Important Information Before You Enrol in Kaplan FAS Qualifications

The below only applies to FAS approved qualifications and bridging units with Kaplan. If you want to enrol in the Advanced Diploma of Paraplanning FAAA members will need to contact Kaplan's Course Advice Team on 1300 662 203 or <u>courseadvice@kaplan.edu.au</u> and inform them you are an FAAA member to receive the discount.

Please read the following information before you begin the enrolment process. We also recommend you speak with the Course Advice Team directly on 1300 135 798 (9am-5pm Monday to Fridays) or email <u>courseadvice@kaplan.edu.au</u> and inform the person you are an FAAA member.

Education pathways & which programs/ courses to select:

Please use the following table to ascertain which Kaplan Program / Course you should enrol in to meet your required education pathway.

Required Education Pathway	Units of Study	Kaplan Program / Course
Ethics for Professional Advisers Bridging Course	1	FPC002B - Ethics and Professionalism in Financial Advice (aligns to FASEA bridging course: Ethics for Professional Advisers)
Bridging Courses	3	 FPC002B Ethics and Professionalism in Financial Advice FPC001B Economic and Legal Context for Financial (aligns to FASEA bridging course: Financial Advice Regulatory & Legal Obligations) FPC007B Client Engagement Skills (aligns to FASEA bridging course: Behavioural Finance: Client and Consumer Behaviour, Engagement and Decision Making)
4 units of study - either: 3 unit bridging course + Capstone subject Or Graduate Diploma plus credits	4	Either: FPC002B Ethics and Professionalism in Financial Advice FPC001B Economic and Legal Context for Financial FPC007B Client Engagement Skills + Financial Planning Capstone Subject (Kaplan suggest Superannuation & Retirement Advice FPC003 please call Kaplan on 1300 135 798 to discuss alternatives) OR GDFP Graduate Diploma of Financial Planning (and apply up to a maximum of 4 units of credit)*
Graduate Diploma	8	GDFP Graduate Diploma of Financial Planning

*To be eligible to receive these credits an individual must apply for RPL. For more information please email rpl@kaplan.edu.au

Once enrolled you will need to provide the following documentation / evidence to Kaplan to meet the qualification entry requirements.

For the Graduate Diploma/ Masters degree:

- A certified copy of an Undergraduate Degree or Graduate Certificate, or
- A certified copy of a related Diploma deemed acceptable to Kaplan, or
- A certified copy of an unrelated Advanced Diploma or certified copy of a Diploma plus evidence of 2 years related industry experience, or
- Certified copies of academic and /or professional qualifications demonstrating potential to undertake study at this level

For individual Bridging Courses:

There are no entry requirements for standalone bridging course enrolments.

Should you undertake these courses as part of qualification, the qualification entry requirements will apply.

Kaplan Enrolment Instructions

Step	Instruction	Screen print	
1	Enrol as a Kaplan Student In order to enrol in a Kaplan course, individuals will need to firstly enrol as a student. Note: If you are already a Kaplan student you can skip to Step 3	Enrol now A quick, easy and secure way of submitting and paying for your enrolment online. LOGIN Already a student? Click here to login. Log into your student portal account to enrol now. You can also update your personal details, access and check progress of your current subjects. SIGNUP Haven't enrolled with us before? Signup here. All you need is a valid email address to set up your account.	
	To enrol as a Kaplan Student click on the link: <u>http://www.kaplanprofessional.edu.au/enrol/</u>	FORGOT YOUR PASSWORD? CONTACT US Forgot your password? Click here to get help. Need assistance? Contact us. Please note: If you are subscribed to Ontrack, your login details to access your CPD account will be different to the login details to the student portal. If you would like to access your Chrack account please go to www.mykaplan.edu.au to login.	
	Click 'Signup'	Login Enter your student number and password Student number Password	
		Forgot your password? New student? LOGIN In not a robot	

2 Enrol as a Kaplan Student		
Enter your personal details in each of	Create an account	
the fields, create a password and click on "submit".	Haven't studied with us before? Create a stud	lent account to get started.
Please note – you are required to provide	First name	Last name
new account and USI (if known).	dd/mm/yyyy	USI (if known)
Be sure to enter your full name, DOB and USI exactly as you have done when you created your USI- your details here must	Email	
match your details when you created your USI.	Password	Confirm password
If you enter details here differently to how you entered them when you created your USI your USI will likely not be verified. Refer to USI govt website for further information.	Ensure your password consists of at least 10 of X 10 characters X 1 lowercase letter X 1 special character	characters and 3 of the other criteria: X 1 uppercase letter X 1 number ①
Tick the box to indicate you are not a robot (reCAPTCHA) and then click on "Submit".		SUBMIT
From here you will be directed to Kaplearn.		
 Click on "Search Courses" (at the top of the page) to proceed with your enrolment. Select your course/subject(s) In the Search Bar type in the name of the course or subject(s) you wish to enrol into and click on the magnifying glass. From here you can browse and find more details about related course(s)/subject(s) that are available to be enrolled into. Click on "Learn More" to learn more about each course/subject. To select the course/subject(s) you want to enrol into, click on "Enrol" to proceed with your enrolment. 	Home Search Courses Descharge Descharge Core Graduate Certificate in Financial P Ngier Education Agien Higher Educations (DHE) Graduate Certificate provider get foundation elements of financial planning while you gain the ken perster in an increasing competitive environment. Errol	s My Invoices

Enrol in Kaplan Course - Personal Details	;
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	Attach Supporting Documentation
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Evidence required includes (but is not limited to): -photo ID -academic transcript (certified) - testamur (certified) -other	Uploaded Files To rear the complex file places downlade end open t. Mol 7027 pp & & II Confirm & Continue
Once you have finished uploading your files click "Confirm & Continue"	
Submit Application Click "Submit Application" to submit your application	Submit Application By submits the second another. Leaders that the information have provided, to the sect of my information, it shall and content. Submit Application
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Student Declaration and Consent	
Click on "Yes" to make it blue	
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You will be sent an email with a copy of the Conditional Offer you have just accepted for your records.	Accep Oliv

Select Course		
Select your Major and select your Pathway from the drop down box(es) if you have one	Select Major	Select Pathway
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A summary of the course/subject(s) you want to enrol into will appear on	Payment Summary Current Subjects	(0 subjects)
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To view more details, click on the		
arrow on the right hand side under	Payment Summary	(2 subje
Current Subjects and/or Future	Current Subjects	^
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Do not refresh or change the page while you wait for the payment to process.		
Once the payment has been processed it will say your transaction has been approved and you will be emailed a receipt.	Thank you for choosing Kaplan Professional as your education partner. Completed transaction If your transaction has been completed successfully, your enrolment will be rece enrolment. <u>Please allow 10-15 minutes for your new subject enrolment(s) to be available in 1</u> Cancelled transaction If you have previously cancelled your transaction, please click here to continue y	eived and processed shortly. You can click here to view a record of your Kaplearn. our payment.
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Once payment has been made in full and receipted, you can access your studies by clicking on "Access Kaplearn"	My Enrolments Pending Appl	ications Access KapLearn

Help & Support

If you have any questions or need help with the enrolment process contact the Kaplan Course Advice Team directly on 1300 135 798 or <u>courseadvice@kaplan.edu.au</u> and remember to inform them you are an FAAA member.