

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

INFORMATION FOR STUDENTS

The Recognition of Prior Learning (RPL) process allows students to apply for exemption of a specified Kaplan Business School (KBS) award subject based on approved study from other Higher Education institutions.
 RPL of a KBS award subject exempts students from studying and undertaking assessments for that subject. **The onus is on the student to present evidence to prove that they have sufficient knowledge to meet the subject requirements through other approved study.**
 Refer to the **Recognition of Prior Learning (RPL) Policy available on the KBS website: kbs.edu.au**

HOW TO COMPLETE YOUR APPLICATION

Students must complete the application form (over page) and submit to KBS, ensuring they have:

1. Completed the application form and signed the declaration; and
2. Supplied ALL evidence required (see list below).

Please note: KBS will not process any application for exemption until both of the above have been completed and submitted.

EVIDENCE REQUIRED

Students must provide:

1. Copies of subject outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload);
2. Verified copies of certificates and transcripts (copies to be certified by a Justice of the Peace or originals sighted by a Kaplan staff member);
3. Documents in a foreign language will need to be officially translated to English.

HOW WILL MY APPLICATION BE ASSESSED

Applications are reviewed by the Academic Dean or nominee against subject outlines. The student will be advised in writing of the decision 10 working days after the completed application has been submitted and received. Applications can be submitted at any point during the trimester subject enrolment period, however students are encouraged to do so at the beginning of their course. Students cannot seek RPL for any subjects already attempted, completed or currently enrolled.

APPLICATION FEES

Students who submit a Recognition of Prior Learning application form after their enrolment is finalised will be charged a non-refundable AUD260 application fee. Students that receive automatic exemptions from our list of approved providers, are a returning Kaplan student or who have changed streams and would like a re-assessment do not need to pay the application fee.

RULES FOR EXEMPTIONS

50% rule

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

80% content coverage

Evidence of a minimum of 80% coverage of subject content for an exemption to be granted.

Exemption for an exemption

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

Experience and study must be current

Any study cited in an exemption application must have been completed no more than ten years prior to the date of application.

Study must be at the right level

Approved study must be at a comparable Australian Qualifications Framework (AQF) level. KBS's Masters and Graduate Diplomas are at the AQF qualification levels of 8 and 9. KBS Bachelors are at the AQF qualification level of 7.

Examples of approved study

Qualifications from accredited Australian Higher Education institutions or equivalent overseas institution as assessed by Australian Education International - National Office of Overseas Skills Recognition (AEI - NOOSR) in disciplines of finance, commerce, business, economics, accounting, law, or a combination of these.

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PRIOR LEARNING

I would like to request exemption from the subject(s) in the following course, in recognition of prior learning undertaken previously. I have included the relevant evidence to support my request for RPL.

<p>Undergraduate courses</p> <input type="checkbox"/> Diploma of Business <input type="checkbox"/> Bachelor of Business <input type="checkbox"/> Bachelor of Business (Accounting) <input type="checkbox"/> Bachelor of Business (Marketing) <input type="checkbox"/> Bachelor of Business (Hospitality and Tourism Management)	<p>Postgraduate courses</p> <input type="checkbox"/> Graduate Certificate in Accounting <input type="checkbox"/> Master of Accounting <input type="checkbox"/> Master of Professional Accounting <input type="checkbox"/> Graduate Certificate in Business Administration <input type="checkbox"/> Graduate Diploma of Business Administration <input type="checkbox"/> Master of Business Administration
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I would like to request exemption from the following subject(s).

Institution	Subject Code at previous institution	Subject name at previous institution	KBS equivalent subject code	KBS equivalent subject name	Date completed	Approved
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
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						<input type="checkbox"/> Y <input type="checkbox"/> N

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STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID

DOCUMENTS REQUIRED

Select the required documentation to support this application.

Transcripts
 Subject/Unit descriptors
 Testamur (if applicable)
 Program structure (if not an Australian institution)

STUDENT DECLARATION

I have read the instructions provided on this document and supplied all information required. I have accurately and truthfully represented my study in this application. I hold a copy of this application in its entirety including supporting documentation. I have sent certified copies of originals. I will not hold KBS responsible for any lost or damaged documentation provided by me. I understand the material sent by me will not be returned. I have read and understood relevant KBS Policies.	Student/Guardian signature
	Date (dd/mm/yyyy)

PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments.

Please tick your preferred method of payment: <input type="checkbox"/> Credit Card Payments can be made on campus, over the phone by contacting the campus or online via: www.kbs.edu.au/fee-payment-portal Note: a 1.3% surcharge applies for all credit card transactions.	<input type="checkbox"/> Bank Transfer Payment* to be made to: Account name: Kaplan Business School (Deposit) Bank: HSBC Bank Australia Limited Swift Code: HKBAU25 Branch address: 28 Bridge Street, Sydney, NSW 2000 BSB: 342-011 Account number: 461498-163 *You are required to provide a copy of the bank transfer receipt with your completed form. Please include your student number in the reference ID for bank transfers.
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OFFICE USE ONLY (to be completed for post commencement applications only)

Form received date (dd/mm/yyyy)	Received by	Decision outcome (please tick) <input type="checkbox"/> Approved <input type="checkbox"/> Declined	
Reason for outcome	Decision maker	Date (dd/mm/yyyy)	

Privacy: Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our privacy policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at privacy@kaplan.edu.au for more information.

International Students: When this application has been approved for processing, the relevant government department(s) will be notified of the change of course and a new CoE will be created showing the new course details.

Return this form to your Kaplan Business School Student Experience Team:

Adelaide

Level 1, 68 Grenfell Street
Adelaide SA 5000
Tel: +61 (0)8 8215 4100
Email: adelaide@kbs.edu.au

Brisbane

Level 3, 252 St Pauls Terrace
Spring Hill QLD 4000
Tel: +61 (0)7 3872 3800
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Melbourne

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