

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 courseadvice@kaplan.edu.au 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 courseadvice@kaplan.edu.au 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:

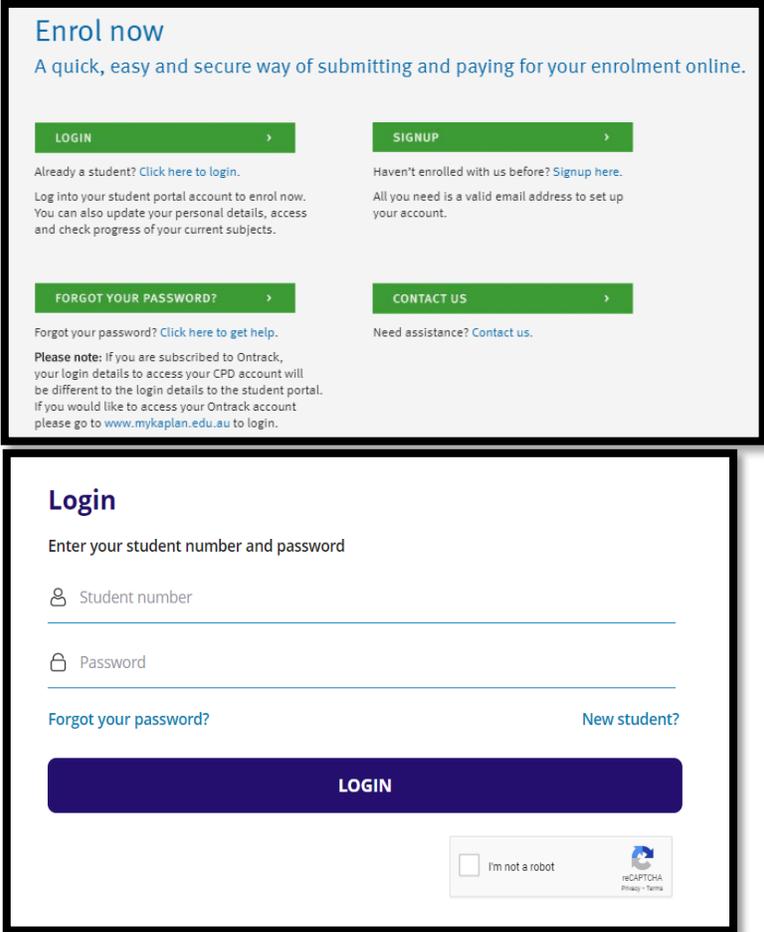
- A certified copy of an Undergraduate Degree or Graduate Certificate, or
- A certified copy of a related Diploma deemed acceptable to Kaplan, or
- A certified copy of an unrelated Advanced Diploma or certified copy of a Diploma plus evidence of 2 years related industry experience, or
- Certified copies 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	<p>Enrol as a Kaplan Student</p> <p>In order to enrol in a Kaplan course, individuals will need to firstly enrol as a student.</p> <p>Note: <i>If you are already a Kaplan student you can skip to Step 3</i></p> <p>To enrol as a Kaplan Student click on the link:</p> <p>http://www.kaplanprofessional.edu.au/enrol/</p> <p>Click 'Signup'</p>	 <p>The first screenshot, titled 'Enrol now', describes a quick and secure way to submit and pay for enrolment online. It features four green buttons: 'LOGIN', 'SIGNUP', 'FORGOT YOUR PASSWORD?', and 'CONTACT US'. Below the buttons, there are links for existing students to log in and for new students to sign up. A 'Please note' section explains that login details for Ontrack and Ontrack accounts are different. The second screenshot, titled 'Login', shows a form with 'Student number' and 'Password' fields, a 'LOGIN' button, and a reCAPTCHA widget.</p>

2 Enrol as a Kaplan Student

Enter your personal details in each of the fields, create a password and click on “submit”.

Please note – you are required to provide your full name and DOB when creating a new account and 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 match your details when you created your USI.

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.

Tick the box to indicate you are not a robot (reCAPTCHA) and then click on “Submit”.

From here you will be directed to Kaplearn.

Create an account

Haven't studied with us before? Create a student account to get started.

