



Credit Transfer and RPL

FAQs

Note – This information relates to LCBA Culinary programs only and should be read in conjunction with the CT and RPL Policy

What is Academic Credit?

Academic Credit is the term used that includes Credit Transfer (CT) and Recognition of Prior Learning (RPL). If you are granted Academic Credit, you will not have to undertake the training for the unit/s of competency you received credit for.

What is the difference between CT and RPL?

Credit Transfer is the process of seeking credit if you have successfully completed the same unit/s of competency (or units with equivalent content, learning outcomes and assessments) previously at another Registered Training Organisation (RTO).

Recognition of Prior Learning (RPL) is a process of assessment in which you demonstrate that your work and life experiences match the skills and knowledge requirements in one or more of the units of competency in which you have enrolled. Evidence that demonstrates this may be presented through a portfolio of evidence, RPL conversations/ interviews or demonstration of skills or knowledge.

How do I know if I should apply for CT or RPL?

The best way to know this is to find out what is in your program, that is, what you would be studying in the units that make up the qualification. Do research and read any information you are given about the units carefully and think about what evidence you have that could match them. You can also request to discuss this with the Program or Academic Manager.

How much does CT or RPL cost?

There is no fee for Credit Transfer (CT). The fee for RPL assessment is 50% of the tuition for each unit of competency you are seeking credit for.

How do I apply for CT or RPL?

Details in relation to for applying for Credit Transfer or RPL are contained in the LCBA Culinary Student Guide which is located on the LCBA website.

What kind of work and life experiences count towards RPL?

You may have experience gained through either paid or volunteer work in the hospitality or other industries, or previous study relevant to the unit/s of competency you are applying for. The RPL assessment process involves comparing these skills and knowledge against the requirements in a unit or units of competency contained in a qualification. If you are successful in achieving RPL you may not have to undertake training for the relevant unit/s.





What sort of things can I use as evidence for CT and RPL?

Evidence can be provided in many ways. For Credit Transfer a certified original Record of Results or Statement of Attainment from an RTO is sufficient. For RPL, some examples of things you can use as evidence are:

- Position description
- Workplace reference or employer testimonial
- Examples of work you have produced
- Training or qualification certificates
- Awards, certificates of merit
- Minutes of meetings you organised, facilitated or attended
- Job diary or journal
- Payslips/ employment contracts

What happens at an RPL conversation/ interview?

You could be asked to attend a meeting to discuss any evidence relevant to the units for you have applied for. The Assessor will be looking at your evidence and asking questions about your work and life experiences and/ or details of previous studies to work out if you have satisfactory evidence to be deemed competent for units in your enrolled qualification.

How much Academic Credit can I apply for?

There are some limits on how much academic credit can be granted and in certain circumstances specific units are required to be undertaken with Le Cordon Bleu to be eligible for certain awards. Refer to the LCBA Results and Conferral of Awards and Credit Transfer and Recognition of Prior Learning Policies on the LCBA website.

How long do credit applications take?

Generally, Credit Transfers will be completed with 10 working days. RPL applications will vary depending on when the unit of competency is delivered, your ability to gather the evidence and the time required for assessment.

Do I need to attend classes if I have applied for CT or RPL?

Yes – you are expected to continue to attend all classes until you have been formally notified by LCBA in writing that a successful outcome has been achieved. If your application is not successful, you can continue attending classes and undertake the unit as normal and regular fees will apply. Note – due to the integrated delivery and assessment of some units you may be required to attend classes that you have been granted academic credit for.

How does CT and RPL appear on my record of results?

Your Record of Results will show the outcome of successful credit applications with a special code e.g. CT or RPL. If a RPL assessment is not successful, your result will appear as NC unless you have continued to attend classes and successfully completed the required assessments.

What can I do if I am not happy about my credit decision?

You can informally appeal a decision by making an appointment to see the Program Manager to discuss the result. If you are unsatisfied with the outcome, you may lodge a formal appeal using the LCBA Complaints and Appeals policy process, talk to a LCBA staff member or visit the website for further details.