

Recognition of Prior Learning (RPL) Policy

Kaplan Higher Education Pty Ltd.





Policy Statement

Kaplan has established a fair, transparent and evidence focused process for the assessment and determination of applications for Recognition of Prior Learning.

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

Scope

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

Purpose

Recognition of Prior Learning (RPL) is defined within the Australian Qualifications Framework (AQF) as an assessment process that involves the assessment of an individual’s relevant prior learning to determine entry and credit outcomes.

All students 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.

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.

The purpose of this Policy is to provide a:

- process and framework for the provision of recognition of prior learning as credit towards Kaplan award subjects;
- service which is consistent with the Australian Qualifications Framework and the AQF Qualifications Pathways Policy;
- fair and equitable means of recognising an individual’s prior education, skills and experience; and
- process to ensure academic integrity and standards are safeguarded.

Principles

Kaplan follows two key principles when assessing an application for recognition of prior learning:

- Providing credit where it is legitimate and reducing potential disadvantage for students; and
- Maintaining the integrity of Kaplan's qualifications and program structures.

Definitions

Applicant: A person applying for recognition of prior learning at Kaplan.

Authorised issuing organisation: 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 (*AQF Glossary of Terminology, 2013*). For the purpose of this Policy, authorised issuing organisations will be referred to as "Providers".

Award Course: A qualification offered by Kaplan that has been accredited by the Tertiary Education Quality and Standards Agency (TEQSA).

Block Credit: 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.

Formal Learning: Formal learning is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification (*AQF Glossary of Terminology, 2013*).

Informal Learning: Informal learning is learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support (*AQF Glossary of Terminology, 2013*).

Learning Outcomes: Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning (*AQF Glossary of Terminology, 2013*).

Nested qualification: Nested qualifications are qualifications that include articulated arrangements from a lower level qualification into a higher level qualification to enable multiple entry and exit points (*AQF Glossary of Terminology, 2013*).

Non-formal Learning: Non-formal learning refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification (*AQF Glossary of Terminology, 2013*).

Prior Learning: 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.

Specified Credit: Advanced standing granted towards core subjects within the program structure of an award course.

Unspecified Credit: Advanced standing granted towards elective or optional subjects within the program structure of an award course.

Methods of Achieving Recognition

Automatic Advanced Standing

Students 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 Precedent List Automatic Advanced Standing list 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. To qualify for Advanced Standing under the Precedent List, students will need to provide a certified copy of their transcript, certificate or other credentials in conjunction with their application to verify they have met the recognition of prior learning requirements for the subject(s).

Advanced Standing

Students who have completed related studies from an authorised issuing organisation, including Kaplan, that are not on the automatic advanced standing or Credit Precedent List may apply for advanced standing. With the exception of students who have completed prior studies at Kaplan, students must submit the relevant 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 coverage match of 80%. Students are required to have achieved a pass grade to be considered for advanced standing. Kaplan does not guarantee the transferability of related studies from other providers.

Conditional Advanced Standing

In some cases, students who have applied to study with Kaplan may be granted conditional advanced standing based on the following circumstances:

1. If the student is enrolled into a qualification or has commenced studies at another provider and will provide an official transcript at the earliest possible opportunity.
2. The student has only provided unofficial or uncertified certificates or transcripts and will provide certified copies to Kaplan.

3. The student has been requested to provide subject outlines and will provide these prior to the census date of the next study period.

Full advanced standing will only be granted if the conditions specified in the conditional approval have been met by the due date specified to the student by Kaplan.

Other Methods

Kaplan may recognise the validity of various forms of prior learning, providing they meet the AQF standards and that the medium of instruction and assessment was completed in English. Kaplan may also require additional assessment methods of a student's knowledge of a given subject.

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

RPL Standards

Australian Qualifications Framework (AQF) Level

Completed studies must be at a comparable AQF level to the subject into which students are seeking recognition of prior learning. Where the completed study is at a lower AQF level, recognition of prior learning will be granted in accordance with the Kaplan's Financial Adviser Standards and Ethics Authority (FASEA) Transition Policy.

Specified Credit

Specified credit is granted for one or more specific subjects in a qualification when advanced standing has been applied and the appropriate credit points have been awarded in their place. 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 or other optional components in a qualification. Unspecified credit may be granted where prior learning is judged to be relevant to the overall course learning outcomes.

Currency and Relevance of Knowledge

Prior learning must be relevant and equivalent to the qualification in which the student is enrolled and must generally have been completed within ten (10) years of the application for recognition of prior learning, with the exception of subjects on the Automatic Advanced Standing List.

