

# Credit Transfer and Recognition of Prior Learning Policy

Vocational Education



## Scope

This policy applies to prospective, new and existing students enrolled in Vocational Education Training (VET) programs and staff at Kaplan Education Pty Ltd trading as Kaplan Professional ('Kaplan Professional').

## Purpose

The purpose of this policy is to:

- provide Kaplan students and staff with clear information about options available to students to allow them to gain Credit Transfer (CT) for units of competency already attained or for Recognition of Prior Learning (RPL) based on previous formal or informal study, work, or other experience, and
- outline the process students should follow to apply for CT or RPL.

## Policy Statement

Kaplan Professional will provide students with accurate information about CT and RPL for all training products on its scope of registration. CT aligns with the Standards requirement to recognise AQF certification documentation issued by other RTOs. RPL aligns with the assessment requirements, including principles of assessment and rules of evidence.

## Definitions

The following terms and definitions are applicable to this Policy.

<b>AQF</b>	Australian Qualifications Framework
<b>CT</b>	Credit Transfer is an administrative process for recognising and awarding credit for prior completion of an equivalent training product, unit of competency or module.
<b>Formal learning</b>	Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma, or university degree).
<b>Non-formal learning</b>	Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).
<b>Informal learning</b>	Informal learning refers to learning that results through experience of work -related, social, family, hobby, or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
<b>RPL</b>	Recognition of Prior Learning is an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal, non-formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.



## Policy Principles

### Fair, consistent and transparent

Students are given the option to find out if their previous studies and/or previous work experience can be recognised towards a training product. The options of CT and/or RPL is presented to prospective students on the webpage and course outline of every VE qualification, skill set or course on the Kaplan Professional website. There is a CT and RPL webpage for transparency and fairness in Kaplan Professional's approach.

CT and RPL options are presented to every prospective student prior to enrolment.

### Credit Transfer (CT)

When a student provides evidence of previously attained unit(s) of competency that are the same or equivalent to unit(s) of competency in their course, Kaplan Professional will recognise the certification issued, once validated, and give credit to the student for the unit(s) of competency.

This will be recorded as a 'Credit Transfer' on the student's record and AQF certification/documentation (i.e., qualification or statement of attainment on the record of results). Credit transfer is essentially an administrative process, not an assessment process.

Education providers, including Kaplan Professional, are not obliged to issue certification that would be entirely comprised of units of competency completed at another RTO.

### Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses the competency(ies) of an applicant which may have been acquired through Formal, Informal and/or Non-formal learning.

Students may obtain up to 100% of a Kaplan Professional subject/qualification via RPL if they can provide the evidence to demonstrate all of the skills and knowledge required in all of the units of competency. However, Kaplan will not award a qualification if RPL in all units of competency has already been completed at another education provider.

Kaplan Professional will not offer RPL for Tier 2 because it is a short course linked to regulatory requirements.

There is a standardised template for consistency in the RPL assessment kits. The RPL team and the RPL assessor are trained in using the RPL kits with consistency, flexibility and fairness to assist applicants to determine whether the evidence portfolio in their application will meet the requirements of the unit(s) of competency.

## Guiding Procedures

Kaplan Professional recognises that the granting of CT or RPL may have the effect of lessening a student's study requirements and therefore shortening the time required to complete a subject or qualification.

It is the student's responsibility to supply sufficient evidence which demonstrates how they meet the requirements of the unit(s) of competency. Students should refer to the Credit & Recognition of Prior Learning webpage for detailed more information.



## Submitting an Application

CT applications must be made using the *Credit Transfer Application Form*.

RPL applications must be made using the *Recognition of Prior Learning Application Form*.

Application forms are available on the website and should be emailed to [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au). A copy of all documentation received, including the outcome of the application, will be recorded in the student record.

CT administration and RPL assessment fees apply, these are published on the Credit Transfer and Recognition of Prior Learning webpage and within the application forms. Fees are non-refundable in accordance with the Refund Policy.

## CT Applications

### Evidence Requirements

Students seeking CT are required to provide evidence of any relevant qualification certificates or statements of attainment listing the unit(s) of competency. Student consent to access the USI Transcript Service (or provision of a QR-code verified transcript) is a mandatory condition of CT, unless the unit(s) of competency were issued by Kaplan, in accordance with Kaplan's privacy policy.

