

# Recognition of Prior Learning Policy

## Scope

This Policy applies to all prospective domestic and international Kaplan Higher Education Pty Ltd, (KHE), pathway college (College) students and to individuals currently enrolled in College programs.

## Purpose

Recognition of Prior Learning (RPL), interchangeably referred to as Advanced Standing or subject exemption, is defined in the Australian Qualifications Framework (AQF) as an assessment process that involves assessment of an individual's relevant prior learning (including Formal, Informal and Non-formal learning to determine the credit outcomes of an individual application for credit.

All students who possess prior learning may submit evidence of such and apply for recognition. The College may award exemption towards the achievement of an award for various forms of prior learning.

The purpose of this policy is to provide a:

- process and framework for the provision of recognition services for College award courses
- service which is consistent with the AQF and the AQF Qualifications Pathways Policy
- fair and equitable means of recognising an individual's education, skills and experience
- process to ensure academic integrity and standards are safeguarded

## Definitions

<b>Advanced Standing</b>	means credit being awarded based on previous studies or work experience.
<b>Exemption</b>	means the waiver of a requirement to complete a specified subject.
<b>Formal learning</b>	means any study being undertaken that will lead to a recognised qualification, issued by a relevant approved body, stating that a person has achieved learning outcomes or competencies.
<b>Informal learning</b>	means any structured learning undertaken through an institution that does not lead to a recognised qualification.
<b>Non-formal learning</b>	means any structured learning undertaken through an institution that does not lead to a recognised qualification.
<b>Provider Registration and International Student Management System (PRISMS)</b>	means the Australian Government secure online system that enables providers to issue CoEs, and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the Education Services for Overseas Students Act (ESOS Act).

## Methods of Achieving Recognition

### Advanced Standing

Students who have completed related studies from an accredited higher education provider may apply for RPL. Students must submit a request for RPL via the student management system along with the relevant subject outline (i.e. syllabi, objectives, assessment details, etc.), verified copies of certificates, transcripts and other documentation to show equivalencies to the requested subject outcomes. Equivalence is generally deemed to be a minimum subject content coverage match of 80%. Students are required to have achieved a pass grade to be considered for exemption. The College does not guarantee the transferability of exemptions from other educational institutions.

### Conditional RPL

In some cases, students who have applied to study with the College may be granted conditional RPL based on the following circumstances:

1. If the student is enrolled or has commenced studying another course at another provider and cannot provide an official transcript yet.
2. The student has only provided unofficial transcripts and will provide official transcripts (or certified transcripts) upon arrival in Australia.
3. The student needs to provide subject outlines and will provide these upon arrival in Australia.

## RPL Standards

### Australian Qualifications Framework (AQF) Level

Completed studies must be at a comparable AQF level to the subject for which students are seeking an exemption.

### Specified Credit

Specified credit is granted for one or more specific courses in a program, exempting students from those courses and awarding the appropriate credit points in their place. Specified credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific subject.

### Currency and Relevance of Knowledge

Courses must be relevant and equivalent to the program in which the student is enrolled and must generally have been completed within ten (10) years of the application. Study completed more than ten (10) years prior to admission to the College will be evaluated on a case-by-case basis and may include a review of the applicant's relevant work history.

### Exemption for an Exemption

Previous study graded as an exemption cannot be used for an exemption into a College qualification.

### Maximum Exemptions

Students may obtain exemptions for up to 50% of courses in a specified qualification with the following exceptions:

- Between Kaplan Australia institutions when the subjects are within the same field of education. Students must complete at least one subject within the qualification for which the exemption is sought.

Outside of the above exceptions, the Academic Board may approve in limited circumstances, exemptions over 50% towards a College qualification. Circumstances in which the Academic Board may approve exemptions over 50% of a qualification are outlined below:

- In the case of transitional arrangements due to a merger or acquisition.

