

**Kaplan Professional  
Credit and Recognition of Prior Learning  
Application Form**

## Credit and Recognition of Prior Learning

### Part A: Introduction

Part A of this document includes information regarding Kaplan Professional's Credit Transfer and Recognition of Prior Learning application process including:

- Credit transfer evidence requirements and how to apply
- Recognition of Prior Learning evidence requirements and how to apply
- Credit transfer and Recognition of Prior Learning application and processing fees.

This application form should be completed in conjunction with Kaplan Professional's Credit and Recognition of Prior Learning Policy available at [www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au). Students should note that all applications for credit transfer or recognition of prior learning will be assessed in accordance with this policy.

Part B of this document is the Credit & Recognition of Prior Learning Application Form.

### Credit transfer (CT)

Credit transfer (CT) is the process of awarding credit for a unit or units of competency (UoC) attained from another Registered Training Organisation (RTO) which are the same or equivalent as the unit or units of competency in a Kaplan Professional subject or qualification.

### CT evidence requirements

Students are required to provide certified copies of any relevant qualification certificates or statements of attainment listing the unit(s) of competency for which they are seeking credit transfer. Refer to the [certification list](#).

## How to apply for credit transfer

1. Review the course or subject outline for your proposed course or qualification, which includes the units of competency delivered in each subject or course. If you have been awarded the same or equivalent units of competency in your prior study, you may be eligible for a credit.

Kaplan Professional's course or subject outlines can be found under the 'Course Overview' tab of the specific subject or course on the Kaplan Professional website.

2. Review and complete the Credit & Recognition of Prior Learning Application Form (Part B) and return to [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au) along with a certified copy of your qualification certificate or statement of attainment.

### **Note:**

1. Applicable administration fee(s) apply, see CT and RPL Fees section on [page 5](#).
2. CT outcomes will be communicated to you via email within 15 working days upon receipt of your complete Credit & Recognition of Prior Learning Application Form and supporting evidence.

## Applicant checklist for CT Application

Complete Part B of this Credit & Recognition of Prior Learning Application Form

Submit to [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au):

- Completed Credit & Recognition of Prior Learning Application Form
- Certified copies of any relevant qualification certificates or statements of attainment.  
These documents must also clearly show your full name to confirm your identity along with the training provider.

See the [Certification List](#) for guidance as to what constitutes a certified document.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that assesses the competency(ies) of an applicant which may have been acquired through formal, non-formal and informal learning.

When an RPL application is assessed, the assessor is making a judgment on the applicant's skills and knowledge to meet the requirements of units of competency with a variety of evidence. If a student is unable to provide sufficient evidence to meet the requirements of the units of competency, they may need to consider other training and assessment options.

Formal, non-formal and informal learning can be defined as<sup>1</sup>:

|                     |                                                                                                                                                                                                                                                           |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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)                             |
| 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) |
| 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).                          |

## RPL evidence requirements

Students are required to provide evidence of their skills and knowledge to meet the requirements of the units 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 upon commencement of the RPL process. Students should note that all evidence submitted for a RPL application must be the student's own original work. Kaplan Professional may deny any application for RPL that is found to be based on the work of another person or which potential copyright infringements are evident in the material submitted for RPL.

As an RTO, Kaplan Professional is required to assess RPL evidence documentation by the following criteria:

| Criteria     | Description                                                                                                                                                                                                                                                                                                                                        |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Validity     | The student's evidence submitted must be directly relevant to the units of competency in the subject/s.                                                                                                                                                                                                                                            |
| Sufficiency  | The quantity of evidence submitted must be sufficient to clearly demonstrate competence in the subject/s. If further evidence is required, Kaplan Professional will contact the applicant to request additional documentation.                                                                                                                     |
| Authenticity | The evidence provided must be clearly identifiable as belonging to the candidate. Kaplan Professional may take additional steps to determine documentation is genuine, including; contacting education providers or employers to verify the authenticity of the evidence provided.                                                                 |
| Currency     | The evidence submitted must demonstrate competency against the current Training Package requirements at the time of the assessment. A Kaplan Professional assessor will determine whether the evidence provided is recent enough to be 'current' evidence. Kaplan Professional must be able to establish currency with the documentation provided. |

## How to apply for RPL

1. Review the course or subject outline for your proposed course or qualification, which includes the units of competency, topics and learning outcomes delivered in each subject or course. If you believe your prior study or experience could be relevant to your Kaplan qualification/course, you may be eligible for RPL in your intended course of study.  
  
