

## CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING (RPL) POLICY (VET)

### 1. Purpose and Objectives

- 1.1 The purpose of this policy is to outline the principles for determining credit and/or Recognition of Prior Learning (RPL) towards Le Cordon Bleu Australia (LCBA) Vocational Education and Training (VET) award programs and to make the policy and process of application informative, fair and transparent.
- 1.2 The Policy aligns with the Assessment Policy VET, and is consistent with regulatory requirements set within the Standards for Registered Training Organisations (RTOs) 2015 and the Australian Qualifications Framework (AQF).

### 2. Scope

- 2.1 This policy applies to all VET programs offered by LCBA irrespective of delivery mode or location. It is applicable to domestic and international, prospective and current students of LCBA VET programs.

### 3. Legislative Context

- Australian Qualifications Framework (AQF) Second Edition 2013
- Education Services for Overseas Students Act 2000 (Cwlth)
- National Code 2018
- National Vocational Education and Training Regulator Act 2011 (Cwlth), and
- Standards for Registered Training Organisations (RTOs) 2015

### 4. Policy Statement

- 4.1 Credit Transfer and RPL are alternate pathways to an Australian Qualifications Framework (AQF) qualification. LCBA recognises relevant previous experience through Credit Transfer, Recognition of Prior Learning (RPL) and Articulation Agreements in all its VET programs.

### 5. Policy

- 5.1 Granting of Credit Transfer and/ or RPL in VET will be established and maintained in accordance with the following
  - Australian Qualifications Framework (AQF) Pathways Policy
  - Standards for Registered Training Organisations (RTOs) 2015
- 5.2 This policy is based on the following assumptions:
  - Student academic credit applications are submitted within the timeframes specified in this policy
  - LCBA grants Credit Transfer and/or RPL, based on an application and assessment of the required evidence by professionally relevant and trained staff or Assessors.
  - Once credit has been granted, unless compelling educational reasons are presented, it will not be rescinded.
- 5.3 Credit may only be awarded for whole Units of Competency. Credit Transfer or RPL will not be granted for part of a Unit of Competency.
- 5.4 LCBA implements an assessment system that ensures RPL assessments meet the assessment requirements of those Units of Competency for which RPL is being sought

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and is conducted in accordance with the Principles of Assessment and the Rules of Evidence (refer Table 1).

*Table 1 Principles of Assessment and the Rules of Evidence*

<b>Principle of Assessment</b>	<b>Definition</b>
Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to consider the individual learner's needs.
Flexibility	The RTO informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Validity	Assessment is flexible by reflecting the learner's needs, assessing competencies held by the learner no matter how or where they have been acquired and drawing from a range of assessment methods appropriate to the context of the unit of competency
Reliability	Any assessment decision/ judgement of competence by LCBA is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements and could demonstrate these skills and knowledge in other similar situations and in association with the practical context of the unit of competency

<b>Rule of Evidence</b>	<b>Definition</b>
Validity	The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence allows a judgement to be made of a learner's competency
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

5.5 LCBA will provide information and the opportunity for students to apply for credit through Credit Transfer and/or RPL processes.

5.5.1 Information about Credit Transfer and RPL processes is available for students via the LCBA website by referring to the *Credit Transfer and Recognition of Prior Learning Policy*, the *LCBA Culinary Programs Student Guide* and course marketing materials.

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- 5.5.2 Students are made aware of the opportunity to apply for credit through Credit Transfer or RPL processes during the admissions process and during program induction activities.
- 5.5.3 It is the student's responsibility to collect and provide the evidence required to support an application for credit through the Credit Transfer and/or RPL processes.
- 5.5.4 Evidence provided by students supporting claims for Credit Transfer must meet the following requirement:
  - All evidence must be authenticated AQF certification documentation (eg Parchment, Statement of Attainment) listing the same or equivalent unit/s of competency being applied for.
- 5.5.5 Evidence provided by students supporting claims for RPL must meet the following requirements:
  - All evidence must be valid by relating directly to the unit/s being applied for
  - All evidence must be sufficient in relation to volume, relevance and quality
  - All evidence must be authenticated by an LCBA staff member or Justice of the Peace (or equivalent overseas person).
  - All evidence must be current -i.e. achieved within the last five (5) years.
- 5.5.6 LCBA will inform students in writing of the outcome of any credit application and any subsequent change in course duration.
- 5.5.7 If a student's application for credit is unsuccessful, the applicant may appeal the decision (see the Academic Appeals Policy VET).
- 5.6 Credit Transfer and RPL applications may be received before students commence their program of study.
  - 5.6.1 Applications for Credit Transfer and RPL are to be made to LCBA Admissions staff during the program application process by indicating "yes, I wish to apply for credit through Credit Transfer/RPL" on the relevant section of the LCBA program application form.
  - 5.6.2 LCBA will notify students of the outcome of a Credit Transfer application within 10 working days of receiving the application. RPL applications may require the submission of a portfolio of evidence and participation in other evidence gathering activities e.g. a competency interview or practical observation. Students will be notified of the outcomes of the RPL process within 15 working days of the RPL assessment being completed.
- 5.7 Post-commencement Credit Transfer and/ or RPL applications including all supporting evidence are to be submitted no later than 5 working days from commencement of the qualification in which the unit/s of competency resides. Only complete and valid applications will be accepted.
- 5.8 Credit granted for more than the first study period (Basic/ Assistant Cuisine or Pâtisserie) will not count towards the LCB International Diploma's. To be eligible for these awards students must complete all their training, except the first study period, with LCBA.