- Where the College is teaching-out students from another provider under the terms of an agreement. In this instance, block credit to all eligible incoming students (without the need for further individual assessments) will be supplied where there is an institution-to-institution agreement.
- Where another provider closes or ceases delivering a course of study and the College agrees to teach those students to completion. In such an instance, the Academic Board grants discretionary authority to the College Director to exceed the limits stated here for those students only and in line with the terms agreed by the Academic Board from time to time. The decision of the College Director will be reported to the Academic Board at the next meeting.

## Cross Institutional Study

Kaplan Higher Education may approve cross-institutional study where a required subject is not offered by Kaplan and an equivalent subject is undertaken at another recognised higher education provider.

## Recognised Institution

At the College, prior learning may be from:

- a recognised higher education provider
- a TAFE or other recognised Vocational Education Training provider
- a professional body, enterprise, private educational institution, or other similar body
- work experience or other forms of practical experience, including voluntary work, however this process necessitates a significantly more comprehensive application that involves a lengthy written submission that explicates specifically how each discrete learning outcome was acquired via the student's prior experience, a detailed CV, employer references, and other supplementary evidence in support of the student's claim that their work experience is directly and extensively related to the subject for which exemptions are sought.

## Transcripts

College staff must sight original or certified copies of transcripts in order for RPL to be approved.

## Work Experience

In some cases, applicants may be required to demonstrate that they have current knowledge of the subject area, e.g., through employment history or continuing professional development. Students must demonstrate that they have recent industry experience e.g., within the last three to five years or since completion of their study. As noted above, this would necessitate substantial evidence of the work experience.

## Overseas Student Exemptions

If an overseas student is granted exemption into a course, which leads to a shortening of the student's course, **before** the student's visa is granted, the College will indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment issued to that student for that course. Alternatively, if an overseas student is granted an exemption into a course, which leads to a shortening of the student's course, **after** the student's visa is granted, the College will report the change of course duration via the Provider Registration and International Student Management System (PRISMS) in accordance with Section 19 of the Education Services of Overseas Students Act 2000.

## Assessment of RPL Application

The College will review the application once the student has submitted all relevant documentation. Students will be advised of the outcome of their application within 10 working days of the application being received.

## Recording of Exemptions

Exemptions will be recorded on the student's College transcript as 'Exempt' once approved. Exempted subject grades and credit points are not transferable or calculable as part of the cumulative grade point average at the College.

## Appealing the Outcome

Applicants who are denied credit should refer to the *Grievances, Complaints and Appeals Policy* on the College's website for further information should they wish to challenge the outcome.

## Transfer of Exemptions between Kaplan Institutions

Exemptions for subjects completed towards a qualification at one of Kaplan Australia's institutions may be transferred to another Kaplan Australia institution upon acceptance into that institution. Exemptions awarded may be based on:

- Course descriptions, objectives, or outcomes being assessed as equivalent.
- Applicability of any core/major subjects to the qualification.
- Courses have been completed within ten (10) years of applying for RPL.

Students applying for transfer of exemptions from another Kaplan Australia institution may apply for RPL provided at least one course is completed within the new qualification. RPL will only be assessed provided that the subjects for which RPL is being sought are from the same field of education.

Students transferring between Kaplan Australia institutions must fulfil their financial obligations at any previously attended Kaplan Australia institution prior to enrolment.

## Relevant Legislation

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

- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students (Foundation Program Standards) Instrument 2021
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003 (HESA)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

## Related Policies

This policy should be read in conjunction with the following College policies:

- Academic Success Policy
- Grievances, Complaints and Appeals Policy
- Privacy 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>	Academic
<b>Responsible Officers</b>	Vice President, Academic
<b>Implementation Officers</b>	Director, Learning and Teaching
<b>Review Date</b>	April 2028

### Approved by:

Vice President, Academic under a standing delegation from the KHE Academic Board.

<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	Quality, Regulations and Standards Team	New Policy.	10.03.2025	11.03.2025
1.1	Quality, Regulations and Standards Team	Inclusion for allowance of Cross-Institutional Studies	02.12.2025	08.12.2025