PROCEDURE

Procedure Name	**Academic Credit and RPL Procedure**
Procedure Number	A014
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	The purpose of this procedure is to describe how Recognition of Prior Learning (hereafter, RPL) will be processed for LCIM students to grant academic credit for LCIM units
Scope	This procedure applies to all applications for RPL submitted by students and applicants enrolling into a program of study at LCIM.
Procedure Statement	The Dean and Principal and Academic Manager of LCIM are ultimately responsible for RPL and Credit evaluation. The Academic Manager delegates individual assessments to the Unit Coordinator or other subject matter expert at LCIM. In determining credit transfer or prior learning comparability and equivalence, the following criteria is evaluated: • Program of study, including content, for transfer credit; • Learning and assessment approaches, for transfer credit; • Type of accomplishments and professional experience, for recognition of prior learning; • Learning outcomes; • Volume of learning. Decisions are evidence-based, equitable and transparent, applied consistently and fairly and are subject to appeal and review. LCIM recognises learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the outcomes of the qualification from LCIM. The decisions must be academically defensible and consider the student's ability to meet the learning outcomes of the qualification successfully. In line with Higher Education Standards Framework (Threshold Standards) 2021, Standard 1.2.2.a. students granted such credits may not be disadvantaged in achieving the expected learning outcomes of the program of study. Furthermore, the decisions are made in a timely manner (processed within

	two weeks) to ensure that students' access to qualifications is not unnecessarily inhibited.

Decisions allow for credit outcomes to be used for the partial fulfilment of the requirements of a qualification and are formally documented on the students file, including any reasons for not awarding credit.

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. |

Procedure Strategies	Applications for Credit or RPL assessment should ideally be submitted within one (1) week of acceptance into the program and must be submitted at least three (3) weeks prior to the beginning of the program or term of study.

This procedure requires actions by the following who have rights and responsibilities under the terms of this procedure.

The role of Admissions is:

• To inform students/applicants of the Credit Transfer and Recognition of Prior Learning Policy and Procedures;

• To inform students of the required documents such as official transcripts and unit descriptions (unit outlines preferred), journals, portfolios etc.;

• To assist students/applicants in properly completing their application forms and ensure that all necessary supporting documents have been attached;

• To record evaluation results and inform students/applicants of the decision.

• To consult the Dean & Principal/Academic Manager with all applications for assessment.

The role of the student/applicant is:

• To present applications in accordance with the rules and conditions of the herein stated policy;

• To provide legitimate and authentic documents and other types of evidence;

• To accept to undergo whatever evaluations may be required by the LCIM evaluator(s).

The role of the Dean and Principal and Academic Manager:

To ensure that practices conform to those in the Admissions Policy;

• To review the application and any recommendations of the Unit Coordinator or RPL Assessor;

• To make the final decision on the approval of the prior learning credit request and inform the relevant Manager in writing. |

	Stage 1. Information Dissemination
	All students and potential students receive notification of the RPL process prior to enrollment and are invited to discuss eligibility and the process for applying as part of the enrolment process.
	Stage 2. Applying for Academic Credit or Recognition of Prior learning
	1. Students/Applicants who believe they may be eligible for RPL are required to advise in writing to Admissions to discuss their interest in applying for RPL prior to completing and submitting an application to determine their eligibility.
	2. Applications for RPL must be made on the Application for Academic Credit/Recognition of Prior Learning (RPL) form, available on the LCIM [website]().
	3. Application for Academic Credit must be made to the Dean and Principal/Academic Manger prior to commencement of the unit of competency for which credit is sought.
	4. Applicants are responsible for providing all required information and evidence to support their application. This will be returned to the applicant.
	Stage 3. Assessing the Evidence Provided
	The Dean and Principal/Academic Manager in collaboration with Unit Coordinators will assess the evidence provided.
	Stage 4. Notification of outcome
	1. The student will be notified in writing of the outcome of their application.
	2. Where academic credit has been granted the communication will detail the amount of credit granted and against which unit/s the credit is for.
	Stage 5. Student Records
	1. All relevant documentation will be filed in the student's academic file.
	2. Academic records will be adjusted to reflect credit granted.
	3. For those subjects where credit has been granted, the grade will be recorded as EQ for Equivalency.

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	Stage 6. Assessment appeal
	Students who are dissatisfied with the decision may appeal in writing to the Academic Board. This process is regarded as a formal appeals process and students are directed to refer to the Academic Grievance Appeals Policy and Procedure

Definitions	Recognised Prior Learning	RPL is comprised of any relevant prior work experience or qualifications in line with the learning outcomes of the curriculum to be studied that is completed outside the educational system, such as: work or life experience, self-directed study, travel, volunteer work and participation in training sessions offered by professional and industry associations.
	Recognised Prior Learning Assessment	To earn prior learning credit for a course or units offered by a post-secondary institution, students must provide evidence and demonstrate that the learning is equivalent to learning that would have been acquired had they previously taken the course(s).
	Credit Transfer	Credit transfer is when a student applies for credit for an equivalent course they have previously completed elsewhere. Credit transfers are only issued if a course or group of units are determined to be equivalent to the course for which transfer credit is being requested.
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 Documents	Academic Progression and Exclusion Policy & Procedure Academic Grievance Appeals Policy & Procedure Academic Honesty and Integrity Policy & Procedure Assessment Policy & Procedure Selection and Admission Policy & Procedure Withdrawal and Deferment Policy & Procedure Application for Academic Credit/Recognition of Prior Learning (RPL) form	
Date Approved	27th September 2021	
Date of Commencement	27th September 2021	
Date for Review	Q3 2023	

Documents superseded by this Procedure	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	27th 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 27th 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