



## Course Credit

### DEFINITIONS

#### COURSE CREDIT

This is exemption from enrolment in part of a study program as a result of previous study, experience or recognition of currently held competencies. The processes used by Le Cordon Bleu Australia (LCBA) to determine Course Credit are Credit Transfer and Recognition of Prior Learning (RPL).

#### CREDIT TRANSFER

This is an assessment process that allows an individual to be granted Course Credit by providing documentary evidence of previously completed formal education or training which is comparable and equivalent in content, volume and academic level to the part of the LCBA program of study for which the individual is requesting credit.

Applications must be supported by evidence of completion of previous study, including:

- a certified copy of Statement of Attainment, Academic Transcript, or equivalent showing the name of institution, qualification undertaken, courses completed, grades awarded and dates of study
- a certified copy of qualification issued, if the qualification was completed
- course outlines for courses for which status is requested including learning outcomes, course contact hours, academic level and course content.

#### RECOGNITION OF PRIOR LEARNING (RPL)

This is an assessment process that allows an individual to be granted Course Credit by providing documentary evidence of unrecognised skills and knowledge gained outside of the formal education and training system.

Supporting documentary evidence must accompany the application for RPL. This evidence may include any specifically relevant:

- work records and experience showing hours worked and description of duties
- records of workplace training
- assessments of prior skills and knowledge
- assessments of current skills and knowledge
- third-party reports/references from past and/or current supervisors, trainers, managers – and from customers or clients
- volunteer experience



- examples of workplace achievements
- other evidence of relevant skills, experience and knowledge gained through informal education, life experience and work.



## COE (CONFIRMATION OF ENROLMENT)

This is a document provided by LCBA to students who wish to study LCBA programs in Australia, to confirm that they are eligible to enrol in a program.

## LCBA INTERNATIONAL DIPLOMAS

For LCBA's culinary programs, in addition to the Australian Quality Framework (AQF) qualifications, LCBA may award the following qualifications known as LCBA International Diplomas:

- Diplôme de Cuisine or Certificat de Commis Cuisinier
- Diplôme de Pâtisserie or Certificat de Commis Pâtissier
- Diplôme de Avancé Gestion de Culinaire

To be awarded these diplomas students must demonstrate competency in a range of French methodologies and recipes.

## POLICY

1. Le Cordon Bleu Australia will provide the opportunity for students to apply for and be granted Course Credit through Credit Transfer or RPL pathways.
2. Course Credit applications must be received before students commence their program of study (pre-commencement) or within two (2) weeks of commencing their program of study (post-commencement).
3. Le Cordon Bleu Australia will recognise AQF qualifications and statements of attainment issued by any other Registered Training Organisation (RTO).
4. Course Credit applications from student visa holders will be processed according to the requirements of the Education Services for Overseas Students (ESOS) framework.
5. LCBA will recognise the prior learning of students from other LCB schools and may grant Direct Entry to LCBA programs of study, within defined limits.
6. There is no fee for the Course Credit assessment process.

## DETAILS AND PROCEDURES

1. **Le Cordon Bleu Australia will provide the opportunity for students to apply for and be granted Course Credit through Credit Transfer or RPL pathways.**
  - 1.1 Information about Course Credit will be provided to students prior to the commencement of their study program. *(For detailed information about how to apply for Course Credit, see the Course Credit Procedures).*
  - 1.2 Applications for course credit will be assessed by the Academic Director of LCBA or suitably qualified delegate.
  - 1.3 Course Credit applications will be assessed in accordance with the rules of evidence and the principles of assessment.



Evidence supporting claims for Course Credit must be:

- authentic
- current
- sufficient
- valid.

The assessment process will be:

- fair
- flexible
- reliable
- valid.

*(See the Assessment Policy.)*

1.4 It is the student's responsibility to collect and provide the evidence required to support his or her application for Course Credit.

1.5 For Credit Transfer to be granted, the candidate's previous study must be comparable and equivalent in content, volume and academic level to the part of the Le Cordon Bleu Australia study program for which the student is requesting credit.

1.6 Applicants for Course Credit for the Industry Placement component of a study program must, as a minimum, provide evidence of recent, relevant hospitality industry experience totalling not less than 600 hours.

1.7 LCBA will inform students in writing of the outcome of their Course Credit applications and any subsequent change in course duration.

1.8 In the event that a student's Course Credit application is unsuccessful the applicant may appeal the decision. *(See the Academic Appeals Policy.)*

**2. Course Credit applications must be received *before* students commence their program of study (pre-commencement) or within 2 weeks of commencing their program of study (post-commencement).**

2.1 Applications for pre-commencement Course Credit should be made to Admissions staff, LCBA during the enrolment process.