### Administration

Kaplan Professional will manage the completed application form along with all accompanying evidence, in accordance with our internal procedures and regulatory requirements.

Upon receiving an application, Kaplan Professional will verify the evidence provided to determine whether the unit(s) of competency have already been formally demonstrated at Kaplan Professional or another provider. Credit will only be awarded if the evidence demonstrates that the applicant has achieved the equivalent unit(s) of competency.

CT decisions must be mapped against current course structure to confirm:

- Packaging compliance
- No orphaned assessment clusters
- No impact to co-delivered or co-assessed unit(s) of competency

An appropriately qualified staff member will undertake a rigorous review of a student's CT application on an individual basis, which will include supporting evidence provided by the student. Kaplan may contact the student if further details or evidence are required, which may result in the application being placed on hold until the requested information is provided. Kaplan will advise a student of the outcome of their application within 20 business days of the application being received, subject to sufficient supporting evidence and detail being provided by the student.

### Outcomes

If the application for CT is approved, the outcome will be applied to the student's enrolment. The application fee will be credited towards the subject/qualification invoice. Where CT reduces study load, remaining tuition may be adjusted proportionately in accordance with Enrolment Terms and Conditions.

CT is an administrative verification process and does not involve reassessment of competency. Where a CT application is declined due to insufficient or incomplete documentation, the applicant may submit additional or corrected documentary evidence within a specified timeframe.

Where a CT application is declined on the basis of non-equivalence, packaging non-compliance, licensing impact, or unverifiable authenticity, the decision is final and not subject to reassessment. The student will be required to enrol into and complete the relevant subject(s) to complete their qualification. Standard tuition fees for the course will apply.



## Limitations

CT may not be granted where the granting of credit would:

- Result in a qualification that does not comply with the relevant training package packaging rules
- Compromise alignment with the applicable AQF level descriptor
- Materially alter the intended vocational outcome of the qualification
- Compromise regulatory, licensing, or industry requirements associated with the qualification
- Result in duplication of learning outcomes across the remaining unit(s) of competency
- Involve unit(s) of competency previously achieved through RPL at another provider, where the original completion cannot be independently verified.

Unit(s) of competency completed prior to 1 January 2015, where USI transcript data may not be available, must be verified directly with the issuing RTO. Where authenticity or issuance cannot be independently verified, CT will be refused on authentication grounds.

Kaplan will not issue a qualification comprised entirely of unit(s) of competency completed at another RTO. 100% CT is only permissible where all unit(s) of competency were originally issued by Kaplan Professional and are verified within the Student Management System as valid and current.

If an applicant is not eligible for CT, Kaplan Professional may encourage them to consider their eligibility for RPL.

All refusals under this section must be documented with reference to the relevant training package requirements and retained on the student file.

## RPL Applications

### Evidence Requirements

Students are required to provide evidence of their skills and knowledge to meet the requirements of the unit(s) of competency for which they are seeking RPL.

The RPL evidence requirements will vary between subjects and or courses. Specific evidence requirements for each qualification or course can be found in the RPL Kit made available to the applicant during the RPL process. Students may be requested to provide additional supporting evidence in their application such as Formal learning, Informal learning and Non-formal learning.

Students should note that all evidence submitted for a RPL application must be their own original work and the signature of the applicant and their manager is required for authenticity. Kaplan Professional may deny any application for RPL that is found to contain evidence based on the work of another individual or group, created with the assistance of artificial intelligence or where potential copyright infringements or privacy infringements are evident in the evidence submitted for RPL.

Kaplan Professional will validate all supporting documentation received as part of the application. This may include seeking the student's permission to verify unit(s) of competency in the USI Portal. This may also include contacting the relevant individual(s) or institution(s) referred to in the RPL documentation for verification, including but not limited to the verification of academic records, workplace evidence, work history or workplace recommendations in accordance with Kaplan Professional's privacy policy.

### Assessment

Kaplan Professional will manage the completed application form along with all accompanying documentation, including completed RPL kits, in accordance with our internal procedures and regulatory requirements. Kaplan Professional will assign the case to a qualified and experienced assessor.



The assessor will review the application in detail and may request additional evidence if deemed necessary to support the application. The student's RPL evidence will be evaluated in strict accordance with Kaplan Professional's Assessment Policy, including the principles of assessment and the rules of evidence.

