

# Recognition of Prior Learning Policy

## Scope

This policy applies to prospective and current Kaplan Business School Pty Ltd, (Kaplan) students seeking credit towards an award course, and to staff responsible for assessing and processing applications for credit.

## Purpose

This policy sets out Kaplan's framework for assessing prior learning and granting credit towards a qualification.

This policy ensures that credit is awarded in a manner that:

- aligns with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (Threshold Standards) 2021
- maintains the integrity and academic standards of Kaplan qualifications
- preserves the required volume of learning for each award course
- supports fair, transparent and consistent decision-making.

## Policy Statement

Kaplan has established a fair, transparent and evidence-focused process for assessing applications for credit.

Credit may be granted on the basis of:

- formal prior KBS study (credit transfer)
- assessed prior learning, including formal, non-formal or informal learning (Recognition of Prior Learning – RPL)
- approved articulation agreements.

Each application for credit will be assessed on its merits and in accordance with this Policy and supporting procedures.

## Principles

Kaplan applies the following principles when assessing applications for credit:

- Credit will be granted where prior learning is demonstrably equivalent to the learning outcomes, level and volume of the relevant subject or course component
- Credit decisions will be based on documented evidence and sound academic judgement
- The granting of credit will not compromise the integrity, coherence or academic standards of a Kaplan qualification
- Students will complete sufficient study at Kaplan to meet AQF volume of learning expectations and institutional requirements.

## Definitions

<b>Articulation agreement</b>	means a formally approved and documented credit arrangement between Kaplan and another institution under which specified credit is granted in accordance with agreed curriculum mapping.
<b>Award course</b>	means courses that are AQF qualifications, specifically diplomas, associate degrees, bachelor's degrees, graduate certificates, graduate diplomas or master's degrees at Kaplan.
<b>Credit</b>	means formal recognition of prior learning applied towards a Kaplan qualification.
<b>Credit transfer</b>	means credit granted where a subject previously completed within Kaplan or its related entities is formally recognised as like-for-like, including approved code or title changes.
<b>Nested course</b>	means a set of courses that are offered sequentially and can lead to qualifications at different levels. Courses at the lower qualification levels are described as 'nested' with these courses leading to qualifications at the higher levels.
<b>Prior learning</b>	means learning that is formal, informal, and/or non-formal and which is evidenced, current and relevant to the award qualification into which credit is being sought.
<b>Recognition of Prior Learning (RPL)</b>	means the assessment of an individual's prior learning including formal learning (structured study leading to a recognised qualification), non-formal learning (structured learning not leading to an accredited qualification), and informal learning (learning gained through experience), to determine the credit that may be granted towards a Kaplan qualification.
<b>Specified credit</b>	means credit granted towards a specific subject within a course structure where prior learning is assessed as equivalent to the learning outcomes of that subject.
<b>Unspecified credit</b>	means credit granted in the form of elective or optional credit points where prior learning is relevant to the course but does not align with a specific subject.

## Eligibility for Credit

### Individually Assessed Credit (Credit Transfer and RPL)

Credit may be granted following an individual assessment of prior learning where an approved articulation arrangement does not apply.

Credit may be granted through:

- **Credit Transfer (CT)**, which applies to subjects previously completed within Kaplan or its related entities where the subject is formally recognised as like-for-like
- **Recognition of Prior Learning (RPL)**, which applies where prior learning, is assessed for equivalence to a Kaplan subject and does not meet the criteria for Credit Transfer.

Applicants seeking credit for prior formal study completed at a recognised higher education provider, including Kaplan, that is not covered by an approved articulation agreement, must apply through the RPL process.

Applications must be submitted through the Student Management System (SMS) and supported by:

- certified academic transcripts and certificates
- subject outlines or equivalent documentation demonstrating learning outcomes, content, assessment and associated study workload
- any additional documentation required to establish equivalence.

Equivalence will require a minimum 80% match in learning outcomes and subject content. Applicants must have achieved a credit-bearing pass grade.

Credit previously granted by another institution (including as an exemption) cannot be used as the basis for further credit towards a Kaplan qualification.

## Conditional RPL

Recognition of Prior Learning (RPL) may be approved on a conditional basis where required documentation is pending verification.

For operational purposes, this is recorded as Conditional RPL until required documentation is received and verified.

Circumstances may include, but are not limited to, where the applicant:

1. is enrolled at another provider and is awaiting official transcripts
2. is enrolled in a package of courses (i.e. studying a Diploma and progressing to a Bachelor course)
3. has submitted unofficial transcripts pending certified documentation.

Conditional RPL will not be finalised until required documentation has been verified.

