



HE Credit and Recognition of Prior Learning Procedure

Version:	V 4.0	Approved By	CEO
Approved Date:	12/11/2025	Review period	36 months
Approval Reference:	N/A		
		Revision Approved by	AB Resolution 251112/07
Related Policy/Procedure:	<ul style="list-style-type: none">▶ HE Credit and Recognition of Prior Learning Policy▶ Student Complaints and Appeals Policy▶ Student Complaints and Appeals Procedure		

HE Credit and Recognition of Prior Learning Procedure

Purpose

This Procedure 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 January 2013*. (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

Block Credit is credit granted towards whole stages or components of a program of learning leading to a qualification.

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)

Procedure

A course that leads to a Lyons College Bachelor award or degree is an academically coherent and cumulative program of specific units that contribute to the acquisition of knowledge, skills and other learning outcomes, including the development of Lyons College graduate attributes. The granting of credit must support the educational objectives of Lyons College.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on equivalence in content and learning outcomes between matched qualifications as determined by AQF.

General Procedure

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 this 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% Credit 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.

Granting of Credit or RPL will be at the discretion of the Dean or Course Coordinator for the relevant higher education course of study. In assessing and application for granting of Credit or RPL, the Dean or Course Coordinator must take into account the admissions criteria for the course, as well as ensuring that if granted, the student has the capacity to complete the course.

Lyons College does not currently have any Credit Arrangements or formal articulation agreements in place for higher education courses of study. For this reason, no Block Credit will be granted at this stage.

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.

Applications for Credit or RPL must be made in writing to the relevant Course Coordinator using the *Application for Credit or RPL Form* (see page 3). Applications must also be accompanied by certified copies of the student's record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence.

Once the completed *Application for Credit or RPL Form* and supporting evidence have been provided, the Dean or Course Coordinator will determine if and how much credit is granted to the student.

The college may grant the following credits in a master's degree to students based on their previously completed cognate Bachelor's Degree.

Maximum Amount of Credit for maintaining the integrity of the qualifications awarded by the College, the following table provides guidelines for the maximum amount of credit that may be transferred from previous study towards an Institute bachelor's degree, Graduate Diploma, or Master's degree programs. shows the maximum amount of credit to be approved by the Dean. In some exceptional circumstances, where the credit points warranted for certain applicants exceed the maximum credit points authorised to be approved by the Dean, the Dean will recommend the credit outcome and seek approval from the Learning and Teaching Committee and the Academic Board within the guidelines of the maximum credit points.

Prior level of study	Maximum Credit Points allowable by the Dean for a cognate qualification	
AQF level 7 Bachelor degree - any discipline	<ul style="list-style-type: none"> • 50% of the Graduate Diploma course in the same discipline • 25% of the Master's degree course in the same discipline • 50% of the Graduate Diploma course in the same discipline • 25% of the Master's degree course in the same discipline • 50% of the Graduate Diploma course in the same discipline • 25% of the Master's degree course in the same discipline • 50% for the Graduate Diploma course in the same discipline • 50% for the Master's degree in the same discipline 	
AQF 8 Bachelor degree (Honours)		
AQF 8 Graduate Certificate		
AQF 8 Graduate Diploma		
Limits to Granting of Credit	Maximum Credit Granted	Maximum Number of Units Granted
VET Diploma (AQF Level 5)	33%	8 Units
HE Diploma (AQF Level 5)	33%	8 Units
VET Advanced Diploma (AQF Level 6)	50%	12 Units
HE Associate Degree (AQF Level 6)	50%	12 Units
HE Bachelor's Degree (AQF Level 7)	50%	12 Units

Forms of Credit

Credit outcomes are expressed as specified credit and unspecified credit.

- ▶ **Specified credit** is credit granted towards a specific unit in a higher education course. Specific credit may be granted for a particular unit which aligns to unit offered at Lyons College. The alignment is based on mapping course content, learning outcomes and assessments. When making credit decisions, Lyons College will seek to allocate specified credit where possible.
- ▶ **Unspecified credit** is credit granted where only the credit point value and the unit level are identified. Unspecified credit may be granted to students who have completed an AQF qualification which aligns with the Lyons College's Graduate Attributes, Course Learning Outcome and Unit Learning Outcomes the course they are applying for.

Credit Assessments

Granting of Credit or RPL will be assessed on the equivalence of the content and the Learning Outcomes between the prior learning and any Lyons College unit(s). Granting of Credit or RPL is subject to the limits on credit.

The Dean or Course Coordinator must demonstrate that at least 80% of the Learning Outcomes of a Lyons College unit have been met to grant Credit or RPL. For this reason, they must map the Learning outcomes of the prior study to the Lyons College units.

In the granting of Credit or RPL, the Dean or Course Coordinator must ensure that all the requirements of the higher education course are fulfilled. The Dean or Course Coordinator must also ensure that other relevant matters, such as professional accreditation requirements, are taken into account.

Equivalence of unit content and Learning Outcomes is measured by the volume, depth and breadth of content and assessment requirements between the previous successfully completed component of study and the Lyons College unit.