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- 5.9 LCBA will negotiate articulation arrangements with Le Cordon Bleu International (LCBI) institutions to enable LCB students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway. LCBA will ensure that current information regarding articulation arrangements is available to students, staff and prospective students and those students and articulation partners. Students who wish to articulate will be responsible for informing themselves of, and complying with application deadlines, procedures or requirements specified by the institution at which they wish to study.
- 5.10 Credit Transfer
- 5.10.1 Under the principles of National Recognition, a student is granted Credit Transfer for any unit successfully completed at any other Registered Training Organisation (RTO):
- when the unit of competency has the same code and title
  - when the unit of competency is superseded but deemed equivalent on the national training register.
- 5.10.2 Credit Transfer will not be granted for Units of Competency or Qualifications which are not included in LCBA's scope of registration.
- 5.11 RPL
- 5.11.1 There must be no formal training provided as part of an RPL assessment.
- 5.11.2 The RPL process applies to all students who are enrolled in courses leading to a nationally recognised Vocational Education and Training (VET) qualification or Statement of Attainment who are seeking recognition for skills and knowledge previously gained through formal, informal and non-formal learning experiences e.g. in the workplace, volunteer work, social or domestic duties or through formal and informal studies.
- 5.11.3 Students applying for RPL will only be assessed by suitably qualified assessors who meet all requirements set out in the Standards for Registered Training Organisations 2015 in relation to assessment.
- 5.12 Credit Transfer and RPL applications from Student Visa Holders will be processed according to the requirements of the Education Services for Overseas Students (ESOS) framework.
- 5.12.1 Successful Credit Transfer and/or RPL applications may result in a reduction of course duration. Where this occurs before a student visa is granted, LCBA will advise the student of the new course duration.
- 5.12.2 Where the above occurs after a student visa is granted, LCBA will notify the student and the Department of Home Affairs (DHA) of the reduction in course duration. In all cases, LCBA will record the change in course duration on the student's file.
- 5.13 Fees
- 5.13.1 In the case of Credit Transfer applications, no fee will be applied.

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- 5.13.2 In the case of RPL applications, a fee of 50% of the tuition cost for each unit of competency for which students are seeking an assessment will be payable.
- 5.13.3 There will be no refund of any RPL fees should the student be deemed unsuccessful in their RPL assessment.

### 6. Roles and Responsibilities

Roles	Responsibilities
Admissions	Provide information to prospective and current students on CT and or RPL application procedures Process pre commencement CT applications
Students	Ensure all required documentation is complete and supporting evidence provided within specified timeframes Participate in RPL assessment activities
Assessors	Undertake RPL assessments using the rules of evidence and principles of assessment Conduct RPL assessment activities as required Record results of RPL assessments according to LCBA policy
Academic Manager	Provide advice to prospective and current students on CT and or RPL Process post commencement CT applications Ensure provision of information at orientation sessions
Student Services	Provide information to prospective and current students on CT and or RPL application procedures Ensure applications are complete and valid and meet specified timeframes Notify applicants of outcomes and regulatory bodies of changes to course duration
Program Manager	Provide advice to prospective and current students on CT and or RPL Delegate RPL assessments to suitably qualified staff

### 7. Definitions

‘Assessment’ is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as specified in a Training Package or VET accredited program and is conducted in accordance with the principles of assessment and the rules of evidence.

‘Assessor’ is a person who has the specific competencies and qualifications required under the Standards for RTOs and relevant Training Package to be able to assess a learner’s competence.

‘CoE (Confirmation of Enrolment)’ is a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the student’s eligibility to enroll in the particular course of the registered provider.

‘Credit Transfer’ relates to the recognition of any unit of competency a student has successfully completed at any other Registered Training Organisation (RTO). Credit transfer is a process

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that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

‘Credit’ is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

‘Recognition of Prior Learning (RPL)’ is an assessment process (refer to Assessment Policy VET) undertaken by a suitably qualified person who assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in a unit or Units of Competency. Evidence provided must be valid, authentic, current and sufficient and the process must be fair, flexible, reliable and valid.

‘Unit of Competency’ is the unit of learning in a VET qualification including assessment requirements and the specification of the standards or performance required in the workplace as defined in a Training Package

### 8. Related Documents

- Assessment Policy VET
- Culinary Student Guide
- Fees and Refunds Policy
- Student Complaints and Appeals Policy

### 9. Implementation

- 9.1 The Academic Director, VET is responsible for ensuring that future major changes to this policy will be accompanied by a completed Implementation Plan, counter signed by a senior executive and presented with the policy to the Academic Board.
- 9.2 The Implementation Plan will include a Communication Strategy that identifies key stakeholders and the requirements for effectively implementing and monitoring this policy.

### 10. Procedure

- 10.1 Information relating to the procedure for CT and RPL applications can be found in the [LCBA Culinary Student Guide](#). Students are advised to familiarise themselves with the procedure before applying.

### 11. Summary of changes since last review

Authored by	Description
Academic Manager VET	Adopted new policy template Included Le Cordon Bleu International pathways policy statement Revised RPL process and relocated to culinary student handbook Revised post commencement credit process