## Articulation-Based Credit

Credit may be granted under a formally approved articulation arrangement where prior learning has been pre-mapped and approved through the academic governance framework and does not require individual academic reassessment.

Articulation arrangements are approved by the Academic Board or its delegate and are supported by documented curriculum mapping to ensure equivalence in learning outcomes, AQF level and volume of learning.

Kaplan maintains a public list of approved articulation arrangements on its website, identifying institutions and subjects that may be eligible for credit. This list should be read in conjunction with the applicable course structure and requirements.

Kaplan may develop structured credit pathways and articulation arrangements to support student mobility and progression across the tertiary sector, consistent with regulatory requirements and academic standards.

## Non-Award Study

Students who have completed a Kaplan subject on a non-award basis may be eligible for Credit Transfer (CT), or specified or unspecified credit, provided:

- the subject can be applied within the current award course structure in accordance with course rules
- the subject was completed within the preceding ten years, unless currency can otherwise be demonstrated.

## Cross-institutional Study

Students enrolled in a Kaplan course who wish to study an equivalent subject at another recognised institution, or within another discipline area at Kaplan, must obtain prior approval.

Any resulting credit will be assessed in accordance with this Policy, including equivalence requirements and maximum credit limits.

## Assessment Criteria for Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) provides a mechanism for assessing prior formal, non-formal and informal learning to determine whether credit may be granted towards a Kaplan qualification.

Prior learning must:

- align with the learning outcomes of the subject(s) concerned
- be comparable in AQF level, depth and complexity
- demonstrate substantial equivalence in content and academic standard.

Prior learning assessed at a lower AQF level than the subject for which credit is sought will not normally be considered equivalent.

Prior learning must normally have been completed within the preceding ten years. Learning completed more than ten years prior may be considered where the applicant can demonstrate currency through subsequent study or professional practice.

### **Work Experience-Based RPL**

Work experience, including voluntary work or continuing professional development, may be assessed under RPL where the applicant demonstrates substantial and relevant professional experience directly aligned to the learning outcomes of the subject(s) concerned. Applicants are responsible for ensuring that their application demonstrates compliance with the published eligibility and documentation requirements.

To be eligible for work experience-based RPL:

- For undergraduate subjects, applicants must normally demonstrate a minimum of three years of full-time equivalent professional experience within the preceding ten years.
- For postgraduate subjects, applicants must normally demonstrate a minimum of five years of full-time equivalent professional experience within the preceding ten years.
- Applicants must demonstrate that their professional responsibilities reflect substantial alignment with the full set of subject learning outcomes at the appropriate AQF level.

Where work experience exceeds ten years, credit may only be granted where the applicant can demonstrate currency through subsequent professional practice, continuing professional development or further study.

Credit will not normally be granted for subjects where coursework completion is required to meet professional accreditation or legislative requirements.

Kaplan may require additional assessment, including a challenge assessment, to verify equivalence.

### **Subjects Excluded from RPL**

Recognition of Prior Learning (RPL) will not be granted for designated capstone or internship subjects, as these subjects assess integrated learning outcomes or workplace performance requirements specific to Kaplan courses.

Additional subjects may be excluded from RPL where specified in course rules or accreditation requirements.

## **Application and Assessment**

Applications for Recognition of Prior Learning (RPL) must be submitted through the student management system (SMS) and include documentation sufficient to enable academic assessment.

Documents submitted in a language other than English must be accompanied by an official English translation.

Each application will be assessed individually by an appropriately qualified academic staff member, as determined under the academic governance framework.

Where documentation is incomplete or pending verification, Conditional RPL may be granted in accordance with the RPL process. Conditional RPL will not be finalised until required documentation is verified.

Applicants will normally be advised of the outcome within ten business days of receipt of a complete application. Where credit results in a variation to course duration, the student's acceptance of the outcome may be required in accordance with institutional procedures.

Kaplan reserves the right to apply an administrative charge or fee relating to requests for RPL. Information regarding fees and charges is available on the school's website.

## **Application Outcomes**

Applicants will be notified of the outcome of the RPL application via the Student Management System (SMS).

Where credit is approved:

- credit will be applied to the relevant subject(s) or elective component of the course as specified or

unspecified credit, in accordance with this Policy

- any resulting variation to the student's course structure or duration will be recorded
- where applicable, regulatory reporting obligations will be met.

Where Conditional RPL has been granted, finalisation of credit is subject to verification of required documentation.

Where credit is not granted, the applicant will be required to complete the relevant subject(s) to satisfy the requirements of the qualification.

## Recording of Credit

Approved credit will be recorded on the student's Kaplan transcript as 'Exempt'.

Exempted subjects:

- do not contribute to the calculation of the cumulative Grade Point Average (GPA)
- are not recorded with a graded result.

