

**Kaplan Education Pty Ltd  
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 the Kaplan Education Pty Ltd trading as Kaplan Professional ('Kaplan') credit and recognition of prior learning application process for vocational education, 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'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.

The *Credit & Recognition of Prior Learning Application Form* can be found in Part B of this document.

### 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 as the unit or units of competency within a Kaplan subject or qualification.

#### *Important to note*

- Kaplan is not obliged to issue certification that would be entirely comprised of units of competency completed at another RTO or RTOs'.
- Kaplan's licensing qualifications/courses are delivered and assessed using clustered related units of competency within individual subjects (except for Real Estate courses and qualifications). Any student seeking credit for individual units of competency within a subject that uses clustered related units of competency will need to contact 1300 662 203 to discuss the process.

### 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 units of competency in your prior study, you may be eligible for a credit.

Course and 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 two to three business 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.

Please refer to 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 e.g., 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 e.g., 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 e.g., the acquisition of interpersonal skills developed through several years as a sales representative.

### *Important to note*

Kaplan's licensing qualifications/courses are delivered and assessed using clustered related units of competency within individual subjects, except for Real Estate courses and qualifications. Any student seeking credit for individual units of competency within a subject that uses clustered related units of competency will need to contact Kaplan's support team on 1300 662 203 to discuss the process.

## 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 an 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.

<sup>1</sup> From the Glossary – Users Guide to RTO Standards 2015

As an RTO, Kaplan 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 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 Vocational Education standards at the time of the assessment. A Kaplan assessor will determine whether the evidence provided is recent enough to be 'current' evidence. This does not mean evidence that is not recent is not valid, however, Kaplan 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.

Course and 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, please contact Kaplan 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 both the *Credit & Recognition of Prior Learning Application Form* (Part B) and the 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 three to five 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 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)

\$55 per approved subject payable after notification on the CT outcome

### Recognition of Prior Learning (RPL)

For RPL applications, a non-refundable \$310 RPL application fee will be charged upfront. If your RPL application is unsuccessful, no further fees will apply.

If your RPL application is successful, an administration fee per subject will apply. The RPL application fee will be credited towards the balance of your overall administration fee(s).

#### Recognition of Prior Learning (RPL)

Application fee	\$310 (non-refundable and paid at the time of application)
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Administration fee	\$310 per subject (less the initial application fee for successful RPL applications)
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Example of applicable RPL fees for a successful application:

- A student applies for RPL for two subjects and pays the \$310 application fee. The student is notified by Kaplan that the RPL application for two subjects has been successful. To proceed with the successful RPL outcome and apply the RPL to a Kaplan course/qualification, the student is required to pay one \$310 administration fee, as the \$310 application fee has been credited towards the total \$620 RPL administration fee owing.
- A student applies for RPL for one subject and pays the \$310 application fee. The student is notified by Kaplan that the RPL application for one subject has been successful. To proceed with the successful RPL outcome and apply the RPL to a Kaplan course/qualification, the student is not required to pay an administration fee, as the \$310 application fee has been credited towards the total \$310 RPL administration fee owing.

**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 credit and/or recognition of prior learning, please contact Kaplan on 1300 662 203 for further information or email [rpl@kaplan.edu.au](mailto:rpl@kaplan.edu.au) with your enquiry.

## Part 2: Credit & Recognition of Prior Learning Application Form

SECTION 1: REQUIRED PERSONAL DETAILS					
Title:	Mr <input type="radio"/> Ms <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Dr <input type="radio"/> Other (please specify): _____				
Unique student identifier (USI) number*:					
Student ID:			Promotion code:		
First name:			Middle names(s)		
Last name(s):			Preferred name:		
Gender:	Male <input type="radio"/> Female <input type="radio"/>		Date of birth:		
<b>Contact details</b>					
Work #:			Home #:		
			Mobile #:		
Email:					
<b>Permanent residential address (Compulsory)</b>					
Street address:					
Suburb:		State:		Country:	
				Postcode:	
<b>Business details</b>					
Business name:					
Street address or PO Box:					
Suburb:		State:		Country:	
				Postcode:	
<b>Preferred mailing address (please circle):</b>					
Residential			Business		

\* It is a Commonwealth government requirement that every student has a unique student identifier (USI) to obtain their Statement of Attainment or qualification from their RTO when undertaking nationally recognised training in Australia. Kaplan Professional is required by law to collect and report USIs to the Australian Government.

You can obtain further information about this process at [www.usi.gov.au](http://www.usi.gov.au).



**SECTION 2: CT/RPL DETAIL**

Kaplan course/subject	Seeking CT/RPL	Evidence provided
<i>e.g. DFP1 Financial Planning Fundamentals</i>	<i>CT</i>	<i>Certified copy of Statement of Attainment from RTO</i>
<i>e.g. DFP1 Financial Planning Fundamentals</i>	<i>RPL</i>	<i>See RPL Kit</i>

**SECTION 3: PAYMENT DETAILS**

We can only accept credit card payments for this Exemption Service

<input type="checkbox"/>	Credit card payment	<p>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, please indicate how you would like to pay below.</p> <p>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:</p> <p><input type="checkbox"/> Master Card</p> <p><input type="checkbox"/> Visa</p> <p><input type="checkbox"/> Amex (additional 2.5% surcharge)</p>
<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 read 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.
<input type="checkbox"/>	Contact name	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Total payment	\$ <input type="text"/>

## 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 at [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 Professional 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 the originals.
- I will not hold Kaplan Professional responsible for any lost or damaged documentation provided by myself.
- I understand any 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.

**Please note that if you are under the age of 18, a parent/guardian signature is required.**

Student name:

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Student signature:

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Parent/Guardian name:

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Parent/Guardian signature:

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