2.2 Applications for post-commencement Course Credit must be made in writing to the Academic Director of LCBA no later than two weeks after the commencement of the study period in which the relevant unit is delivered.

2.3 Late applications must be accompanied by the reasons for the lateness which must address, as a minimum, what information the student received about the content of the



units of competency for which Course Credit is sought, and when the information was received.

2.4 Late applications for Course Credit will usually not be approved unless students can demonstrate that they did not have access to sufficient or suitable information during the enrolment process to make a decision to apply for Course Credit, or new evidence has become available to support an application for Course Credit which was not available during the enrolment process.

2.5 LCBA will notify students of the outcome of their application within 15 working days.

**3. Le Cordon Bleu Australia will recognise AQF qualifications and statements of attainment issued by any other RTO.**

3.1 AQF qualifications and statements of attainment issued by another training organisation will be recognised and will be considered sufficient evidence for granting Course Credit.

3.2 Course Credit granted on the basis of AQF qualifications and statements of attainment issued by other training organisations for more than the first study period (Basic Cuisine of Pâtisserie) will not count towards the LCB International Diplomas. In order to be eligible for these awards students must complete all of their training, except the first study period, with LCBA.

(See online Course Credit Policy <http://www.lecordonbleu.com.au/policies>)

**4. Course Credit applications from student visa holders will be processed according to the requirements of The National Code 2007.**

4.1 Successful Course Credit applications may result in a reduction of course duration. Where this occurs before a student visa is granted, LCBA advise the student of the new course duration.

4.2 Where paragraph 4.1 (above) occurs after a student visa is granted, LCBA will notify the student and DIBP of the reduction in course duration. In all cases LCBA will record the change in course duration on the student file.

**5. LCBA will recognise the prior learning of students from other LCB schools and will grant Direct Entry to LCBA programs of study, within defined limits.**

5.1 Students who have completed Basic or Intermediate Cuisine or Pâtisserie at a Le Cordon Bleu International school, automatically qualify for entry into the next stage of the program at a LCBA school. In these cases, students will be required to undertake additional study in order to meet the requirements of the AQF qualification in which they are enrolled.



5.2 Students who have completed a Le Cordon Bleu Culinary program in one of LCB's North American schools may seek direct entry into Superior Cuisine or Pâtisserie only. In order to be eligible for this pathway, students are required to undertake a skills test. If candidates do not meet the required skill level, direct entry into Superior will not be granted. A fee may apply to the skills test.

6. **There is no fee for the Course Credit assessment process.**

6.1 The smallest part of a study program for which course credit will be granted is a unit of competency.



## COURSE CREDIT APPLICATION PROCEDURE

1. The applicant submits an Admission Application Form (with the Tuition Registration Fee), and indicates the Units of Competency for which they will be requesting Course Credit.
2. Where the entry criteria for study in the chosen program has been met, Le Cordon Bleu Australia (LCBA) sends the applicant a 'Provisional Letter of Offer', a Course Credit Application Form and the Units of Competency for each course for which the applicant will be requesting status.
3. The applicant submits the Course Credit Application Form with a portfolio of notarised documentary evidence of prior relevant learning and/or work experience. The Recognition of Prior Learning (RPL) evidence presented must be linked, point-by-point, to the Units of Competency supplied by LCBA. Academic Credit evidence must clearly identify for which course(s) or Units of Competency Course Credit is requested.
4. The balance of the tuition fees due, must accompany the Course Credit Application Form sent to LCBA. The applicant retains the 'Provisional Letter of Offer', which will be displaced by a 'Letter of Offer' sent by LCBA upon completion of the Course Credit process.
5. LCBA assesses the applicant's Course Credit Application Form, with evidence portfolio, and either awards or rejects application for Course Credit. LCBA may invite supplementary evidence from the applicant if the Course Credit Application Form and portfolio are unclear yet appear to have merit.
6. LCBA conveys, through a Letter of Offer, the decision to award/reject the Course Credit application. This letter also states the actual net program duration resulting from any status granted, and the tuition fees that apply.
7. The applicant responds to the Letter of Offer as detailed in the Admission Procedures of the LCBA Prospectus. Any Course Credit granted must be accepted in writing by the student, and this acceptance will be retained on the student's file.
8. The process of assessing applications for Course Credit will be conducted in a timely fashion by LCBA. However, where RPL assessment process is required, processing time may be subject to the availability of specialist assessors at different times of the year.
9. If the applicant is not satisfied with the Course Credit decision or the process followed, they may appeal in writing using the Academic Complaints process.

*(See the Academic Appeals Policy.)*