## Re-assessment of RPL

Kaplan will only re-assess an RPL application under the following circumstances, which may involve the submission of a new RPL request. These circumstances include, but are not limited to:

- transferring to another award course within Kaplan
- where an applicant has identified additional prior learning that was not originally assessed
- re-admission to an award course after a period of absence.

## Prohibition on Double Counting of Credit

Prior learning that has previously been used to obtain credit towards a qualification, whether at Kaplan or another provider, cannot be used again as the basis for further credit towards a Kaplan qualification. Credit granted does not contribute to the calculation of the grade point average (GPA).

This prohibition does not apply if an applicant is transferring within a nested Kaplan course.

## Maximum Credit

Students may be granted credit for up to 67% of the total credit points required for a qualification.

This limit ensures that students complete sufficient study at Kaplan to maintain the integrity, coherence and academic standard of the qualification and to meet AQF volume of learning expectations.

The following exceptions apply:

- Subjects completed at Kaplan as part of an approved nested qualification may be fully recognised, provided the subjects are within the nested qualification course structure at the time of application. In such cases, students must complete a minimum of one subject in the new qualification.
- Transfers between and within Kaplan Australia institutions where the subjects are within the same field of education. Students must complete at least one subject in the qualification in which credit is sought.

Outside of the above exceptions, the Academic Board may approve credit in excess of 67% of a Kaplan qualification in limited circumstances.

The Academic Board may delegate authority to the Academic Dean to approve credit exceeding 67% in defined exceptional circumstances, including transitional or teach-out arrangements. Any such decisions made under delegated authority must be documented and reported to the Academic Board.

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

## Overseas Student Course Duration Adjustments

Where credit results in a reduction in course duration for an overseas student, Kaplan will update the Confirmation of Enrolment (CoE) and report the variation through PRISMS in accordance with the ESOS Act and National Code requirements.

## Transfer of Credit between Kaplan Institutions

Credit 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. The granting of credit will be based on:

- subject descriptions, objectives, or outcomes being assessed as at least 80% equivalent
- the applicability of any core or major subjects to the qualification
- subjects having been completed within ten (10) years of applying for RPL.

Students transferring between Kaplan Australia institutions may apply for credit, provided that at least one subject is completed within the new qualification. Credit will only be granted where the subjects for which credit is sought are within the same or closely related field of education and meet equivalence requirements. All internal credit transfer decisions must be supported by documented equivalence analysis.

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

## Appeals

Decisions regarding the granting of credit are made in accordance with this Policy and supporting procedures.

Applicants who are denied credit or are dissatisfied with the outcome of their RPL application may appeal their outcome in accordance with the *Grievances, Complaints and Appeals Policy* available on the website.

## Relevant Legislation

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

- Australian Qualifications Framework (AQF)
- AQF Qualifications Pathways Policy
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988 (Cth)
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- TEQSA Guidance Note: Credit and Recognition of Prior Learning

## Related Policies

This policy should be read in conjunction with the following:

- Academic Success Policy
- Admission Policy
- Assessment Policy
- Changes to Enrolment Policy
- Grievances, Complaints and Appeals Handling Policy
- Privacy Policy
- Student Record Management Policy

## Version Control and Accountable Officers

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

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Implementation Officer(s)</b>	Academic Dean or equivalent			
<b>Review Date</b>	December 2028			
<b>Approved by</b>				
KBS Academic Board				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2.4	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> <li>Removed reference to example provided on Page 3 regarding maximum exemption to avoid misinterpretation</li> </ul>	24.10.2019	24.10.2019
2.5	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> <li>Maximum RPL increased to 67%</li> <li>Inclusion of exceptions above 67%</li> <li>RPL between Kaplan Australian entities defined</li> <li>Update Grievances, Complaints and Appeals Handling Policy name.</li> </ul>	17.03.2021	17.03.2021
2.6	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> <li>Minor wording to reflect new student management system process and other formatting changes.</li> <li>Insertion of Definitions</li> <li>Removal of content which no longer aligns to other KBS policies on lower AQF RPL.</li> </ul>	01.12.2022	08.12.2022
3.0	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> <li>Full rewrite, comprehensive structural review to modernise terminology, and clarify credit pathways (CT, RPL, and articulation)</li> <li>Strengthened AQF and HESF alignment, including explicit AQF level safeguards and volume of learning protections</li> <li>Formalised work experience-based RPL eligibility thresholds and subject exclusions (capstone and internship)</li> <li>Clarified maximum credit limits, delegations and reporting requirements</li> <li>Updated legislative references, including TEQSA Guidance Note: Credit and Recognition of Prior Learning</li> </ul>	18.03.2026	27.03.2026