

POLICY

Policy Name	Academic Credit and RPL Policy
Policy Number	A014
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	The purpose of this policy is to outline the principles by which Recognition of Prior Learning (hereafter, RPL) will be applied for students for granting academic credit for LCIM units.
Scope	This policy applies to all applications for RPL submitted by students enrolling in a program at LCIM.
Policy Statement	<p>LCIM is committed to acknowledging a student's prior learning and professional experience, maintaining the quality and integrity of LCIM programs of study and maximising the student's chance of academic success.</p> <p>LCIM will follow the guidelines provided by and the requirements of the Australian Qualifications Framework (AQF) and other relevant legislative and regulatory requirements.</p> <p>LCIM accepts applications for RPL on the basis of successfully completed formal study and on learning that is less structured in nature, including employer-based training and development and/or relevant career experience. LCIM will honour any applicable current Credit Transfer Arrangements with educational institutions where the student meets the requirements as stipulated in the Arrangement.</p> <p>LCIM will approach the process of reviewing applications in a transparent and timely manner.</p>
Policy Strategies	<p>The following criteria will be considered in applications for support of Academic Credit and RPL. These provisions incorporate the Tertiary Education Quality and Standards Agency (TEQSA) guidelines on Admissions and Transfer. Criteria of admissibility:</p> <ol style="list-style-type: none"> 1. Applications for RPL (equivalency) must meet the AQF specifications for the volume of learning, ensuring the integrity of the program is maintained and that students are not disadvantaged in achieving the expected learning outcomes for the program of study; 2. Credit transfer must be appropriate to the program and credential sought; 3. Academic credit older than ten years is reviewed to determine its relevance to contemporary curriculum;

	<p>4. Credit transfers are accepted from post-secondary institutions authorised by appropriate legal authorities;</p> <p>5. Corporate or specialised training programs may be used as credit transfer conditional upon the credit transfer being applicable to the program of study;</p> <p>Tertiary-level credits taken at an accredited institution of higher education may be considered for transfer;</p> <p>LCIM may authorise the substitution of one or more units, in which a student is registered, with one or more units;</p> <p>Granting credit transfer or substitution is a procedure that verifies the unit learning outcomes and standards of a course match the unit learning outcomes and standards of another.</p> <p>If a table of credits is developed with partner institutes with which LCIM has an approved Memorandum of Understanding this will be used for granting credit and in accordance with the Higher Education Standards Framework (Threshold Standards) 2021 will be readily available on the LCIM website.</p>		
Relevant Legislation	TEQSA Guidance Note on Credit and recognition of Prior Learning (2019) Higher Education Standards Framework (Threshold Standards) 2021 2021 Higher Education Support Act (2003) Australian Qualifications Framework		
Key Related Documents	Academic Credit and RPL Procedure		
Date Approved	27th September 2021		
Date of Commencement	27th September 2021		
Date for Review	Q3 2023		
Documents superseded by this Policy	Credit Transfer RPL Policy		
Amendment History	Updates to Policy and Procedure		
Signed and dated for LCI Melbourne	Prof Andrew Flitman	Q3 AB minutes Sept 2021	27 th September 2021

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Procedure Category	Academic
Responsible Officer	Dean and Principal
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff

		Administrative Staff LCIM Students and applicants		
Review Date		Q3 2023		
Approved by Academic Board 27 th September 2021				
Change and Version Control				
Version	Authored by	Description of Changes	Date Approved	Effective Date
1.0	Academic Dean	Credit transfer and recognition of prior learning policy & procedure	December 2017	December 2017
2.0	Academic Manager	Academic Credit and RPL policy and procedure separated documents	April 2020	April 2020
3.0	Academic Manager	HESF 2021 updates	September 2021	September 2021