First name Last name

Email

Password Confirm password

Ensure your password consists of at least 10 characters and 3 of the other criteria:

- X 10 characters
- X 1 lowercase letter
- X 1 special character
- X 1 uppercase letter
- X 1 number

SUBMIT

I'm not a robot

3 Enrol in Kaplan Course

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 My Invoices

Genec Knowledge

GCFP
Graduate Certificate in Financial Planning

Higher Education FEE-HELP Available

Kaplan Higher Education's (KHE) Graduate Certificate provides you with the opportunity to study the foundation elements of financial planning whilst you gain the knowledge and expertise required to operate in an increasingly competitive environment.

Enrol Learn More

4 **Enrol in Kaplan Course - Personal Details**

Visa Information

Indicate your visa status from the dropdown box, then click the “Confirm & Continue” button to proceed.



Personal Details

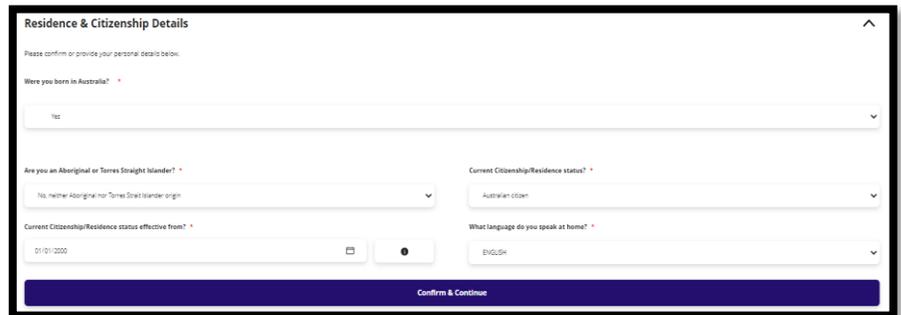
Confirm /update your personal details on this page (any fields with a red asterisk* are required fields) and click “Confirm & Continue”.



For help with updating your personal details please call our Student Support team at 1 300 662 203

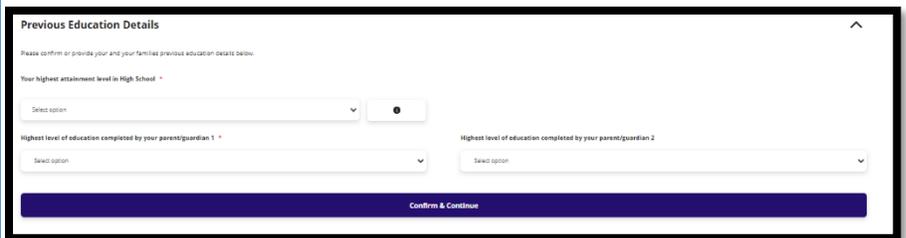
Residency & Citizenship Details.

Please complete each field and click “Confirm & Continue”



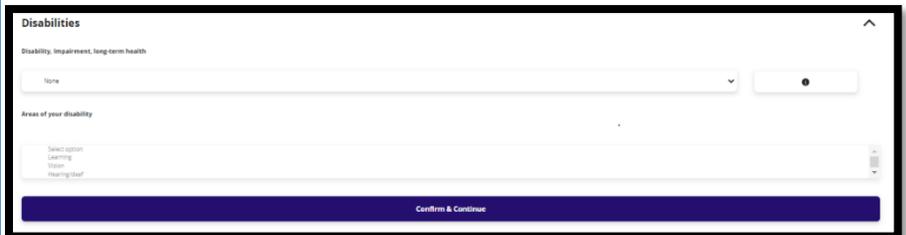
Previous Education Details

Please complete each field and click “Confirm & Continue”



