



# RPL CHECKLIST

**KAPLAN  
BUSINESS  
SCHOOL**

[kbs.edu.au](https://kbs.edu.au)

ADELAIDE  
BRISBANE  
GOLD COAST  
MELBOURNE  
PERTH  
SYDNEY

## RECOGNITION OF PRIOR LEARNING (RPL) DOCUMENT CHECKLIST

**If you've already completed subjects elsewhere or have prior work experience, you may be able to get exemptions and reduce the time to complete your course at Kaplan Business School (KBS).**

Below is a checklist of documents from your previous education provider that you will need to prepare for your RPL assessment. Please read our [RPL Policy](#) for further explanation of each document.

### EDUCATION

- ☐ **Certified copies of certificates and transcripts (academic records)**
- ☐ **Copies of subject outlines, including:**
  - Course and subject learning outcomes
  - Weekly structure
  - Topic list
  - Assessment details
  - Contact hours/student workload
- ☐ **Certified translated copies of the original documents if they are not in English.**

### WORK EXPERIENCE

Prior learning may come from relevant work experience or other forms of practical experience, such as volunteering. You will need to show how your experience has helped you achieve the required learning outcomes or how it is closely related to the subject(s) you're seeking exemptions for.

You will need to submit:

- ☐ **A written statement (250 to 400 words) for each of the learning outcomes**
- ☐ **A Curriculum Vitae (resume)**
- ☐ **Employer references and any other supporting evidence such as workplace awards or certificate(s), industry acknowledgements, memberships or accreditations, evidence of prior training, portfolio of prior work completed (minimum 10 years' worth of experience).**

For more information, please read our [RPL Policy](#).

