



## HE Credit and Recognition of Prior Learning Policy

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"><li>➤ HE Credit and Recognition of Prior Learning Procedure</li><li>➤ Admissions Procedure</li><li>➤ Enrolment Policy</li><li>➤ Enrolment Procedure</li></ul>		

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# HE Credit and Recognition of Prior Learning Policy

## Purpose

This Policy sets out how Lyons College will deal with students who apply for Credit or Recognition of Prior Learning towards any higher education course offered by Lyons College.

## Scope

Any student or prospective student who applies for Credit or Recognition of Prior Learning for a higher education course, Administration staff and academic staff who are authorised to grant Credit or to Recognise Prior Learning.

## Definitions

These definitions are taken from AQF Glossary of Terminology in the *Australian Qualifications Framework Second Edition* (National Library of Australia Cataloguing-in-publication data Australian Qualifications Framework Second Edition January 2013 ISBN: 978-0-9870562-2-1, 2022)

**AQF Qualification** is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF

**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 and may be through Credit Transfer, articulation, Recognition of Prior Learning or advanced standing

**Credit Arrangements** are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students

**Credit Transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications

**Learning Outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning

**Recognition of Prior Learning (RPL)** is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary)

## Policy

Lyons College acknowledges that students and prospective students may have completed previous studies or gained work experience prior to commencing their studies at Lyons College.

Successful completion of previous studies and work experience may be used to demonstrate Australian Qualification Framework (AQF) equivalency towards being awarded an AQF Qualification.

## General Principles

Any student may apply for Credit or RPL towards a higher education course of study. Lyons College may grant Credit or RPL if a student can demonstrate that they have successfully completed (or successfully completed components of) an AQF Qualification elsewhere.

Applications for Credit or RPL must be made in writing and be in the form set out in the *HE Credit and Recognition of Prior Learning Procedure*. Applications for Credit or RPL must be evidenced by certified copies of a student's record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence.

Lyons College will not grant more than 50% Unit Credits or RPL towards any higher education course of study. This means that a student must successfully complete at least half of their studies at Lyons College to receive the AQF Qualification conferred by the course offered by Lyons College. (For example no more than 12 Unit Credits can be granted for a 24 Unit Course).

If more than 50% Unit Credits are sought, it must be approved by a special resolution by the Learning and Teaching Committee.

## Credit and RPL for Other AQF Qualifications or Awards

Credit and RPL will only be granted where the student has successfully completed (or successfully completed components of) an AQF Qualification in the last ten (10) years. Any records of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other evidence must be dated within ten (10) years of the application for Credit or RPL.

If Credit Arrangements exist (including articulation agreements), the student will need to provide certified documented evidence demonstrating what units they have successfully completed at the previous provider. If Credit arrangements exist and Administration staff are able to process the Credit Transfer subject to this Policy and in line with the Credit and Recognition of Prior Learning Procedure.

Where no Credit Arrangements exist (including articulation agreements), the student applying for Credit or RPL must demonstrate how they have achieved the learning outcomes for the units they are seeking exemption from.

Students will need to provide documented evidence of the learning outcomes for any units that they are applying Credit or RPL for. The student will need to show how those achievements demonstrate that they meet the learning outcomes for the units of study offered at Lyons College. The onus of mapping the learning outcomes lies with the student.

All Credit and RPL applications are required to be submitted with a certified copy of the transcripts, syllabus and unit outlines (accurately translated in English) for all units they have completed in their prior studies.

## Credit and RPL for Work Experience

Lyons College acknowledges that granting RPL for work experience is complex and requires a robust, documented framework to ensure outcomes are consistent and objective. The evidentiary requirements for demonstrating how work experience satisfies the learning outcomes leading to an AQF Qualification remain high.

**For domestic students only:** Lyons College will consider applications for RPL based on relevant work experience, provided the applicant can supply comprehensive documented evidence that clearly maps their work experience to the learning outcomes of the units for which credit is sought. All applications must be assessed according to a consistent framework, as outlined in the HE Credit and Recognition of Prior Learning Procedure.

The integrity of the course must be maintained, and RPL for work experience will only be granted where the evidence meets the standards set by Lyons College and the AQF. This policy position will be reviewed periodically and is subject to approval by the Academic Board.

Version	Date	Resolution	Comments
V1.0	09/08/2018	20180726/11	Initial policy created
220727	27/07/2022	22020727/XX	Policy reviewed, updated for greater clarity
V3	12/11/2025	20251112/06	Include RPL for work experience

### References

National Library of Australia Cataloguing-in-publication data Australian Qualifications Framework Second Edition January 2013 ISBN: 978-0-9870562-2-1, 2022. .