

## 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) 2025 and the Australian Qualifications Framework (AQF) 2013.

### 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
- National Code 2018
- National Vocational Education and Training Regulator Act 2011, and
- Outcome Standards for NVR Registered Training Organisations 2025

### 4. Policy Statement

- 4.1 Credit Transfer (CT) and RPL are alternate pathways to an AQF qualification. LCBA recognises relevant previous experience through CT, RPL and internal Articulation Agreements in all its VET programs.

### 5. Policy

- 5.1 Granting of CT and/or RPL in VET will be established and maintained in accordance with the following
  - Australian Qualifications Framework (AQF) Pathways Policy
  - Outcome Standards for NVR Registered Training Organisations 2025
  - National Code 2018
- 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 CT and/or RPL, based on an application and assessment of the required evidence by professionally relevant, suitably qualified, and trained staff or Assessors.
  - Once credit has been granted, unless compelling educational reasons are presented, it will not be rescinded.
- 5.3 CT can only be awarded for whole Units of Competency where sufficient evidence of full completion is provided.
- 5.4 RPL may be granted when a student can demonstrate competency for the entire unit, using prior learning evidence.

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5.4.1 Where partial evidence is identified during the RPL process, gap assessments may be conducted to address any missing requirements. Upon successful completion of the gap assessment/s and full demonstration of unit competency, RPL for the unit will be awarded. RPL cannot be granted for partial completion alone; students must meet all performance criteria and assessment requirements to receive credit for the unit.

5.5 LCBA implements an assessment system that ensures RPL assessments meet the assessment requirements of those Units of Competency for which RPL is being sought 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*

Principle of Assessment	Definition
Fairness	The individual student's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to consider the individual student's needs. Student is provided with the opportunity to appeal the result of the assessment and enable reassessment where necessary.
Flexibility	The assessment is appropriate to the context of the unit of competency, training product and VET student, and the assessment of the student's skills and knowledge are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge.
Validity	Any assessment decision/judgement of competence is based on evidence of the student's performance that is aligned to the unit/s of competency and assessment requirements (e.g., practical application components) and could demonstrate these relevant skills and knowledge in a practical or evidence-based setting.
Reliability	Any assessment decision of the RTO is based on the evidence of performance of the individual student that is aligned to the unit/s of competency and assessment requirements. To ensure validity: <ul style="list-style-type: none"> <li>assessment is designed to meet the unit/s of competency, and the assessment requirements cover the broad range of skills and knowledge that are essential to competent performance.</li> <li>assessment of knowledge and skills is integrated with their practical application.</li> <li>assessment is based on evidence demonstrated by the student, and student is also able to demonstrate these skills and knowledge in other similar situations.</li> <li>judgement of competency is based on evidence of the student's performance that is aligned to the unit/s of competency and assessment requirements.</li> </ul>

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Rule of Evidence	Definition
Validity	Assessment evidence is adequate, such that the assessor can be reasonably assured that the student possesses the skills, knowledge and attributes as described in the unit of competency and assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence allows the assessor to make an informed judgment of the student's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is original and genuine of the student's work.
Currency	The assessment evidence presented to the assessor demonstrates the student's current skills and knowledge.

5.6 LCBA will provide information and the opportunity for students to apply for credit through CT and/or RPL processes.

5.6.1 Information about CT and RPL processes is available for students via the LCBA website by referring to this, the *LCBA Culinary Programs Student Guide* and program marketing materials.

5.6.2 Students are made aware of the opportunity to apply for credit through CT and/or RPL processes during the admissions process and during orientation activities.

5.6.3 It is the student's responsibility to collect and provide the evidence required to support an application for credit through the CT and/or RPL processes.

5.6.4 Evidence provided by students supporting claims for CT must meet the following requirement:

All evidence must be authenticated AQF certification documentation (e.g., Parchment, Statement of Attainment) listing the same or equivalent unit/s of competency being applied for.

5.6.5 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; All evidence must be current -i.e. achieved within the last five (5) years.

5.6.6 LCBA will inform students in writing of the outcome of any credit application and any subsequent change in program duration. Students must confirm their acceptance of the credit decision in writing, and this record will be retained on file.