A near pass grade or conceded pass at another institution may not be considered successful completion and may not be considered for credit or exemption. In this circumstance, the Dean or Course Coordinator must take into account the students capacity to successfully complete the course at Lyons College, and if there is a risk to the integrity of the course by granting Credit or RPL in this instance.

Partial credit for Lyons College units will not be granted. No RPL or Credit will be granted for third year units. Credit will not be granted for units which have a prerequisite.

The Dean will specify which units are exempt from credit and take into account credit for a course to fulfil professional accreditation requirements.

The Dean is responsible for approving articulation and credit transfer agreements with other education providers.

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

Credit and RPL Process

1. Student applies for Credit or RPL

Student completes the *Application for Credit or RPL Form* and provides supporting documents. The student will need to provide:

- ▶ reference to AQF equivalency of the qualification taken or the Higher Education Institute accreditation status in the country of registration
- ▶ certified copies of the record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence
- ▶ an explanation of what the results mean (usually found on the back of the transcript)
- ▶ an extract from the handbook, detailing the course structure and credit points (or equivalent weighting of the course)
- ▶ a unit syllabus including the assessment requirements for each unit seeking credit
- ▶ Accurate English translation of all certificates must be provided if the originals are not in English

2. Assessment of Application

Once the Dean or Course Coordinator has received the completed *Application for Credit or RPL Form* and supporting document, they will use the assessment criteria set out in this Procedure to determine if Credit or RPL is granted.

3. Recording Decision and Informing Student

If the Dean or Course Coordinator assesses that Credit and RPL will be granted, they will need to demonstrate and document the mapping for any credit granted. The student will be informed in writing of how much credit will be granted. This will be recorded in the student management system (SMS).

If the Dean or Course Coordinator assesses that Credit and RPL will not be granted, the student will be informed in writing. This will be recorded in the SMS.

For international students, Lyons College acknowledges that the granting of credit and/or RPL that reduces the duration of the student's studies will be reflected in the students Letter of Offer and Confirmation of Enrolment (CoE).

4. Appeals

If the student is not satisfied with the decision, they can request a review under the Student Complaints and Appeals Policy and Procedure. Any application for review must be lodged within 10 business days of the student being informed of the decision. Review applications and outcomes will be recorded on the SMS.

5. Credit and RPL Through Life Experience Only Available for Domestic Students

Principles:

- RPL for life experience must be fair, transparent, and consistent.
- Assessment must be evidence-based, mapping life experience to specific learning outcomes of the unit or course.
- Academic judgement should be applied flexibly, using guidelines (e.g., 80% outcome equivalence) as reference, not as an absolute rule.
- The integrity of the qualification must be maintained; only substantial, relevant life experience should be considered.

Framework Components

- Eligibility: Domestic students who can demonstrate substantial, relevant life experience.
- Evidence Requirements: Applicants must provide comprehensive, certified documentation (e.g., work portfolios, references, reflective statements, records of achievement).
- Learning Outcome Mapping: Applicants must clearly map their life experience to the learning outcomes of the units for which credit is sought.
- Assessment Panel: RPL applications are reviewed by a panel of academic staff (Dean and Course Co-Ordinator) with expertise in the discipline.
- Academic Judgement: The panel applies the 80% equivalence guideline flexibly, considering the quality and relevance of evidence.
- Compliance: All decisions must comply with AQF, TEQSA, and National Code requirements.

Step 1: Application Submission

- Student submits a formal RPL application, specifying the units for which credit is sought.
- Application must include a portfolio of evidence mapping life experience to unit learning outcomes.

Step 2: Initial Screening

- Administration staff check completeness of documentation and eligibility.
- Incomplete applications are returned to the applicant for revision.

Step 3: Academic Panel Review

- The RPL panel reviews the application and evidence.
- Panel assesses the mapping of life experience to learning outcomes, using the 80% equivalence guideline as a reference.
- Panel may request additional evidence or clarification from the applicant.

Step 4: Decision and Documentation

- Panel makes a decision: grant full credit, partial credit, or decline.
- Decision is documented, with clear rationale and reference to learning outcomes.
- Applicant is notified in writing.

