

# Admissions Policy

Kaplan Higher Education Pty Ltd.





## Purpose

The purpose of this policy is to outline the principles and requirements related to the admission of students into Kaplan Higher Education Pty Ltd trading as Kaplan Professional (“Kaplan”) award courses.

The objective of this policy is to:

- Ensure a fair and transparent admissions process in line with the *Higher Education Standards Framework (Threshold Standards) 2015*;
- Ensure the integrity of the Kaplan admissions process.

## Scope

This policy is applicable to applicants and existing students applying to undertake studies at Kaplan, including non-award study.

The policy applies to both onshore and offshore applicants and students.

## Definitions

### Accrediting / Regulatory Body

The accrediting or regulatory body refers to both government and professional bodies who provide formal accreditation of Kaplan award courses.

### Admission / Entry Requirements

A set of one or more criteria that an applicant must demonstrate as satisfactory in order to gain admission to a Kaplan award course.

### Applicant

An individual applying to study an award course at Kaplan. The individual may, or may not, be a current student of Kaplan.

### Australian Qualifications Framework

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.

### Award Course (“Course”)

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.

### Course Structure

A Course Structure at Kaplan refers to the collection of academic subjects, which may or may not lead to an award.

### Domestic Student or Applicant

A domestic student or applicant is defined under this policy as either:

- Australian citizens (including Australian citizens with dual citizenship);
- Non-Australian citizens under the following categories:
  - New Zealand citizens;
  - Australian permanent residents;
  - permanent humanitarian visa holders.

**English Language Proficiency**

The demonstrated ability of applicants and students to use the English language, both written and verbal, to communicate meaning while completing their award course at Kaplan.

**International/Overseas Student or Applicant**

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.

**Kaplan**

All references to “Kaplan” in this policy refer to the approved Higher Education Provider “Kaplan Higher Education Pty Ltd trading as Kaplan Professional” and not to “Kaplan Australia Pty Ltd” or its other associated subsidiaries.

**Mature Age Applicant**

Individuals who are 21 years of age or greater at the time of application.

**Minor**

Individuals who are under the age of 18 years at the time of application.

**Non-award Subject**

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 Kaplan *Recognition of Prior Learning Policy*, recognition of prior learning may be granted into an award-course for non-award subjects studied at Kaplan.

**Offer of Enrolment**

A formal invitation made to the applicant to enrol an award course at Kaplan.

**Offshore Applicant or Student**

An applicant or student who is enrolling in an award course at Kaplan but resides outside of Australia.

**Onshore Applicant or Student**

An applicant or student who is enrolled in an award course at Kaplan and resides in Australia.

**Student**

An applicant who has accepted an offer of admission made by Kaplan.

**Subject**

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.



## Policy 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, 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 to ensure 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 Professional website and will be readily accessible by both current and prospective students.
- Kaplan will conduct regular audits of admission decisions to ensure 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 annually review the admissions policy and procedures and update as required to ensure 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 ensure 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 applicable Course Development Panel in accordance with the *Course and Subject Development and Review Policy*.

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.

Proposed changes recommended by the Course Development Panel are referred to the relevant Course Advisory Committee for further approval. Final approval of any changes to the entry requirements are approved by the Academic Board.

Approved changes to entry requirements will be published on the Kaplan Professional 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, i.e. typographical errors and changes to administration procedures, may be approved by the implementation officers of this policy without approval being sought from the Academic Board.



## Admission into Kaplan Courses

Kaplan has implemented procedures to assess whether an applicant's qualifications, experience and English language proficiency are appropriate to ensure that the applicant has a reasonable prospect of succeeding in their academic studies at Kaplan.

Applicants applying for direct entry into an award course must complete the electronic or hard copy enrolment form located on the Kaplan Professional 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:

- 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 IELTS or equivalent test for applicants whose academic qualification(s) were not completed in English, or whose relevant industry experience did not take place 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.

### Admission of minors

All applicants must be 18 years of age or older at the time of application.

### 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 any courses at Kaplan.

Applicants who fall into one of the following categories are not classified as international/overseas applicants in relation to admission into Kaplan courses:

- New Zealand citizens;
- Australian permanent residents; and
- permanent humanitarian visa holders.

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.

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 Professional 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 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 Professional 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 application.

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.

