent List.

The following evidence is required to enable Kaplan to assess applications for RPL. Applications that do not contain relevant evidence will not be assessed.

- Certified copies of any qualifications and academic transcripts. Information on who can certify documentation is provided on the Kaplan Professional website.
- Copies of subject outlines, which must include details relating to Learning Outcomes, weekly structure, topic lists, assessment details, contact hours and student workload.
- Evidence of professional learning.
- Current CV, references and/or third party reports.

Evidence supporting an application based on Formal Learning must demonstrate a minimum of 80% equivalence to the subject Learning Outcomes and the content for each subject for which Advanced Standing is being applied. Formal learning must be at a comparable AQF level. Formal learning at a lower AQF level may be assessed in accordance with the *Existing Adviser Transition Policy*.

Non-formal or Non-Award learning cited in an application must be current at the date of application and delivered by an organisation listed on the Credit Precedent List or otherwise deemed acceptable by Kaplan.

Additional assessment evidence may be required at Kaplan's discretion to validate the veracity of the application and that the individual can demonstrate the required knowledge and skills for a specific subject.



## Work experience and Informal Learning

Applications based on work experience or Informal Learning must demonstrate at least three (3) years of recent, relevant experience within the last five (5) years from the date of application.

The following evidence is required:

- a detailed written statement addressing all Learning Outcomes for the subject(s) for which Advanced Standing is requested;
- a current and comprehensive CV;
- employer references; and
- other verifiable supporting evidence such as redacted work samples, professional development or client testimonials.

Individuals who have taken a career break for parenting purposes may rely on work experience gained before or after the break (the period of leave itself will be excluded) when applying for RPL.

The written submission must provide evidence of 100% coverage of the subject Learning Outcomes at the appropriate Australian Qualifications Framework (AQF) level. Advanced standing will not be granted where the application fails to meet the required standard.

Kaplan reserves the right to request completion of a challenge examination in order to validate the veracity of an application. This process validates that the evidence provided demonstrates all the Learning Outcomes of the subject(s) for which Advanced Standing may be awarded.

### Advanced standing prohibition

Any previous Prior Learning that has been used to grant an exemption or similar outcome, either at Kaplan or at another provider, cannot be used to apply for Advanced Standing into a Kaplan qualification. Any Prior Learning that has been used to grant Advanced Standing will not be used for any Grade Point Average (GPA) calculations.

The Advanced Standing prohibition does not apply if a student is transferring within a nested Kaplan course.

## Application Outcomes

### Notification

Individuals will be notified via email regarding the outcome of their application.

If the application for RPL is approved, Advanced Standing may be granted for the relevant subjects. Individuals must enrol into an associated Kaplan Award Course within 12 weeks of a successful outcome. Failure to do so may require the individual to submit a new application for RPL.

If the application for RPL is declined, the Individuals will be required to enrol into and complete the relevant subjects in order to complete their qualification.



## Recording of Advanced Standing

Advanced standing will be recorded on the qualification transcript as 'Advanced Standing' once approved. Advanced standing subject grades and grade points are not transferable or calculable as part of the cumulative Grade Point Average (GPA)

## Re-assessment of RPL

Kaplan will only re-assess an RPL application under the following circumstances, which may involve the individual having to submit a new RPL application. These circumstances include but are not limited to:

- when transferring to another Award Course within Kaplan.
- if an individual has identified additional Prior Learning that was not originally assessed.
- on re-admission to an Award Course after a period of absence.

## Appeals

The final decision on whether to award RPL resides with Kaplan and depends on factors such as the currency and relevancy of any Prior Learning and the supporting evidence provided.

Applicants who are denied RPL may appeal their outcome in accordance with the *Grievances, Complaints and Appeals Policy* available on the Kaplan Professional website.

## Maximum exemptions

Individuals may obtain RPL for up to 67% of subjects in a specified qualification with the following exceptions:

- Any studies that have been completed at Kaplan that form part of a Nested Course will be eligible to receive full recognition for completed subjects on the provision that the subjects are within the Nested Course structure at the time of application. Students must complete a minimum of one subject in the new qualification, and the Advanced Standing prohibition will not apply in these cases.
- Between and within Kaplan Australia institutions where the subjects are within the same field of education. Students must complete at least one subject within the qualification in which the Advanced Standing is being sought.
- Advanced standing above 67% may be granted in accordance with Kaplan's *Existing Provider Transition Policy*.

