

**Kaplan Professional  
Credit and Recognition of Prior Learning  
Policy**

**Kaplan Education Pty Ltd**



## Scope

This policy applies to prospective students, new and existing students enrolled in Vocational Education Training (VET) programs and staff at Kaplan Education Pty Ltd trading as Kaplan Professional ('Kaplan').

## Purpose

The purpose of this policy is to:

- provide Kaplan students and staff with clear information about options available to students to allow them to gain credit (CT) for existing units of competency or recognition of prior learning (RPL) based on previous formal or informal study, work or other experience, and
- outline the process students should follow to apply for CT or RPL.

## Policy Statement

Kaplan will ensure students have accurate information about Credit and Recognition of Prior Learning for all training products on its scope of registration.

## Definitions

The following terms and definitions are applicable to this Policy.

<b>AQF</b>	Australian Qualification Framework
<b>ASQA</b>	The Australian Skills Quality Authority is the regulator for vocational education.
<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 a unit or units of competency in a Kaplan subject or qualification.
<b>Formal learning</b>	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 (for example, a certificate, diploma or university degree).
<b>Non-formal learning</b>	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 (for example, in-house professional development programs conducted by a business).
<b>Informal learning</b>	Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
<b>Recognition of Prior Learning</b>	RPL means an assessment process that assesses the competency/s 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.



## Policy Principles

### Credit Transfer

When a student provides evidence of previously attained unit(s) of competency, Kaplan will recognise the certification issued, once validated, and give credit to the student for that unit(s) of competency.

This will be recorded as a 'Credit Transfer' on the student's record and AQF certification/documentation (i.e., qualification/statement of attainment on the record of results).

RTOs, including Kaplan, are not obliged to issue certification that would be entirely comprised of units of competency completed at another RTO.

### 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, informal and non-informal learning.

Students may obtain up to 100% of a Kaplan subject/qualification via RPL. Kaplan reserves the right to vary this at their discretion or request the potential or current student completes an additional assessment or meet other requirements before receiving 100% of a Kaplan qualification or course via RPL.

### Application process

Kaplan recognises that potential or current students may have undertaken previous training, study or have work experience, that are equivalent to units of competency in a Kaplan subject/qualification. Where this can be demonstrated by the student, the student may be granted credit or recognition of prior learning from a previous subject/qualification.

Kaplan recognises that the granting of CT or RPL may have the effect of lessening a student's study requirements and therefore shortening the time required to complete a subject or qualification.

It is the student's responsibility to supply sufficient evidence which demonstrates how they meet the requirements of the unit/s of competency. Students should refer to the Credit & Recognition of Prior Learning Application Form and the relevant Recognition of Prior Learning kit for more details on the required evidence.

CT and RPL fees apply, and these are published on the Credit Transfer and Recognition of Prior Learning webpage and within the Credit & Recognition of Prior Learning Application Form.

All CT and RPL requests are to be made using the Credit & Recognition of Prior Learning Application Form and emailed to Kaplan. A copy of all documentation received, including the outcome of the application, will be recorded in the applicant's student file.



## Guiding Procedures

### Submitting a Credit Transfer application

An application for CT must be made using the Credit & Recognition of Prior Learning Application Form and emailed to Kaplan. A copy of all documentation received, including the outcome of the application, will be recorded in the applicant's student file.

CT fees apply and these are published on Kaplan's website and within the Credit & Recognition of Prior Learning Application Form.

### Credit Transfer Evidence Requirements

Students are required to provide copies of any relevant qualification certificates or statements of attainment listing the unit(s) of competency for which they are seeking credit transfer.

Kaplan will ask the student's permission to verify their unit/s of competency in the Unique Student Identifier (USI) Portal or to verify their unit(s) of competency with the education provider who issued the qualification certificate or statement of attainment.

### Submitting an RPL application

An application for RPL must be made using the Credit & Recognition of Prior Learning Application Form and emailed to Kaplan. A copy of all documentation received, including the outcome of the application, will be recorded in the applicant's student file.

RPL fees apply, and these are published on Kaplan's website and within the Credit & Recognition of Prior Learning Application Form.

### RPL Evidence Requirements

Students are required to provide evidence of their skills and knowledge to meet the requirements of the unit(s) 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 may add additional evidence to support their application such as formal learning, informal learning and non-formal learning. Students should note that all evidence submitted for a RPL application must be the student's own original work. Kaplan may deny any application for RPL that is found to be based on the work of another person, created with the assistance of artificial intelligence tools or where potential copyright infringements are evident in the material submitted for RPL.

Kaplan will verify the validity of any supporting documentation received. This may include seeking the student's permission to verify unit(s) of competency in the USI Portal. This may also include contacting the relevant individual(s) or institution(s) referred to in the RPL documentation for verification e.g., previous academic records, workplace evidence, work history or a workplace recommendation.