Each RPL kit per qualification, skill set or course includes:

- Student identification and declaration
- Selection of subjects and unit(s) of competency
- How RPL is assessed and processed
- General work samples required
- Specific work samples required
- Manager checklist to verify the applicant's skills
- Additional evidence (may include an interview)
- Feedback from the RPL assessor to determine what the applicant needs to provide for another submission

An appropriately qualified staff member will undertake a rigorous review of a student's RPL application on an individual basis, which will include supporting evidence provided by the student. Kaplan may contact the student if further details or evidence are required to assess the application, which may result in the application being placed on hold until the requested information is provided. Kaplan will advise a student of the outcome of their application within 15 business days of the application being received, subject to sufficient supporting evidence and detail being provided by the student.

## Outcomes

If the application for RPL is approved, the outcome will be applied to the student's enrolment. The application fee will be credited towards the subject/qualification invoice. Where RPL reduces study load, remaining tuition may be adjusted proportionately in accordance with Enrolment Terms and Conditions.

Where a RPL assessment is unsuccessful, the student will be provided with feedback outlining the specific gaps in evidence and the additional information and/or evidence required for reassessment. The student is permitted to resubmit the requested information and/or evidence at no cost for a second review, within the timeframe specified by Kaplan Professional. Further reviews after the second submission may incur an additional fee payable to Kaplan Professional, details which are published on the Recognition of Prior Learning Application form. Requesting additional evidence does not include teaching the applicant because if this occurred, it would no longer be RPL.

Where a RPL application is declined, the student will be required to enrol into and complete the relevant subject(s) to complete their qualification. Standard tuition fees for the course will apply.

The total fee payable for a qualification or course (including RPL) will not exceed the total tuition fee published on the Kaplan Professional website, except for further fees payable to multiple application reviews after the second submission.

If there is gap assessment required to assess remaining unit(s) of competency in a qualification, students must enrol into an associated Kaplan Professional course within 12 weeks of a successful outcome for RPL. Failure to do so may require the student to submit a new application for RPL.

## Limitations

Kaplan will not automatically grant RPL for students who hold a higher AQF level qualification in the same industry. Although a higher AQF qualification may be included as evidence in an RPL application, the student must provide evidence of prior skills and knowledge to meet all the requirements of the unit(s) of competency in the training product.

If a student has RPL gaps and cannot meet the requirements of unit(s) of competency with their evidence of prior learning, Kaplan Professional will identify and advise the applicant on options for gap training.



## Complaints and Appeals

Any complaint or appeal in relation to the implementation of this policy will be managed in accordance with the Grievances, Complaints and Appeals Policy published on the Kaplan website.

## Relevant Legislation

As a registered education provider, Kaplan operates under strict legislation and regulations. Policies and procedures are in place to maintain compliance with the legislative instruments referenced below.

- National Vocational Education and Training Regulator Act 2011 (Cth)
- 2025 Standards for RTOs

## Related Policies

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

- Assessment Policy
- Certificate Issuance Policy
- Enrolment Terms and Conditions
- Grievances, Complaints and Appeals Policy
- Privacy Policy
- Refund Policy

## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer(s) and Responsible Officer(s) to maintain compliance with this Policy.

<b>Policy Category</b>	Academic			
<b>Responsible Officers</b>	General Manager, Academic Content, Head of Operations			
<b>Implementation Officers</b>	Senior Manager, Compliance and Governance, Course Operations Manager, Manager Academic Content, Admissions Manager, Curriculum Support Administrator, Assessment/RPL Administrator.			
<b>Review Date</b>	February 2029			
<b>Approved by</b>				
Policy Committee				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
2.1	Quality Regulation and Standards team	Change in submission timeframes, process, accountable officers.	05.09.2023	12.09.23
2.2	Quality Regulation and Standards team	Rewording of guiding procedures to align with CT and/or RPL application process and form, and a fairer comparison of the cost of RPL versus online study of the qualification.	25.11.2024	2.12.2024
3.0	Quality Regulation and Standards team	Update with Standards for RTOs 2025	3.07.2025	14.07.2025



3.1	Quality Regulation and Standards team	Strengthened CT and RPL controls Mandatory USI verification requirements Clarified CT limitations and restrictions Refined reassessment and resubmission processes CT timeframe extended	19.03.2026	19.03.2026
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