

**Kaplan Professional  
Enrolment Policy**

**Vocational Education**



## Scope

This policy is applicable to Kaplan Education Pty Ltd trading as Kaplan Professional (referred to as 'Kaplan Professional'). The policy applies to all Kaplan Professional students and staff involved in the enrolment of students into Kaplan Professional vocational education courses.

## Purpose

The purpose of this policy is to ensure that Kaplan Professional:

- provides prospective students with sufficient information to make an informed choice about the course in which they wish to enrol.
- fully informs students about support and other student-related services which can be provided by Kaplan Professional.
- as far as possible, enrolls students in the course most suited to their needs and capabilities.
- as far as possible, any special needs of students are identified and assessed during the enrolment process.
- staff are fully informed about their responsibilities regarding the enrolment and management of students.
- complies with relevant provisions of the *Standards for Registered Training Organisations (RTOs) 2015* (RTO Standards).

## Policy Statement

This policy defines how enrolment is managed at Kaplan Professional for vocational education courses. The focus is on protecting and informing the student so they may make informed choices about the options available to meet their learning needs. Operating under a fee-for-service model, corporate and individual enrolments are managed directly by Kaplan without government funding and without third party arrangements.

## Definitions

<b>AQF</b>	Australian Qualifications Framework
<b>Credit</b>	Credit (also known as 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 as the unit or units of competency in a Kaplan Professional subject or qualification.
<b>Enrolment</b>	The process of a student making a decision to study a course with Kaplan Professional. For Vocational Education, the student can be an individual or part of a cohort enrolled by a corporate client to meet requirements of their employees' job role/s.
<b>Mode of delivery</b>	means the method adopted to deliver training and assessment, including online, distance, face-to-face or blended methods.
<b>Recognition of Prior Learning (RPL)</b>	means an assessment process that assesses the competency(ies) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses. For more information see the CTRTO Policy

<b>RTO Standards 2015 and Users' Guide</b>	The Standards for Registered Training Organisations (RTOs) 2015 (the Standards) set out the requirements for an organisation to be registered as a training provider. The Users' Guide aims to help RTOs make sure their practices deliver a quality experience for every student at each stage of their 'journey' through the VET system.
<b>Statement of Attainment (SoA)</b>	means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
<b>Third party</b>	means any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee.
<b>Training product</b>	means AQF qualification, skill set, unit of competency, accredited short course and module.
<b>Unique Student Identifier (USI)</b>	means an individual education number for life. It also gives a student an online record of their VET training undertaken in Australia.
<b>VET</b>	Vocational Education and Training

## Policy Principles

### Provide full information to the student

Prior to enrolment or the commencement of training and assessment, Kaplan Professional will provide students with current and accurate information that enables them to make informed decisions about undertaking training. The information provided to students will include, but not be limited to, the following:

- The code, title and currency of the training product to which the student is to be enrolled.
- Any requirements or pre-requisites the student will need to meet to enter and successfully complete their chosen training.
- Training and assessment, and related educational and support services Kaplan Professional will provide to the student including:
  - estimated duration
  - expected locations at which training and assessment will be provided, which for Kaplan Professional will be referred to as Online.
  - modes of delivery
  - details of any third party that will provide training or assessment, and any educational and support services to the student on behalf of Kaplan Professional, if applicable
  - any work placement or job-related requirements necessary for successful completion of the course.
- Our obligations to the student, including our responsibility for the quality of the training and assessment and certificate issuance in accordance with the RTO Standards.
- The student's rights including details of the complaints and appeals process.

For students who are under 18 years of age, the approval of the parent/guardian is required for the enrolment to proceed. For more information see the Under 18 Policy.

The RTO Standards, Clause 5.2, specifies the minimum information that must be provided to prospective students prior to enrolment or commencement of a course.

The RTO Standards, Clause 4.1, also specifies information that must be made available to students before they make a decision about purchasing training products and services from an RTO and should be referred to regarding this policy.

At enrolment, students are provided with the National VET Data Privacy Notice so that students are informed about how their data is used by Government. For more information refer to [National VET Data Privacy Notice and Kaplan's Privacy Policy](#).

Information is also provided to students by Kaplan Professional through communications including:

- Student Handbook
- Webpage for each training product
- Course Outline or Subject Outlines for each training product
- Course Brochure or Flyer for each training product
- Welcome email.

## Fee information

Kaplan Professional will ensure that students receive full and accurate information about course fees and charges, and the student's rights, prior to enrolment or the commencement of training and assessment, whichever comes first, including:

- fees that must be paid to Kaplan Professional
- payment terms and conditions including refunds
- the student's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies
- the student's right to obtain a refund for services not provided if the arrangement is terminated early, or Kaplan Professional fails to provide the agreed services.

## Establish student needs and suitability

- Kaplan Professional will provide tools and processes, as far as possible, to ensure that students are enrolled in the course most suited to their needs. This may involve establishing individuals' career goals, job, regulatory or licensing requirements, and overall suitability and capability to undertake the proposed course of study.
- Prospective students will be discouraged from enrolling in courses that are identified as unsuited to their needs or capabilities. In such cases, alternative courses or pathways will be offered where possible.
- Any special support needs of students will be identified at the enrolment stage, if possible, and strategies to meet the needs developed. Students will not be enrolled in a course if it is known that the organisation is unable to provide the support the student needs. If this occurs, every reasonable effort will be made to identify an alternative provider who can meet the student's needs.
- If a student insists on enrolling in a course that Kaplan Professional staff believe is not suited to their needs, the circumstances must be noted on the student file within the student management system.