## Assessing a CT and RPL request

Kaplan will manage the completed Credit & Recognition of Prior Learning Application Form and accompanying documentation.

For a CT application, Kaplan will verify the evidence provided to determine whether competency has been demonstrated and credit may be awarded.

For an RPL application, the Kaplan will allocate the application to a suitably qualified and experienced assessor. If appropriate, the assessor may request additional evidence to support the application.

The RPL evidence portfolio provided by the student will be assessed in accordance with the Kaplan's Assessment Policy.

## CT and RPL outcomes

All applications (including supporting documentation) will be processed and the applicant advised of the outcome within 15 business days of receipt of the application.

If the evidence portfolio is deemed incomplete or if insufficient evidence has been provided, Kaplan will request that the student submit further documentation. In this case, the student's CT or RPL application will not proceed until complete and sufficient evidence has been received by Kaplan.

### Successful CT outcome

If the CT request is successful, Kaplan will advise the student of the outcome by email and update the CT Register.

### Proceeding with the successful CT outcome

If the student chooses to apply their approved CT to enrol in a Kaplan qualification/course, they must do so within 12 weeks from their outcome notification date. Their course duration will commence at the point of enrolment.

If the student does not use their approved CT to enrol in a Kaplan qualification/course within 12 weeks, the CT outcome may lapse, and the student may be required to submit a new CT application.

The CT administration fee will be charged separately to the enrolment fee. The enrolment fee less the initial administration fee for CT will apply. Refer to fees published on the Kaplan website.

A Statement of Attainment and/or Qualification with the CT included may not be issued until after the full qualification has been completed.

### Unsuccessful CT outcome

Where the CT application is unsuccessful, Kaplan will advise the student of the CT outcome by email.

In this case, the student may enrol into a Kaplan program and use the initial CT administration fee to offset part of the program enrolment fee.

### Successful RPL outcome

If the RPL request is successful, Kaplan will advise the student of the outcome by email and update the RPL Register.

Applicable RPL fees may apply. These are published on the Kaplan website and within the Credit & Recognition of Prior Learning Application Form.



A successful RPL outcome will be valid for 12 weeks from Kaplan notifying the student of the outcome. If the student does not use their approved RPL to enrol in a Kaplan qualification/course within 12 weeks, the RPL outcome may lapse, and the student may be required to submit a new RPL application. Resubmitted RPL applications will be assessed against the subject/course and competency requirements at the time of the new application.

### **Proceeding with the successful RPL outcome**

If the student chooses to proceed with a successful RPL outcome within 12 weeks from the approval date, remaining RPL fees may apply. If the student chooses to apply their approved RPL to enrol in a Kaplan qualification/course, the course duration will commence at the point of enrolment.

Should there be any remaining fees, the student will be invoiced, and payment will be required prior to the RPL application proceeding.

The remaining RPL fee will be the full subject fee less the initial application fee.

A Statement of Attainment and/or Qualification will be issued to the applicant, as appropriate. If the RPL forms part of a course or qualification, a Statement of Attainment may not be issued at the time the RPL is completed; however, the unit or units of competency awarded will be listed with a 'Competent' status on the student's record and credit certified through the issue of a Qualification or Statement of Attainment at the completion of the course.

### **Unsuccessful RPL outcome**

Where the RPL application is unsuccessful, Kaplan will advise the applicant of the RPL outcome by email.

In this case, the applicant may enrol into an online Kaplan program and use the initial RPL application fee to offset part of the program enrolment fee. Applicants must proceed with their enrolment within 12 weeks of their RPL outcome notification, otherwise the RPL may lapse.

## **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 published on the Kaplan website.

## **Relevant Legislation**

As a registered education provider, Kaplan operates under strict legislation and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below.

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (RTOs) 2015 (Cth) Clauses 1.2, 1.8, 1.12 and 3.5.

## **Related Policies**

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

- Assessment Policy
- Certificate Issuance Policy
- Grievances, Complaints and Appeals Policy
- Enrolment Policy
- Enrolment Terms and Conditions.



## Version Control and accountable officers

It is the joint responsibility of the Implementation Officer(s) and Responsible Officer(s) to ensure compliance with this Policy.

<b>Policy Category</b>	Academic			
<b>Responsible Officers</b>	Head of Academic Programs, Head of Operations			
<b>Implementation Officers</b>	Assessment/RPL Administrator, Academic Programs Manager (Financial Advice), Academic Programs Manager (Applied Finance and Vocational Education)			
<b>Review Date</b>	September 2026			
<b>Approved by</b>		<b>Authorised by</b>		
Policy Committee		CEO		
<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 procedures	17.8.2018	3.9.2018
2.0	Quality Regulations and Standards team	Wording on using the USI Portal to verify qualifications and units already achieved. New template and definitions. Changes to job titles.	26.08.2021	02.09.2021
2.1	Quality Regulation and Standards team	Change in submission timeframes, process, accountable officers.	05.09.2023	12.09.23