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- 5.6.7 If a student's application for credit is unsuccessful, the applicant may appeal the decision (refer to the *Student Complaints and Appeals Policy*).
- 5.7 CT and/or RPL applications may be received before students commence their program of study.
  - 5.7.1 Applications for CT 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.
  - 5.7.2 LCBA will notify students of the outcome of a CT application within 10 working days of receiving the application. RPL applications will 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 in accordance with the LCBA's Results and Conferral of Awards Policy VET.
- 5.8 Pre and post-commencement CT and/or RPL applications including all supporting evidence, are to be submitted no later than five (5) working days:
  - 5.8.1 before commencement, and
  - 5.8.2 after commencement of the qualification in which the unit/s of competency resides. Only complete and valid applications with valid and authentic documentation will be accepted.
- 5.9 Credit granted for more than the first study period (Basic/ Assistant Cuisine or Pâtisserie) will not count towards the LCB International Diplomas. To be eligible for LCB International Diplomas, students must complete all their training including all three stages Final Practical Examinations (FPEs), except the first study period, with LCBA. Exemptions will be made for students articulating from LCBA's Higher Education programs as well as Le Cordon Bleu International (LCBI) classic cycle students.
- 5.10 LCBA will negotiate articulation arrangements (via mapping of units for CT and/or RPL processes) with LCBI institutions to enable Le Cordon Bleu students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.
- 5.11 LCBA will ensure that current information regarding internal articulation arrangements is available to students, staff and prospective students and articulation partners.
- 5.12 Students who wish to articulate their study 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.
- 5.13 Credit Transfer
  - 5.13.1 Under the principles of National Recognition, a student is granted CT 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.

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- 5.13.2 CT will not be granted for Units of Competency or Qualifications which are not included in LCBA's scope of registration.
- 5.14 RPL
- 5.14.1 There must be no formal training provided as part of an RPL assessment.
- 5.14.2 The RPL process applies to all students who are enrolled in programs 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.
- 5.13.3 Students applying for RPL will only be assessed by a suitably qualified and trained staff or assessors who meet all requirements set out in the Standards for Registered Training Organisations 2025 in relation to assessment.
- 5.15 CT and/or RPL applications from Student Visa Holders will be processed according to the requirements of the Education Services for Overseas Students (ESOS) framework.
- 5.15.1 Successful CT and/or RPL applications may result in a reduction of program duration. Where this occurs before a student visa is granted, LCBA will advise the student of the new program duration.
- 5.15.2 If the situation in Clause 5.15.1 occurs after a student visa is granted, LCBA will notify the student and the Department of Home Affairs (DHA) of the reduction in program duration. In all cases, LCBA will update Provider Registration and International Student Management System (PRISMS) and on the student's file within 14 days if program duration changes after a student visa is granted, in accordance with ESOS Act requirements.
- 5.16 Fees
- 5.16.1 In the case of CT applications, no fee will be applied.
- 5.16.2 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.
- 5.16.3 There will be no refund of any RPL fees should the student be deemed unsuccessful in their RPL assessment. Students are advised of this non-refundable fee before submitting an RPL application.

## 6. Roles and Responsibilities

Roles	Responsibilities
Admissions	Provide information to prospective and current students on CT and or RPL application procedures. <ul style="list-style-type: none"> <li>Process pre commencement CT applications</li> </ul>
Students	Ensure all required documentation is complete and supporting evidence provided within specified timeframes. <ul style="list-style-type: none"> <li>Participate in RPL assessment activities</li> </ul>

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Roles	Responsibilities
Assessors	Undertake RPL assessments using the rules of evidence and principles of assessment. <ul style="list-style-type: none"> <li>• Conduct RPL assessment activities as required</li> <li>• Record results of RPL assessments according to LCBA policy</li> </ul>
Academic Manager	Provide advice to prospective and current students on CT and/or RPL. <ul style="list-style-type: none"> <li>• Process post commencement CT applications</li> <li>• Ensure provision of information at orientation sessions</li> </ul>
Student Services	Provide information to prospective and current students on CT and/or RPL application procedures. <ul style="list-style-type: none"> <li>• Ensure applications are complete and valid and meet specified timeframes</li> <li>• Notify applicants of outcomes and regulatory bodies of changes to program duration</li> </ul>
Program Manager	Provide advice to prospective and current students on CT and/or RPL. <ul style="list-style-type: none"> <li>• Delegate RPL assessments to suitably qualified staff</li> </ul>

### 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 student'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 enrol in the particular course of the registered provider.

‘Credit Transfer’ is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications. In VET, credit transfer relates to the recognition of any unit of competency a student has successfully completed at any other Registered Training Organisation (RTO).

‘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 through CT, 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.

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‘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 – Domestic Students
- Fees and Refunds Policy – International Students
- Student Complaints and Appeals Policy

### 9. Implementation

- 9.1 The Academic Managers are responsible for ensuring that future major changes to this policy will be accompanied by a completed Implementation Plan, 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 Detailed information on the CT and RPL application process, including timelines and evidence requirements, can be found in the [LCBA Culinary Student Guide](#) and SharePoint. Students are advised to familiarise themselves with the procedure before applying.

### 11. Summary of changes since last review

Authored by	Description
Academic Managers	Editorial updates made.