

Recognition of Prior Learning (RPL) Policy

Scope

This policy is applicable to Kaplan Business School Pty Ltd, (KBS) and applies to individuals enrolled in KBS courses.

Purpose

Recognition of Prior Learning (RPL), interchangeably referred to as Advanced Standing or subject exemption, is defined in the AQF as an assessment process that involves assessment of an individual's relevant prior learning to determine entry and credit outcomes.

All students who possess prior learning may submit evidence of such and apply for recognition. KBS 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 KBS award courses
- service which is consistent with the Australian Qualifications Framework 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.

Methods of Achieving Recognition

Automatic Exemptions

Students may be eligible for an Automatic Exemption based on previous studies with an approved education provider. The Academic Board or its delegate will approve automatic exemptions. Where automatic exemptions are available, a list is provided on the relevant KBS website.

Advanced standing

Students who have completed related studies from an accredited higher education provider that are not on the automatic exemption or precedent list may apply for RPL. Students must submit the relevant form available from the website (<https://www.kbs.edu.au/current-students/current-students-forms/>) along with the relevant subject outline (i.e. syllabi, objectives, assessment details etc), verified copies of certificates or 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. KBS does not guarantee the transferability of exemptions from other educational institutions.

Conditional RPL

In some cases, students who have applied to study with KBS 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 a packaged enrolment (i.e. studying a Diploma and progressing to a Bachelor course)

3. The student has only provided unofficial transcripts and will provide official transcripts (or certified transcripts) upon arrival in Australia
4. The student needs to provide subject outlines and will provide these upon arrival in Australia.

Other methods

KBS may recognise the validity of various forms of training outside of Australia into its courses, provided they meet the AQF standards. KBS may also utilise additional methods to assess a student's knowledge of a given subject. This may include challenge exams and assessment options. Not all subjects or courses offer recognition options. If in doubt, students should contact their campus for further information.

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. Where the completed study is at a lower AQF level to that in which the exemption is sought, it must be supported by evidence showing that the applicant operates at the higher level e.g. extensive work experience at the higher level, verified CV, job description, employer letter, etc.

Block credit

Block credit may be granted for the successful completion of an accredited award course or components of an accredited course, where the course contains material that is considered equivalent to a subject at KBS or where KBS has been directly involved in the design and development of the course and the course articulates into a specific KBS subject.

Specified credit

Specified credit is granted for one or more specific subjects in a course, exempting students from those subjects, 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.

Unspecified credit

Unspecified credit is granted in the form of credit points which take the place of elective subjects (listed or free choice) or other optional components in a course. Unspecified credit may be granted where prior learning is judged to be relevant to the learning outcomes of a course as a whole.

Currency and relevance of knowledge

Courses must be relevant and equivalent to the degree in which the student is enrolled and must generally have been completed within ten (10) years of the application, except in the case of subjects on the Automatic Exemption List. Study completed more than ten (10) years prior to admission to Kaplan 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 KBS qualification.

Maximum exemptions

Students may obtain exemptions for up to 50% of subjects in a specified course.

In limited circumstances, the Academic Board may approve over 50% credit towards a KBS qualification. Circumstances in which the Academic Board may approve credit over 50% of a qualification are outlined below:

- Credit transfer between Kaplan's Higher Education Providers in similar disciplines.
- In the case of transitional arrangements due to a merger or acquisition.
- Where KBS 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 KBS agrees to teach those students to completion. In such an instance, the Academic Board grants discretionary authority to the Academic Dean 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 Academic Dean will be reported to the Academic Board at the next meeting.

Note: In some instances, course rules may prohibit the awarding of specified credit against particular subjects due to content or delivery deemed unique to KBS

Cross-institutional study

Students who are enrolled in a KBS course and wish to study an equivalent subject at another recognised institution should speak to their student services representative. KBS's maximum exemptions apply.

Recognised institution

At KBS, prior learning may be from:

- a recognised higher education provider
- a TAFE or other recognised Vocational Education Training (VET) 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, 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

KBS 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 3-5 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 KBS 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 exemption into a course, which leads to a shortening of the student's course, **after** the student's visa is granted KBS will report the change of course duration via PRISMS in accordance with section 19 of the Education Services of Overseas Students (ESOS) Act 2000.

Assessment of Application

KBS 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 KBS transcript as 'Exempt' once approved. Exempted subject grades and grade points are not transferable or calculable as part of the cumulative grade point average at KBS.

Appealing the Outcome

Applicants who are denied credit should refer to the Complaints and Appeals Policy for further information should they wish to challenge the outcome.

Transfer of Credit between Kaplan Institutions

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

1. Course descriptions, objectives, or outcomes being assessed as equivalent
2. Applicability of any core/major subjects to the course
3. Conversions from quarter to semester/trimester and credit point systems, or vice versa.

Students transferring between Kaplan campuses must fulfil their financial obligations at any previously attended locations prior to enrolment.

Related Policies

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

- Complaints and Appeals Policy
- Assessment Policy
- Progression Policy

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	Academic Dean or equivalent			
Review Date	July 2020			
Approved by				
Vice President, Academic on a delegation from the KBS Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014

1.1	Quality & Standards Group	Format and wording changes to align across all businesses	10.04.2015	10.04.2015
2	Academic Quality and Governance Team	Policy retitled and currency of RPL increased to 10 years from 5 years. Clarifications made to: <ul style="list-style-type: none"> align this policy with AQF Qualification Pathways Policy, outline circumstances where Academic Board may approve a credit outcome above 50% of the course, and make Academic Board or its delegate the approval authority for Automatic exemptions. 	02.03.2016	17.03.2016
2.1	Academic Quality and Governance Team	Amendments made to: <ul style="list-style-type: none"> circumstances in which the Academic Board can grant more than 50% credit to include a delegation to the Academic Dean to approve up to 2/3rd of KBS' course of study where another provider can no longer teach the course. definition of block credit refined to match AQF definition. 	1.12.2016	15.12.2016
2.2	Kaplan Business School in liaison with Academic Quality and Governance Team	<ul style="list-style-type: none"> Minor changes to language to ensure alignment with KBS naming conventions and a change to the approval timeframe of RPL applications from 2 weeks to 10 working days. 	14.06.2017	29.06.2017
2.3	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Inclusion of Specified and Unspecified Credit in RPL Standards Minor changes to language to align to KBS naming conventions 	06.03.2019	11.03.2019
2.4	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> Removed reference to example provided on Page 3 regarding maximum exemption to avoid misinterpretation 	24.10.2019	24.10.2019