
Verifying Student Qualifications Procedures

Scope

These procedures are applicable to Kaplan Business School Pty Ltd, ('Kaplan').

Purpose

These procedures outline the steps taken by nominated Kaplan staff members to validate documentation submitted by applicants applying for admission into a Kaplan qualification or seeking recognition for prior learning. It also outlines applicants' responsibilities as well as the consequences where applicants fail to meet these responsibilities.

Process overview

Applicants for entry into a Kaplan award program are required to provide evidence of their relevant academic or industry qualifications or evidence of equivalent professional experience and may be required to provide evidence of their English proficiency.

Generally, applicants should provide Kaplan with original or certified copies of testamurs, transcripts or language proficiency documents at the time of application.

All documents that are presented upon application for enrolment must be in English. Translations from other languages, if required, must be undertaken by an official translation agency/body, at the applicant's expense.

If an applicant is unable to provide this relevant and appropriate evidence at the time of application, it must be provided at the time of enrolment.

Further, where an applicant has been granted conditional Recognition of Prior Learning, the applicant must provide the required documents prior to week 2 of the trimester in which they are enrolled.

Validating documents provided in an application

The steps to verify qualifications submitted in an application are as follows:

1. If a transcript or testamur document or language proficiency is provided to meet academic entry requirements, and the document is not an Australian Qualification, the qualification must be deemed to be comparable to the required Australian qualification.
2. If an original document is provided, nominated Kaplan staff are to sight it, make a note of who sighted the original copy and file and record the copy in the applicant's record.
3. If the applicant has changed their name since the documentation was issued Kaplan requires evidence of the applicant's name change or marriage certificate.
4. If a copy of a document is provided, it must be certified by a Justice of Peace (stamp and ID number) or equivalent, or the university/institutions offering the qualification. Nominated Kaplan staff will then sight and file a copy and record this in the student's record.
5. Where a copy of a document is not appropriately certified, an applicant will be required to obtain appropriate certification before their application can be formally approved.

Applicants who have met the admissions requirements will receive a Letter of Offer. Applicants will only receive a Confirmation of Enrolment (if applicable) and be enrolled into a course (or subject) once they have:

- a) satisfied associated admission processes, such as the provision of original or certified documentation
- b) accepted the offer, and
- c) paid any applicable fees.

Related Policies

Admission Requirements Policy

Recognition of Prior Learning Policy

Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	General Manager, National Operations			
Review Date	March 2020			
Approved by	Vice President, Academic on behalf of KBS Academic Board.			
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.1	Academic Quality and Governance Team	Policy reviewed for currency as per policy review cycle. Changes include: <ul style="list-style-type: none"> • Clarification to policy scope to include Conditional RPL applications. • Requirement for appropriate admission documentation, latest at time of enrolment clarified. • Implementation Officer introduced. 	01.03.2017	16.03.2017