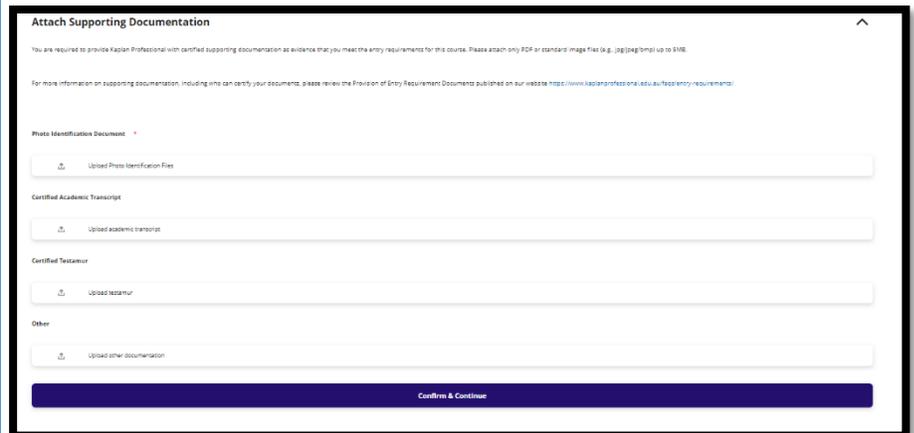
Disabilities.

If applicable, please complete each field and click “Confirm & Continue” otherwise click “Confirm & Continue”



Attach Supporting Documentation

You are required to provide certified supporting documentation as evidence that you meet the entry requirements for your course enrolment.



Evidence required includes (but is not limited to):

- photo ID
- academic transcript (certified)
- testamur (certified)
- other

Once you have finished uploading your files click "Confirm & Continue"

Submit Application

Click "Submit Application" to submit your application

Offer of Enrolment

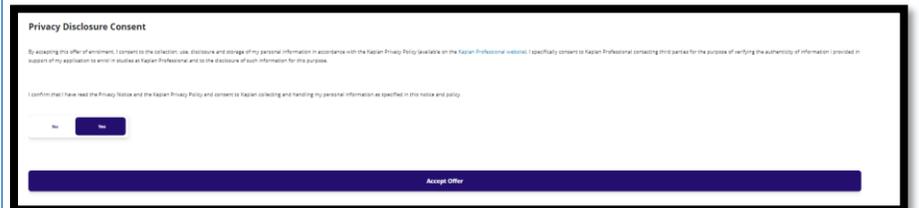
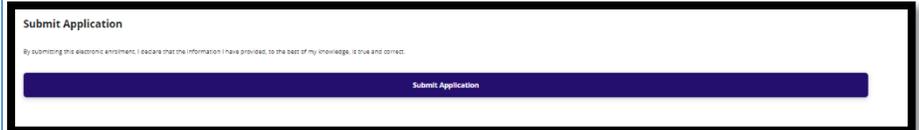
Please read through the conditional offer of enrolment before progressing to the Student Declaration and Consent

Student Declaration and Consent

Click on "Yes" to make it blue

Click on "Accept Offer"

You will be sent an email with a copy of the Conditional Offer you have just accepted for your records.



5 Select Course

Select your Major and select your Pathway from the drop down box(es) if you have one

Select subject(s)

Choose the subject(s) you want to complete in a study period/in different study periods available to enrol into. You can search for a subject/subjects in the search field by typing in the name, or code, or key words and click on the magnifying glass or click on the subject(s) you wish to enrol into if it is appearing in the list below.

To add a subject/subjects to your Study Plan

Click and drag the subject(s) to the study period you want to enrol into.

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Click and drag the subject(s) to the study period you want to enrol into.

When you are ready click "Continue to Payment"

This screenshot shows two dropdown menus side-by-side. The left one is labeled 'Select Major' and has 'None' selected. The right one is labeled 'Select Pathway' and also has 'None' selected.

This screenshot shows the 'Select Subject' interface. At the top, it says 'Please select the subject(s) you want to complete in this study period. You can select a maximum of two subjects per study period.' Below this is a search bar with the placeholder text 'Search for subject or enter subject id...'. Underneath the search bar is a grid of four subject cards. Each card displays the subject name, its code (e.g., FPC001B), and its cost (AUD 2,500). The subjects shown are: 'Economic and Legal Context for Financial Planning', 'Ethics and Professionalism in Financial Advice', 'Superannuation and Retirement Advice', and 'Insurance Advice'. All subjects are listed under the 'Financial Planning' pathway.

This screenshot shows the 'Study Plan' configuration screen. It includes the 'Select Major' and 'Select Pathway' dropdowns from the previous step. Below them is the 'Select Subject' section with the search bar and the grid of subject cards. To the right of the subject grid is the 'Study Plan' section, which contains a 'Continue to Payment' button and a 'Save & Exit' button. Below these buttons are several study period slots, each with a 'Drop a subject here' prompt and a specific date range (e.g., 'Study Period 0, 31 Oct 2022 to 29 Jan 2023'). One of the subject cards, 'Economic and Legal Context for Financial Planning', is shown being dragged into the first study period slot.