Prior learning completed more than ten (10) years prior to admission to Kaplan will be evaluated on a case-by-case basis and may include a review of the applicant's relevant employment history. Additional assessment may be required to validate the veracity of the application and that the student can demonstrate the required knowledge and skills.

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 course. Any prior learning that has been used to grant advanced standing will not be used for any Grade Point Average (GPA) calculations.

Maximum Exemptions

Students may obtain recognition of prior learning for up to 50% of subjects in a specified course. Any studies that have been completed at Kaplan that form part of a nested qualification will be eligible to receive full recognition for completed subjects on the provision that the subjects are within the nested qualification program structure at the time of application. For nested qualifications in which recognition of prior learning has been approved, the student's previous grades will carry across to the qualification.

Outside of Kaplan nested qualifications, in limited circumstances, the Academic Board may approve over 50% advanced standing towards a Kaplan qualification. Circumstances in which the Academic Board may approve advanced standing over 50% of a qualification are outlined below:

- credit transfer between Kaplan's Providers in similar disciplines
- in the case of transitional arrangements due to a merger or acquisition
- where Kaplan is teaching out students from another provider under the terms of an agreement. In this instance, block credit to all eligible incoming student (without individual assessments) will be supplied where there is an institution-to-institution agreement
- where another provider 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, subject rules may prohibit the awarding of specified credit against particular subjects due to content or delivery deemed unique to Kaplan. Where advanced standing is sought from a qualification below AQF level 8 into an AQF level 8 or higher qualification, the advanced standing is awarded in accordance with Kaplan's FASEA Transition Policy.

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.

Non-Award Study

Kaplan recognises that on occasion students may enrol into subjects offered by Kaplan on a non-award basis. If a student subsequently enrolls into an award course at Kaplan, the student may be eligible to apply for recognition of prior learning for the non-award subject under the following conditions:

- the student 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.

Recognised Institution

At Kaplan, prior learning may be from

- 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 practical experience, including voluntary work. A challenge exam may be required in some cases.

Transcripts

Original or certified copies of transcripts will need to be provided to Kaplan as part of an application for recognition of prior learning before advanced standing may be granted.

Work Experience

Relevant work experience may be recognised as prior learning by Kaplan, with unspecified credit granted for elective subjects only.

In some cases, students may be required to demonstrate that they have current knowledge of the subject area, which may be evidenced through the applicant's employment history or continuing professional development. Students must demonstrate that they have recent relevant work experience of at least three (3) within the last five (5) years for the work experienced to be recognised as prior learning at Kaplan. Additional assessment may be required to validate the veracity of the application and that the student can demonstrate the required knowledge and skills.

Assessment of Application

An appropriately qualified staff member will undertake an academic review of a student's recognition of prior learning application on an individual basis, which will include any supporting evidence provided by the student. Kaplan may contact the student if further details or supporting evidence is required to assess the application, which may result in a delay in the assessment. Kaplan will advise a student of the outcome of their application within ten (10) working days of the application being received, subject to sufficient supporting evidence being provided by the student.

If the application for recognition of prior learning is approved, advanced standing may be granted for the relevant subjects. If the application for recognition of prior learning is declined, the student will be required to enrol into and complete the relevant subjects in order to complete their qualification.

Supporting Evidence

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

The following lists valid documents that will be considered by the assessor as evidence of prior learning:

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

Guidelines

- Advanced standing will not be granted towards the KAP001 Research Project subject
- Evidence supporting an application must demonstrate of a minimum of 80% equivalence to the subject learning outcomes and content for each subject for which advanced standing is being applied for.
- Formal learning cited in an application 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 at the time that the study was completed. Formal learning must be at a comparable AQF level, with the following exception:
 - Formal learning at a lower AQF level may be assessed in accordance with the FASEA transition policy.
- Non-formal learning cited in an application must current at to the date of application, with the study being accredited by a recognised institution on the Credit Precedent List.

Applications based on work experience must be within at least five (5) years from the date of any application submitted for recognition of prior learning, with evidence of a minimum of three (3) years of relevant work experience within those five (5) years). Additional assessment may be required to validate the veracity of the application and that the student can demonstrate the required knowledge and skills.

Fees and Charges

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

Recording of Advanced Standing

Advanced standing will be recorded on the student's 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 at Kaplan.

Appealing the Outcome

Applicants who are denied recognition of prior learning should refer to the [Grievances, Complaints and Appeals Handling Policy](#) located on the Kaplan Professional website for further information.