## Student support

- Kaplan Professional will actively seek to identify student support needs as early as possible and preferably at the enrolment stage. Once a student's support needs are determined, access to suitable support services will be provided to enable the student to meet the requirements of the training product, training package or VET accredited course, where reasonably possible.
- Kaplan Professional may require prospective students to undertake an assessment process to determine their support needs. Any processes used to determine individual support needs will be documented and retained on the student's file.
- Educational support may include:
  - Language, Literacy, Numeracy (LLN)
  - technology
  - optional introductory subjects for students with less than 6 months in industry
  - reasonable adjustments
  - additional tutorials or other mechanisms such as assistance in using technology for online delivery.
- Support for students under 18 years of age is outlined in the [Under 18 Policy](#).
- If the provision of support will attract an additional cost to the student, this cost must be made clear to the student prior to the enrolment being finalised. The student's agreement to any additional cost will be obtained.
- Any limitation to the support that Kaplan Professional can offer to students who have identified themselves as needing additional support or have been identified by Kaplan Professional as

needed support, will be made clear to prospective students prior to the acceptance of their enrolment.

- Further information on reasonable adjustments is outlined in the [Assessment Policy and the Diversity, Inclusion and Equity Policy](#).

## Funding entitlements and obligations

Kaplan Professional will inform prospective students of any government funded subsidy or other financial support arrangements associated with the provision of training and assessment to which the student may be entitled. Students will also be informed of any debt obligation associated with such funding.

## Recognition of Prior Learning and Credit

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.

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 form part of a Kaplan Professional subject or qualification. Further information is outlined in the CTRPL Policy.

Kaplan Professional will advise prospective students of any RPL or Credit opportunities available for the course they are considering.

## Unique Student Identifier (USI)

Registered Training Organisations such as Kaplan Professional are not permitted to issue a qualification or Statement of Attainment unless the student has provided a Unique Student Identifier (USI) or Kaplan Professional has obtained a USI on the student's behalf.

To avoid delays in the issuance of Qualifications and Statements of Attainment, students will be requested to provide their USI at the time of enrolment. Once the USI has been provided, Kaplan Professional will verify the number with the USI scheme Registrar and students will then be provided with access to the learning materials.

Certain student and course exemptions exist under the Student Identifiers Act 2014. If this is the case, students will not be required to provide a USI, however if they do not provide a USI, they will be unable to access their record of participation and achievement using the USI system. Kaplan Professional will maintain such records in accordance with the requirements of the RTO Standards.

Students' USI and other information will be secured in accordance with Kaplan's [Privacy Policy](#).

## Confirmation of enrolment

Kaplan Professional will review the student's enrolment application against stated enrolment requirements and advise the student, in writing once the enrolment has been accepted and finalised. Access to the learning platform (KapLearn) will not be provided to the student until the enrolment has been finalised.

If for any reason Kaplan Professional is unable to accept the enrolment application, the applicant will be contacted and the reasons for the decision will be explained. Any alternative courses or pathways will be discussed with the applicant.

A Welcome email is sent upon enrolment, providing information to assist students to be fully informed prior to finalising the enrolment process and commencing studies.

## Ongoing student communication

Kaplan Professional will inform students, as early as possible, if any circumstances arise which may have an impact on the services to be provided.

## Student access to records

Kaplan Professional will ensure that current and past students are able to access their records on request. All students who hold a valid USI, and whose results have been reported into the USI system, will be able to access their records through that system. If a student's information is not held in the USI system, they will still be able to access their records by contacting Kaplan Professional.

## Guiding procedures

Kaplan Professional is continually improving procedures to address the Enrolment policy principles in this document, including but not limited to the following:

- Updates to marketing collateral to align with the Training and Assessment Strategy for new training products including course webpages, course/subject outlines, and course flyers/brochures and fee information.
- Annual updates to the Student Handbook
- Individual student-led enrolments
- Corporate-led enrolments
- Determining student needs, student support and any reasonable adjustments
- Recognition of Prior Learning and Credit Transfer processes
- Point of Contact team procedures for managing and monitoring support for Under 18 students
- Management of USI collection and verification.

Note that at the time of writing, Kaplan Professional does not offer government funding for any training products; all training products are fee-for-service. It should also be noted that at the time of writing, no third-party arrangements are in place.

## 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.

## Relevant Legislation

As a registered training organisation (RTO), Kaplan operates under strict legislation and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below.

- Standards for Registered Training Organisations (RTOs) 2015
- Student Identifiers Act 2014.

## Related Policies

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

- Continuous Improvement Policy
- Credit and Recognition of Prior Learning Policy
- Diversity, Inclusion and Equity Policy
- Extension Policy
- Grievances, Complaints and Appeals Policy
- Learning Facilities and Resources Policy
- Privacy Policy
- Refund and Transfer Policy
- Student Record Management Policy
- Under 18s 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>	Quality and Standards			
<b>Responsible Officers</b>	Head of Operations			
<b>Implementation Officers</b>	Admissions Manager			
<b>Review Date</b>	June 2025			
<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>
1.0	Head of Operations	New Procedure	31.3.2016	1.4.2016
2.0	Head of Operations	General Review	24.8.2018	3.9.2018
2.1	Quality Regulation and Standards	Immaterial change of header and job titles	26.08.2021	02.09.2021
3.0	Quality Regulation and Standards	Upgrade to new template and review of policy	19.05.2022	26.05.2022