This screenshot shows a summary bar for the 'Study Plan'. It features a dark blue button labeled 'Continue to Payment' and a white button labeled 'Save & Exit'.

6 Payment Summary

A summary of the course/subject(s) you want to enrol into will appear on the right hand side of your screen.

To view more details, click on the arrow on the right hand side under Current Subjects and/or Future Subjects

You will need to select the subject(s) you wish to pay for from here by ticking the box next to the subject name

Provide Promotional code(s) if applicable

Client Code: **PC-NWV182**

Promotional Code: **FAAAMFP24**

Note: The exact code is required (case sensitive) including leading letters and hyphen)

Click 'Apply' and the price appearing on the right hand side should go down.

Select the payment method and type using the drop down arrows on the right hand side.

Accept the Terms and Conditions and Refund Policy by clicking on "Yes" to make it blue.

Click "Finalise" if you are ready to make the payment or "Save and Exit" if you wish to continue your application at a later stage or "Return to Plan Study" if you wish to add more subjects to your Study Plan.

Payment Summary (0 subjects)

Current Subjects	▼
Future Subjects	▼
Subject(s) Tuition Fees (Excl. Tax)	AUD 0.00
Tax	AUD 0.00
Total Payable Amount	AUD 0.00

Payment Summary (2 subjects)

Current Subjects	▲
Future Subjects	▲
<input checked="" type="checkbox"/> FPC001B Economic and Legal Context for Financial Planning Retail price (Excl. Tax) : AUD 2,500 Period 2, 2023 FEE-HELP Available	
<input checked="" type="checkbox"/> FPC008 Investment Advice Retail price (Excl. Tax) : AUD 2,500 Period 2, 2023 FEE-HELP Available	
Subject(s) Tuition Fees (Excl. Tax)	AUD 5,000.00
Tax	AUD 0.00
Total Payable Amount	AUD 5,000.00

Provide promotion code(s) if applicable

Enter Preferred Customer Code...	Apply	ⓘ
Enter Corporate Pricing Code...	Apply	ⓘ
Enter Promotional Code...	Apply	

Kaplan will not provide a credit/refund of the difference to you if codes are not used correctly at the time of enrolment.

In the event you do not see a price change (or an incorrect price change) once a PC code/Corporate Pricing code has been applied please call 1 300 662 203 and select "Option 2" for assistance with enrolling.

Please select your payment method

Credit Card ▼

Payment Type

VISA ▼

I accept the Terms and Conditions and Refund Policy.

No Yes

Finalise Save and Exit Return to Plan Study

For Credit Card Payment:

Accept the Terms and Conditions and Refund Policy by clicking on “Yes” to make it blue.

Click “Go to Payment Gateway”

If you have selected to pay by card, you will be taken to a secure payment gateway to complete the payment by entering your card details and clicking on “Next”

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.

Click “Return to Merchant Site”

For BPay

If you have selected to pay by BPay

Accept the Terms and Conditions and Refund Policy by clicking on “Yes” to make it blue.