Kaplan Professional's course or subject outlines can be found under the 'Course overview' tab of the specific subject or course on the Kaplan Professional website.
2. If you believe you are eligible for RPL, contact Kaplan Professional on 1300 662 203 or [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au) and request the relevant RPL kit for the course or subject. This document will include detailed information on the evidence you will need to provide with your application
3. Review and complete the Credit & Recognition of Prior Learning Application Form (Part B) and RPL Kit and return to [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au). Kaplan will only proceed with your RPL request if your completed Credit & Recognition of Prior Learning Application Form is submitted to Kaplan prior to, or together with your completed RPL Kit.

### Important to note

- Applicable fee(s) apply, see CT and RPL Fees section.
- Your RPL outcome will be communicated to you via email within 15 working days upon receipt of your complete Recognition of Prior Learning Application Form, RPL Kit and supporting evidence.
- Your application for RPL may be assessed by an industry professional engaged by Kaplan Professional to assist with the RPL process. You need to ensure that all RPL evidence has been appropriately anonymised of all confidential and personal information before submission.

### Applicant checklist for RPL Application

- Complete Credit & Recognition of Prior Learning Application Form
- Complete RPL Kit
- Submit to [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au):
  - Completed Credit & Recognition of Prior Learning Application Form
  - Completed RPL Kit
  - All required RPL documentation.

### CT and RPL fees

#### Credit transfer (CT)

If your CT application is successful, an administration fee will apply. If your application is unsuccessful, no fees will apply.

#### Credit transfer (CT)

\$60 per approved subject payable after notification on the CT outcome

---

### Recognition of Prior Learning (RPL)

A non-refundable RPL application fee of \$330 per subject is payable upfront.

- If your application is unsuccessful, no further fees will be charged.
- If your application is successful, the fee will be credited towards the final invoice.

Examples of RPL fees for successful application:

- A student applies for two subjects and pays \$660 in application fees. Both applications are successful. The \$660 will be credited towards the final invoice, and the student will pay any outstanding amount
- A student applies for one subject and pays \$330. The application is successful. The \$330 will be credited to the final invoice, and the student will pay any outstanding amount.

**Note:**

- Kaplan will only apply a successful CT or RPL outcome against the student's record once all applicable fees have been paid.
- A successful RPL outcome will be valid for 12 weeks from Kaplan notifying the student of the outcome. If the student does not finalise the application and pay the applicable fees within 12 weeks from the notification date, Kaplan reserves the right to review the original RPL outcome\*. If the student contacts Kaplan at a later date (that is greater than 12 weeks from the RPL notification date) and wishes to resume the RPL application, a new application and additional fees may apply.
- If the CT or RPL outcome includes a recommended study pathway to achieve a qualification and/or statement of attainment, the student must commence this study within 12 weeks from Kaplan notifying the student of the outcome. If the student contacts Kaplan at a later date (that is greater than 12 weeks from the notification date) and wishes to commence the study pathway, Kaplan may reassess the study pathway provided.

\* Kaplan courses are reviewed and updated constantly to ensure our offerings remain appropriate to the needs of our students and the relevant industry stakeholders. To ensure assessment outcomes are relevant, applications must be finalised in a timely manner.

**Contact us**

If you have any questions regarding RPL please contact Kaplan Professional on 1300 662 203 for further information or email [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au) with your enquiry.