Transfer of Advanced Standing between Kaplan Institutions

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

1. Subject descriptions, objectives, or outcomes being assessed as equivalent.
2. Applicability of any core/major subjects to the subject.
3. Conversions from quarter to semester/trimester and credit point systems, or vice versa.

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

Related Policies

This policy should be read in conjunction with the following Kaplan Professional policies currently available at <https://www.kaplanprofessional.edu.au/faqs/studentpolicies/>:

- Admission Policy
- Assessment Policy
- Grievances, Complaints and Appeals Handling Policy
- Progression Policy
- FASEA Transition Policy*

***Note:** *Financial Advisers seeking recognition of prior learning to meet FASEA's requirements, please refer to the FASEA Transition Policy.*

Version Control and Accountable Officers

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

Policy Category		Academic		
Responsible Officer		Vice President, Academic		
Implementation Officer		Head of Teaching and Learning, Academic Dean		
Review Due Date		March 2023		
Approved by				
KHE Academic Board				
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 businesses	10.04.2015	10.04.2015
2	Academic Quality and Governance Team	Policy retitled and currency of RPL increased to 10 years from 5 years. Clarifications made to: <ul style="list-style-type: none"> align with AQF Qualification Pathways Policy, circumstances where Academic Board may approve a credit outcome above 50% of the School's subject, and Automatic exemptions will be approved by the Academic Board or its delegate 	10.03.2016	17.03.2016
2.1	Academic Quality and Governance Team	Amendments made to: <ul style="list-style-type: none"> circumstances in which the Academic Board can grant more than 50% credit to include a delegation to the Academic Dean or equivalent to approve up to 2/3rd of KHE's subject of study where another provider can no longer teach the subject. definition of block credit refined to match AQF definition 	1.12.2016	15.12.2016
2.2	Academic Quality and Governance Team	<ul style="list-style-type: none"> Clarification made that when a student is changing subjects at Kaplan Higher Education, they are eligible for more than 50% RPL where the subjects for which RPL is sought were taught at Kaplan and were the subjects are the same/ equivalent in content and learning outcomes Clarified no exemptions for exemptions ('double dipping') and that in the case of gaining multiple, similar Kaplan awards, a student must complete at least 25% of the subsequent award Changed program to subject for nomenclature consistency 	7.09.2017	30.09.2017
2.3	Academic Quality and Governance Team	<ul style="list-style-type: none"> Change terminology from Automatic exemption to credit precedent, clarify Advanced Standing and Credit terminology and remove the term Exemptions Add requirement to apply for Advanced standing for work experience before enrolment in first subject 	05.09.2018	06.09.2018

		<ul style="list-style-type: none"> Set two-week time frame for credit decisions 		
2.4	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Inclusion of Specified and Unspecified Credit in RPL Standards Included reference to the FASEA Transition Policy. Terminology was amended noting that “course” is referred to as “subject” and “program” is referred to as “course” across the policy 	07.03.2019	11.03.2019
2.5	Compliance and Quality Assurance (Higher Education) in collaboration with the Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Inclusion of non-award study Include the <i>Admission Requirements Policy</i> as a related policy Change implementation officer from <i>Relevant Business Unit Head</i> to <i>Head of Operations, Head of Learning and Development</i> Removed Overseas Students Exemption section 	24.07.2019	29.07.2019
2.6	Compliance and Quality Assurance (Higher Education)	<ul style="list-style-type: none"> Replacement of exemption terminology with advanced standing Removal of Block Credit Change to the maximum advanced standing applied for Kaplan Higher Education studies Revision of the Assessment of Application section Addition of Assessment Guidelines Supporting evidence heading added 	19.09.2019	01.10.2019
2.7	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Removed reference to example provided on Page 3 regarding maximum exemption to avoid misinterpretation. 	24.10.2019	24.10.2019
3.0	Quality, Regulations and Standards Team in collaboration with Kaplan Professional	<ul style="list-style-type: none"> Policy review Terminology alignments with associated policies Removal of the term “upon arrival in Australia” Clarification provided that industry experience must be within the past five (5) years from the date of the application for Recognition of Prior Learning Addition of Policy Statement Addition of Principles section Addition of Definitions section Clarity regarding RPL for nested qualifications and non-award subjects Clarity provided in relation to RPL for work experience Review conducted of RPL Guidelines 	26.03.2020	10.04.2020

3.1	Compliance and Quality Assurance (Higher Education)	<ul style="list-style-type: none">• Revision of Implementation Officer <i>Head of Learning and Teaching</i> to <i>Head of Teaching and Learning</i>• Formatting changes and grammatical corrections.• Clarity provided regarding non-award study	21.07.200	21.07.2020
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