

General Advice Specialisation – Exemption form

This form should be used if you intend to apply for an exemption for one or more of subjects within the General Advice Specialisation

Students who have completed their studies at Kaplan Professional are not required to complete this form. Your exemptions will automatically be processed upon enrolment into the [CFS Client engagement in financial services](#) subject.

Note: There are no exemptions permissible based on work/industry experience.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

| 1. Personal information | | | |
|---|--|--|-----------------------------|
| Kaplan student ID (if applicable): | | Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other | |
| First name: | | Last name: | |
| Email: | | Contact number: | |
| Employer: | | Current role: | |
| Have you been involved in the provision of general advice within the last 5 years: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide role title: |
| 2. Exemption application | | | |
| Please select one or more RG146 knowledge areas to apply for which you are seeking an exemption from the General Advice Specialisation. If you are unsure about what RG146 knowledge areas you are applicable from exemption from within the General Advice Specialisation, please leave this field blank and Kaplan Professional will ascertain this information from your supporting evidence of completed prior studies. | | | |
| <input type="checkbox"/> RG146 Generic Knowledge | | <input type="checkbox"/> RG146 Superannuation | |
| 3. Completed prior studies | | | |
| Completed prior studies include: | | | |
| <ul style="list-style-type: none"> RG146 Tier 1 studies at an Australian Registered Training Organisation (RTO). A Diploma (AQF5) or higher level qualification at an accredited Australian higher education provider. | | | |
| 4. Supporting evidence | | | |
| Please provide certified evidence of course completion. Students who have completed prior studies at Kaplan Professional, Securities Institute, Australia (SIA), FINSIA or Tribeca are not required to provide certified evidence if your academic records are held by Kaplan Professional. | | | |
| Note: Studies completed outside of 10 years will be assessed on a case-by-case basis and may require the completion of a challenge exam in addition to supporting evidence. | | | |
| Please refer to our website on who can certify your evidence here . | | | |

STUDENT DECLARATION

I have read, understood and accept the relevant [Kaplan Professional Policies](#) and [Terms and Conditions](#).

By submitting this application form, you consent to Kaplan Professional collecting your personal information (including your name, address and other identifying information) for the purpose of administering this application. 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 (privacy@kaplan.edu.au) for more information.

Please visit our website for a copy of our [Privacy Policy](#).

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

Return this form to the Kaplan Professional office via:

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|------|--|-------|--|
| Mail | Kaplan Professional Level 12, 45 Clarence Street, Sydney NSW 2000 | Email | exemptions@kaplan.edu.au |
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APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 662 203.