

Credit Point and Student Workload Policy

Kaplan Higher Education Pty Ltd.





Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Kaplan Professional Education (“Kaplan”). The Policy applies to all higher education courses and subjects delivered under Kaplan.

Purpose

This policy sets out the approach to be followed when determining the credit point value and student workload allocation for Kaplan subjects and courses.

Definitions

| Term | Definition |
|--------------------|---|
| Credit Point value | The number of credit points required to successfully complete a subject or course. In the case of subject credit points, they are also known as ‘unit value.’ |
| Learning Activity | A learning activity may include: pre-lecture weeks' reading; participation in lectures and tutorials; participation in laboratory sessions; online learning activities; research; work on individual and team projects; writing essays; problem-solving and project work; individual consultation; preparation for tests and examinations; and taking tests and examinations. |
| Workload | The minimum number of hours an average student needs to allocate to learning activities to enable successful achievement of the learning objectives of that subject or course. |

Policy Statements

Credit Point Value

Kaplan assigns credit point values to each higher education subject and course it offers. Credit point values vary across courses with the standard credit point values of an undergraduate subject being three (3) and a postgraduate subject being six (6) points. Any variation to these credit points must be submitted to the Academic Board.

Workload

The standard full time work load for a study period will vary depending on a student's course enrolment. Kaplan determines and communicates the full time study workload full time students are expected to undertake. Generally, a student's annual workload can be calculated as follows:

$$\text{Annual Student workload (in credit points)} = \frac{\text{Course credit point total}}{\text{Course's length of study in years.}}$$

Similarly, a full time student's expected workload for each study period can be calculated as follows:

$$\frac{\text{Annual Student workload (in credit points)}}{\text{Number of Study periods (6 in the case of Kaplan)}}$$



Version Control and accountable officers

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

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|---|--------------------------------------|---|-----------------------|------------------------|
| Policy Category | Academic | | | |
| Responsible Officer | Vice President, Academic | | | |
| Implementation Officer | Relevant Business Unit Heads | | | |
| Review Date | December 2020 | | | |
| Approved by | | | | |
| Vice President, Academic under a delegation from the KHE Academic Board | | | | |
| Change and Version Control | | | | |
| Version | Authored by | Brief Description of the changes | Date Approved: | Effective Date: |
| 1.0 | Quality & Standards Group | Unpacking of one document into existing document | 01.01.2014 | 01.01.2014 |
| 1.1 | Quality & Standards Group | Format and wording changes to align across all Kaplan academic entities. | 10.04.2015 | 10.04.2015 |
| 2 | Academic Quality and Governance Team | Policy retitled and Kaplan's approach to credit points and student workload clarified and aligned across Kaplan academic entities. | 10.03.2016 | 17.03.2016 |
| 2.1 | Academic Quality and Governance Team | Policy revised for currency. Clarifications made to specify the credit point values in operation at Kaplan and how to calculate a full time student's workload for each study period. | 5.12.2017 | 20.12.2017 |