

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.

AQF	Australian Qualification Framework
ASQA	The Australian Skills Quality Authority is the regulator for vocational education.
Credit	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.
Formal learning	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).
Non-formal learning	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).
Informal learning	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).
Recognition of Prior Learning	Recognition of Prior Learning (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 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 is 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 may 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, in accordance with Kaplan's privacy policy.

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 record.

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 during the RPL process. Students may be requested to provide additional supporting evidence in 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 contain evidence based on the work of another individual or group, created with the assistance of artificial intelligence or where potential copyright infringements or privacy infringements are evident in the evidence 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, including but not limited to the verification of academic records, workplace evidence, work history or workplace recommendations in accordance with Kaplan's privacy policy.



Assessing a CT and RPL request

Kaplan will manage the completed Credit & Recognition of Prior Learning Application Form along with all accompanying documentation, including completed RPL kits, in accordance with our internal procedures and regulatory requirements.

Upon receiving a CT application, Kaplan will verify the evidence provided to determine whether the requisite units of competency have already been formally demonstrated at Kaplan or another provider. Credit will only be awarded if the evidence demonstrates that the applicant has achieved the equivalent unit of competency(ies) previously at an RTO.

For RPL applications, Kaplan will assign the case to a qualified and experienced assessor. The assessor will review the application in detail and may request additional evidence if deemed necessary to support the application. The student's RPL evidence will be evaluated in strict accordance with Kaplan's Assessment Policy.

CT and RPL outcomes

An appropriately qualified staff member will undertake a rigorous review of a student's CT and/or RPL application on an individual basis, which will include 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 the application being placed on hold until the requested information is provided. Kaplan will advise a student of the outcome of their application within 15 business days of the application being received, subject to sufficient supporting evidence and detail being provided by the student.

If the application for CT and/or RPL is approved, the outcome will be applied to the student's enrolment. If the application for recognition of prior learning is declined, the student will be required to enrol into and complete the relevant subject(s) in order to complete their qualification.

Students must enrol into an associated Kaplan course within 12 weeks of a successful outcome. Failure to do so may require the student to submit a new application for CT and/or RPL.

If an application for CT and/or RPL is approved, the student will be required to pay any outstanding fees related to the assessment of their application. Details on the payment of fees upon successful application will be detailed within the Credit and Recognition of Prior Learning Application form.

If the student is unsuccessful in their first submission, they will be provided with detailed feedback from the assessor in what additional information and/or evidence is required in order for their application to be approved. The student is permitted to resubmit the requested information and/or evidence at no cost for a second review. Further reviews after the second submission may incur an additional fee be payable to Kaplan, details which are published on the Credit and Recognition of Prior Learning Application form.

The total fee payable for a qualification or course will not exceed the total tuition fee published on the Kaplan website, with the exception of further fees payable to multiple application reviews after the second submission.

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.

Policy Category	Academic			
Responsible Officers	Head of Academic Operations and Engagement, Head of Academic Governance and Compliance, Head of Operations			
Implementation Officers	Manager Education Operations, Academic Governance and Compliance Officer, Course Operations Manager			
Review Date	December 2027			
Approved by			Authorised by	
Policy Committee			CEO	
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
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
2.2	Quality Regulation and Standards team	Rewording of guiding procedures to align with CT and/or RPL application process and form, and a fairer comparison of the cost of RPL versus online study of the qualification.	25.11.2024	2.12.2024