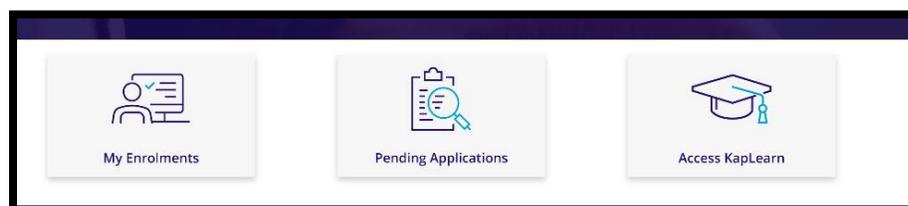
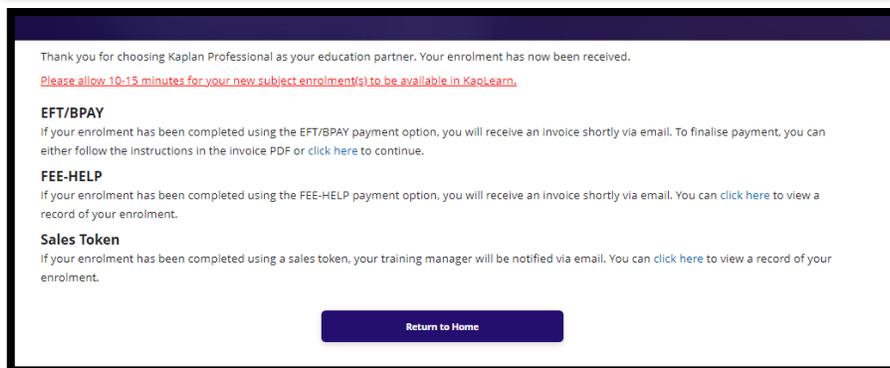
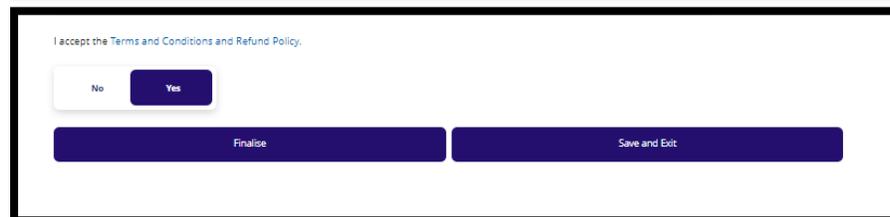
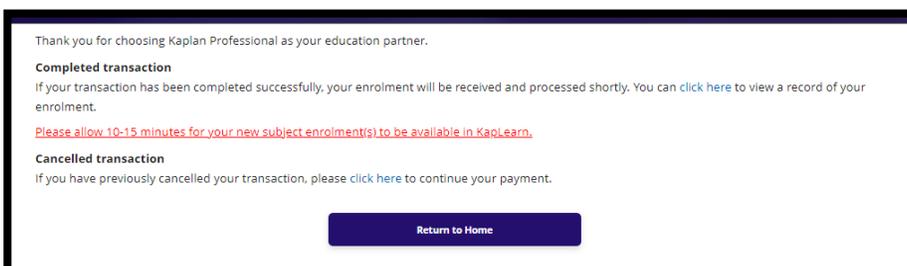
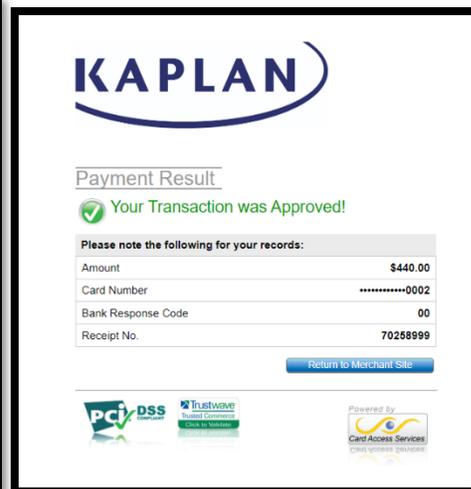
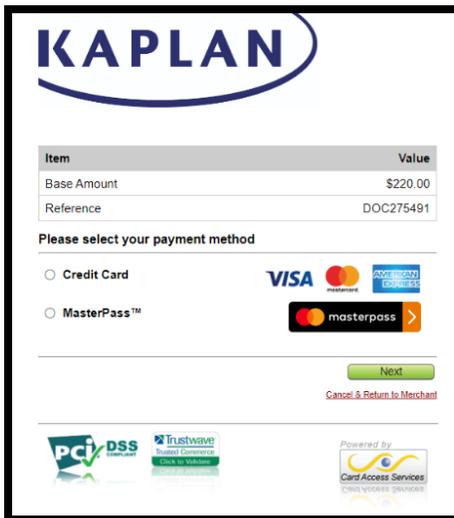
Click “Finalise”

You will receive an email with an invoice shortly. To finalize payment follow the instructions on the invoice PDF.

Click “Return to home”

When you are ready to start your studies

Once payment has been made in full and receipted, you can access your studies by clicking on “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 courseadvice@kaplan.edu.au and remember to inform them you are an FAAA member.