

# Recognition of Prior Learning (RPL) Policy

## Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”) and applies to individuals enrolled in the School’s 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 the credit outcomes of an individual application for credit.

All students who possess prior learning may submit evidence of such and apply for recognition. The School may award credit 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 School 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. Automatic exemptions will be approved by the Academic Board or its delegate. Where automatic exemptions are available, a list is provided on the relevant School website.

### Advanced standing

Students who have completed related studies from an accredited higher education provider that are not on the automatic exemption/precedent list may apply for Advanced Standing. Students must submit the relevant form available from the [website](#) along with the relevant subject outline (i.e. syllabi, objectives, assessment details etc), Academic Transcript 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. The School does not guarantee the transferability of credits from other educational institutions, nor does it guarantee that students who receive exemption will be assured success in future subjects.

### Other methods

The School may, on occasion, recognise the validity of various forms of training outside of Australia into its courses, providing they meet the AQF standards. They may also provide 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 or advisor 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, etc.

### Block credit

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

### Currency and relevance of knowledge

Courses must be relevant to the Field of Study, similar to the degree in which the student is enrolled and must 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 the School 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 School qualification.

### Maximum exemptions

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

In limited circumstances, Academic Board may approve over 50% credit towards the School's qualification. Circumstances in which 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, or
- Where the School is teaching out students from a provider under the terms of an Agreement. In this instance, block credit to all eligible incoming student (without individual assessments) will be supplied where there is an institution to institution agreement, or
- Where another provider closes or stops delivering a course of study and Kaplan agrees to teach those students to completion. In such an instance, the Academic Board grants discretionary authority to the College Director 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 College Director 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 Kaplan. For instance, only a maximum of 30% can be exempted into any postgraduate course based on undergraduate study.

### Cross institutional study

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

## Recognised institution

At the School the prior learning may be from:

- a recognised higher education provider
- a TAFE or other recognized 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, a challenge exam may be required in some cases.

## Transcripts

Original or certified copies of transcripts must be sighted by School staff in order for advanced standing 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.

## 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 the School 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 the School 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

Once the student has submitted all relevant documentation (the application will be reviewed by the School. Students will be advised of the outcome of their application within 2 weeks of the application being received. In some instances, such as with Diplomas, Murdoch University accesses RPL applications. In such instances, Murdoch university RPL standards and timelines apply. Students can seek further information on this matter from MIT Student Services.

## Recording of exemptions

Exemptions will be recorded on the student's School 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 the School.

## Appealing the outcome

Applicants who are denied credit may present a written appeal for review. Please refer to the Complaints and Appeals Policy for further information.

## 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; and
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 School 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.

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Implementation Officer</b>	College Director or equivalent			
<b>Review Date</b>	December 2019			
<b>Approved by</b>				
KHE Academic Board				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
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	22.05.2015	15.06.2015
2	Academic Quality and Governance Team	<p>Policy retitled and currency of RPL increased to 10 years from 5 years. Clarifications made to:</p> <ul style="list-style-type: none"> <li>• align with AQF Qualification Pathways Policy,</li> <li>• circumstances where Academic Board may approve a credit outcome above 50% of the School's course, and</li> <li>• Automatic exemptions will be approved by the Academic Board or its delegate.</li> </ul> <p>Clarification made to Assessment of Application chapter to outline that Murdoch University, assesses Diploma Applications for RPL.</p>	10.03.2016	17.03.2016
2.1	Academic Quality and Governance Team	<p>Amendments made to:</p> <ul style="list-style-type: none"> <li>• circumstances in which the Academic Board can grant more than 50% credit to include a delegation to the College Director to approve up to 2/3rd of MIT's course of study where another provider can no longer teach the course.</li> <li>• definition of block credit refined to match AQF definition.</li> </ul>	01.12.2016	15.12.2016