Meeting the minimum entry requirements under this policy is not a guarantee of admission, and Kaplan reserves the right to decline applications at its own 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 published on the Kaplan Professional website.

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 Professional website.

## Course Entry Requirements

Kaplan determines the minimum academic and/or relevant industry experience requirements in order to ensure 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 Professional website.



## English Language Requirements

Applicants who possess a tertiary qualification(s) whose 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 levels of English proficiency as described below:

- Academic IELTS overall score of 6.5, with no individual band less than 6.0 (or equivalent) attained no greater than two years prior to application; or
- TOEFL (Computer) - 233, TOEFL (paper) – 575, TOEFL (Internet) – 91 with an essay rating of 5 or equivalent attained no greater than two years prior to application.

## 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.

Upon successful application through one of the alternative entry pathways, a student may be able to enrol in up to two (2) subjects in either a Graduate Certificate or a Graduate Diploma course on a provisional basis, dependant on individual course alternative entry pathway rules.

Upon successful completion of the initial two (2) subjects, the student will be able to enrol in the remaining subjects within the course.

## **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 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; and
- 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 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.



## **HEADSTART Pathway**

If an applicant fulfils one of the following criteria below, they may be eligible to apply for entry into the Kaplan HEADSTART program by completing the HEADSTART application form on the Kaplan Professional website:

- 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 Professional 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 should 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 Professional 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

## **Non-degree Entry 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/or 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 Professional website.

Evidence that must be provided at the time of admission includes 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 undertake study at a higher 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).

If an applicant has completed a minimum of two (2) AQF level 8 or 9 subjects at Kaplan as non-award subjects, this will be considered as evidence of demonstrated ability to undertake study at a higher education level.



## Deferral of Studies

Students 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 the Kaplan 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 by Kaplan

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 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

All admissions decisions made by Kaplan are final with no right of appeal.

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

## Relevant Legislation and Kaplan Policies

As a registered education provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

- [Australian Qualifications Framework 2013](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
- [Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act\)](#)



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

- Academic Integrity and Conduct Policy
- Assessment Policy
- Changes to Enrolment Policy
- Course and Subject Development and Review Policy
- Diversity, Inclusion and Equity Policy
- FEE-HELP Review Procedures
- Grievances, Complaints and Appeals Handling Policy
- Privacy Policy
- Progression Policy
- Reasonable Adjustments Policy
- Recognition of Prior Learning (RPL) Policy

## Version Control and Accountable Officers

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

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Implementation Officer(s)</b>	Head of Operations, Head of Learning and Delivery			
<b>Review Due Date</b>	March 2023			
<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>
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
1.2	Academic Quality and Governance Team	Reintroduced Postgraduate entry requirements which had been omitted in last iteration and introduction of approved Graduate Certificate, Self-Managed Super Funds entry requirements.	10.03.2016	17.03.2016
1.3	Academic Quality and Governance Team	Streamlined minimum English entry requirements across Kaplan for all postgraduate courses regardless of delivery mode.	26.05.2016	16.06.2016
1.4	Academic Quality and Governance Team	Remove requirement for RG146 for GCSMSF applicants with a relevant first degree. Specify Criteria A relevant degree	05.09.2018	07.09.2018
1.5	Academic Quality and Governance Team	Stipulating evidence requirement of SMSF, Superannuation and Tax foundation knowledge for entrants via Criteria B and C.	12.12.2018	19.12.2018



1.6	Quality, Regulations and Standards Team	Removal of related Advanced Diploma for entry into Financial Planning post graduate qualifications, so enable entry based on Diploma and credits based on ADFP. This aligns with TEQSA expectation of not using same evidence as entry and credit basis.  Removal of Bonus points in alignment with Admissions Transparency requirements.	02.04.2019	04.04.2019
2.0	KHE Manager, Compliance and Quality Assurance	<b>Policy review</b> as per its review cycle.	31.03.2020	10.04.2020
2.1	KHE Manager, Compliance and Quality Assurance	Update reference to “Kaplan” under the Purpose heading to refer to Kaplan Higher Education Pty Ltd trading as Kaplan Professional.  Update definition of “Kaplan” to refer to Kaplan Higher Education Pty Ltd trading as Kaplan Professional.  Update definition of “Offer of Admission” to “Offer of Enrolment”.	29.07.2020	29.07.2020