Outside of the above exceptions, the Academic Board may approve in limited circumstances Advanced Standing over 67% towards a Kaplan qualification. Circumstances in which the Academic Board may approve Advanced Standing over 67% towards a qualification are outlined below:

- in the case of transitional arrangements due to a merger or acquisition.
- where Kaplan is teaching out students from another institution under the terms of an agreement. In this instance, Block Credit to all eligible incoming students (without individual assessments) will be supplied where there is an institution-to-institution agreement.
- where another institution closes or stops delivering a subject of study and Kaplan agrees to teach those students to completion. In such an instance, the Academic Board grants discretionary authority to the Academic Dean to exceed the limits stated here for those students only and in line with the terms agreed by the Academic Board from time to time. The decision of the Academic Dean will be reported to the Academic Board at the next Academic Board meeting.



In some instances, course or subject rules may prohibit the awarding of Specified Credit against particular subjects due to content or delivery deemed unique to Kaplan or legislative constraints.

## Transfer of Advanced Standing between Kaplan institutions

Advanced standing for subjects completed towards a qualification at one of Kaplan Australia's institutions may be transferred to another Kaplan Australia institution upon acceptance into that institution. Advanced standing awarded may be based on:

- Subject descriptions, objectives, or outcomes being assessed as being minimum 80% equivalent.
- Applicability of any core/major subjects to the qualification.
- Subjects being completed within ten (10) years of applying for RPL.

Students applying for transfer of Advanced Standing from another Kaplan Australia institution may apply for RPL provided at least one subject is completed within the new qualification. RPL will only be assessed provided that the subjects for which RPL is being sought are from the same field of education.

Students transferring between Kaplan Australia institutions must fulfil their financial obligations at any previously attended Kaplan Australia institution prior to enrolment.

## Relevant legislation

As an institute of higher education, 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:

- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

## Related Policies

This policy should be read in conjunction with the following Kaplan policies:

- Admissions Policy
- Assessment Policy
- Existing Provider Transition Policy
- Grievances, Complaints and Appeals Policy
- Progression Policy
- Reasonable Adjustment Policy

**\*Note:** *Financial Advisers seeking RPL to meet legislative requirements should refer to the Existing Provider Transition Policy.*



## Version Control and Accountable Officers

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

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Implementation Officer</b>	Head of Academic Governance and Compliance, Academic Dean			
<b>Review Due Date</b>	December 2028			
<b>Approved by</b>				
KHE Academic Board				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
3.5	Compliance and Quality Assurance (Higher Education)	<ul style="list-style-type: none"><li>Clarity provided regarding work experience based RPL.</li><li>Updated Implementation Officer.</li></ul>	N/A	26.06.2023
3.6	Compliance and Quality Assurance (Higher Education)	<ul style="list-style-type: none"><li>Removed conditional Advanced Standing.</li><li>Updated <i>Work Experience</i>.</li><li>Updated <i>Assessment of Application</i>.</li><li>Updated <i>Guidelines</i>.</li><li>Added <i>Re-assessment of Recognition of Prior Learning</i>.</li><li>Updated <i>Appealing the Outcome</i>.</li><li>Added <i>Relevant Legislation</i>.</li></ul>	21.09.2023	25.09.2023
3.7	Quality, Regulations and Standards Team	<ul style="list-style-type: none"><li>Updated related policy names</li><li>Updated work experience section to include RPL exclusions due to legislative requirements</li></ul>	03.12.2024	03.12.2024
3.8	Quality, Regulations and Standards Team	<ul style="list-style-type: none"><li>Updated <i>Purpose</i></li><li>Updated <i>AQF level</i> for expectations regarding prior study below AQF Level 8</li><li>Updated <i>Work Experience</i> to include detailed evidence requirements and currency timeframes.</li><li>Updated <i>Recognised institution</i> for verifiable evidence</li><li>Updated <i>Application assessment</i> for submission process and reasonable adjustments.</li><li>Restructured to improve logical flow and clarity</li></ul>	02.12.2025	08.12.2025