

Policy Name	Academic Credit and RPL Policy
Policy Number	A014
Approval Authority	Academic Board
Responsible Officer	Dean
Operational Responsibility	Academic Operations Manager
Purpose	The purpose of this policy is to outline the principles by which Recognition of Prior Learning (hereafter, RPL) will be applied to maximise the credit that students can gain for learning already undertaken when enrolled in a course at LCI Melbourne (LCIM).
Scope	This policy applies to all applications for Recognition of Prior Learning (RPL) submitted by students enrolling in a course 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 courses of study and maximising the student's progression into and between AQF qualifications.</p> <p>LCIM will follow the guidelines provided by the AQF Qualifications Pathways Policy and builds into the Australian Qualifications Framework (AQF) the capacity to genuinely support students' lifelong learning.</p> <p>LCIM accepts applications for RPL based on 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	The following criteria will be considered in applications for support of Academic Credit and RPL. Assessment of prior learning (HESF (Higher Education Standards Framework) (Threshold Standards) Domain 1.2.1 and 1.2.2) is undertaken, consistent with the credit and recognition of prior learning policy in the AQF Pathways Policy, for the purpose of granting credit for units of study within a course of study or toward the completion of a qualification.. Criteria of admissibility:

Applications for RPL (comparability and equivalency) must meet the AQF specifications for:

- learning outcomes'
- the volume of learning
- program of student, including content, and
- learning and assessment approaches

ensuring the integrity of the course is maintained, and that students are not disadvantaged in achieving the expected learning outcomes for the course of study

Credit transfer must be appropriate to the course and credential sought;

Credit will be given on the basis of formal individual negotiations between students and issuing organisations or formal negotiated agreements between issuing organisations;

Credit transfers are accepted from other issuing organisations

for any AQF qualifications to maximise the credit available to eligible students for both entry into and credit towards AQF qualifications.

Corporate or specialised training programs may be used as credit transfer conditional upon the credit transfer being applicable to the course of study;

Tertiary-level credits taken at an accredited institution of higher education may be considered for transfer;

LCIM may authorise the substitution of one or more units, in which a student is registered, with one or more units;

Academic credit older than ten years is reviewed to determine its relevance to contemporary curriculum;

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.

If a table of credits is developed with partner institutes with which LCIM has an approved Memorandum of Understanding (MOU) this will be used for granting credit and in accordance with the Higher Education Standards Framework (Threshold Standards) 2021.

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 Australian Qualifications Framework Pathways Policy		
Key Related Documents	Academic Credit and RPL Procedure Application for Academic Credit/Recognition of Prior Learning (RPL) form Admissions Policy and Procedure Marketing Policy and Procedure Academic Integrity Policy and Procedure Academic Grievance, Complaints and Appeals Policy and Procedure		
Date Approved	17 June 2024		
Date of Commencement	17 June 2024		
Date for Review	M3 2027		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	Special Meeting June 2024 AB Minutes	17 June 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy/Procedure Category	Academic			
Responsible Officer	Dean			
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Administrative Staff LCIM Students and applicants			
Review Date	M2 2027			
Approved by Academic Board 3 July 2024				
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
4.0	Dean	Updates to Policy and Procedure – Compliance Review	June 2024	June 2024