## Part B: Credit & Recognition of Prior Learning Application Form

| Section 1 — Required Personal Details               |  |             |  |                |                |                                                                                              |  |          |  |
|-----------------------------------------------------|--|-------------|--|----------------|----------------|----------------------------------------------------------------------------------------------|--|----------|--|
| Kaplan student ID                                   |  |             |  | USI            |                |                                                                                              |  |          |  |
| Title:                                              |  |             |  | Gender         |                | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |  |          |  |
| First name                                          |  |             |  | Surname        |                |                                                                                              |  |          |  |
| Preferred Name                                      |  |             |  | Date of birth  |                |                                                                                              |  |          |  |
| Email                                               |  |             |  |                | Promotion Code |                                                                                              |  |          |  |
| Telephone                                           |  | (W)         |  | (H)            |                | (M)                                                                                          |  |          |  |
| Permanent residential address                       |  |             |  |                |                |                                                                                              |  |          |  |
| Street address                                      |  |             |  |                |                | Suburb                                                                                       |  |          |  |
| State                                               |  |             |  | Country        |                |                                                                                              |  | Postcode |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |
| Business details                                    |  |             |  |                |                |                                                                                              |  |          |  |
| Business Name                                       |  |             |  |                |                |                                                                                              |  |          |  |
| Street address or PO Box                            |  |             |  |                |                |                                                                                              |  |          |  |
| State                                               |  |             |  | Country        |                |                                                                                              |  | Postcode |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |
| Preferred mailing address                           |  | Residential |  |                |                | Business                                                                                     |  |          |  |
| Section 2: CT/RPL Detail                            |  |             |  |                |                |                                                                                              |  |          |  |
| Kapan course/subject                                |  |             |  | Seeking CT/RPL |                | Evidence provided                                                                            |  |          |  |
| e.g. Certificate IV in Finance and Mortgage Broking |  |             |  | CT             |                | Certified copy of Statement of Attainment from RTO                                           |  |          |  |
| e.g. Certificate IV in Finance and Mortgage Broking |  |             |  | RPL            |                | See RPL Kit                                                                                  |  |          |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |
|                                                     |  |             |  |                |                |                                                                                              |  |          |  |

### Section 3 — Payment Details

#### Payment options

##### Credit card payment

We take your privacy seriously. Kaplan 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, you can enrol via one of the below options:

- Enrol online via your student portal. Login or register if you are a new student <<http://www.kaplanprofessional.edu.au/enrol/>>.
- Call one of our Student Services representatives on [1300 662 203](tel:1300662203) to enrol over the phone.

Alternatively, please indicate how you would like to pay below. We will contact you once your invoice is ready to arrange payment over the phone or via your secure online student portal).

I wish to pay by ☐ MasterCard ☐ Visa ☐ AMEX

|                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                  |                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|
| <input type="checkbox"/> Pay online                                                                                                                                                                                                                                                                                                                                                                                             | Kaplan will email you a copy of your invoice once it is ready to pay online via your student portal.                                                                             |                       |  |
| <input type="checkbox"/> Pay over the phone                                                                                                                                                                                                                                                                                                                                                                                     | Kaplan will call once your invoice is ready to pay. If the person Kaplan needs to contact is not you, please provide their name and the best contact number to reach them below. |                       |  |
| Contact name                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                  | Contact no.           |  |
| <input type="checkbox"/> <b>Invoice company</b> (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 Education. In the absence of an authorised signature, an email will be sent for approval of enrolment.) |                                                                                                                                                                                  |                       |  |
| Corporate account name                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                  | Corporate account no. |  |
| Training manager name                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                  | Training manager no.  |  |
| Invoice to name                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                  | Invoice to no.        |  |

#### Details for receipt (Please complete this section if payment is made by a third party)

|                        |     |           |          |
|------------------------|-----|-----------|----------|
| Title:                 |     |           |          |
| First name             |     | Last name |          |
| Job title              |     |           |          |
| Email                  |     |           |          |
| Telephone              | (W) | (H)       | (M)      |
| Company name           |     |           |          |
| Number and street name |     |           |          |
| Suburb                 |     | State     | Postcode |

## SECTION 4: PRIVACY NOTICE AND STUDENT DECLARATION

### Privacy notice

Kaplan Professional collects 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(s) or program(s) 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 prior 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](mailto:privacy@kaplan.edu.au)) for more information. A copy of our privacy policy is available at <[https://www.kaplanprofessional.edu.au/privacy\\_policy](https://www.kaplanprofessional.edu.au/privacy_policy)>.

### Student declaration

I hereby declare:

- When submitting any form of RPL evidence, all personal information (such as name, address, date of birth and any other identifying information about an individual) and any other confidential information has been removed. I understand that any form of evidence containing such information will be rejected by Kaplan Professional and returned to me to re-submit. This does not apply to your personal academic certification.
- That all supporting documentation provided to Kaplan is an accurate and truthful representation of my education and professional experience.
- 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 will not hold Kaplan responsible for any lost or damaged documentation provided by me.
- I understand the documentation I have provided will not be returned (with the exception of RPL evidence that has not had confidential details removed).
- I have read and agree to abide by the relevant Kaplan Professional policies.
- Your signature below constitutes that the information provided to the best of your knowledge is true and correct, that you consent to the collection, use and disclosure of your personal information in accordance with the Privacy Notice above, and that you understand the items listed in the student declaration.

Student name:

---

Student signature:

---

Date:

---