Step 5: Record Keeping and Reporting

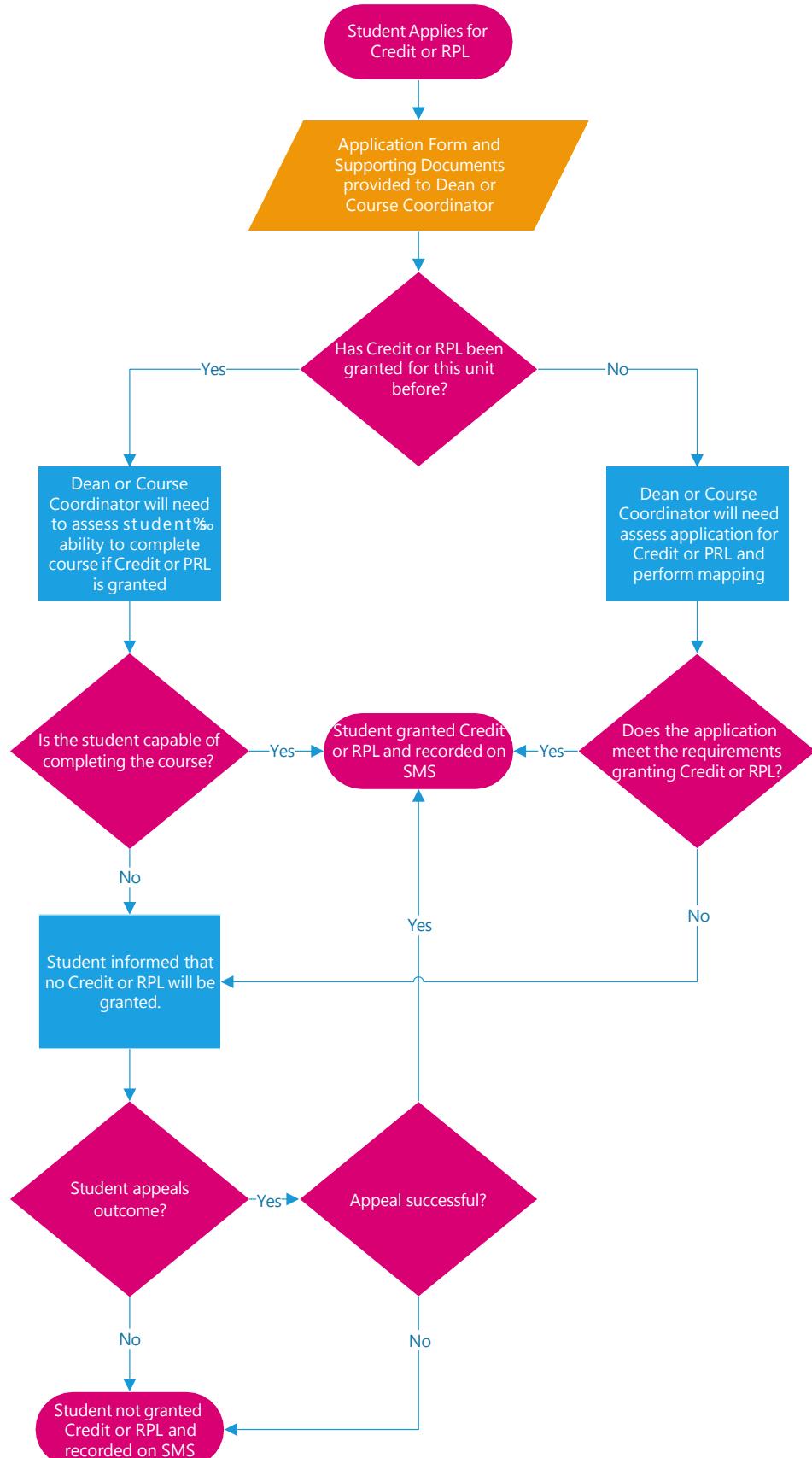
- All RPL decisions are recorded in the Academic Credit – Precedent Case Library for transparency and future reference.
- Reports on RPL decisions are submitted to the Learning and Teaching Committee and Academic Board.

Step 6: Appeals

- Students may appeal RPL decisions through the standard academic appeals process.

Credit and RPL Procedure Flowchart

Version	Date	Resolution	Comments
V1.0	26/07/2018	20180726/11	Initial policy created
220727	27/07/2022	22020727/XX	Procedure reviewed, updated for greater clarity
V3.0	2025 03 18	2025 03 18/4	Changes to RPL Procedure for cognate qualifications
V4	2025 11 12	20251112/10	Shorter duration to be reflected on CoEs, include procedure for RPL based on life experience



Application for Credit or RPL Form

Instructions to Students

The Recognition of Prior Learning (RPL) process allows students to apply for credit or exemptions from specific units within Lyons College's higher education courses. Lyons College will only grant Credit or RPL where the student has completed (or successfully completed components of) an AQF Qualification elsewhere.

Students are required to provide evidence that they have achieved at least 80% of the Learning Outcomes of a unit for Credit or RPL to be granted. No Credit or RPL will be granted for third year units, or units where prerequisite units are mandatory.

How to complete this application

For an application for Credit or RPL to be progressed, you must:

- ▶ complete this Application Form and signed the declaration.
- ▶ provide evidence as required

Evidence required

Students must provide:

- ▶ certified copies of your record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence
- ▶ an explanation of what the results mean (usually found on the back of the transcript)
- ▶ an extract from the handbook, detailing the course structure and credit points (or equivalent weighting of the course)
- ▶ a unit syllabus including the assessment requirements for each unit seeking credit

How will my application be assessed?

Applications are reviewed by the Dean or Course Coordinator in accordance with the *Credit and RPL Policy and Procedure*. You will be advised in writing of the decision within five (5) business days of a decision being made. While we endeavor to assess applications in a timely manner, the process may take up to thirty (30) business days.

Application guidelines

Applications must be lodged at least two weeks prior to the commencement of any affected units.

Students can only apply for RPL at the beginning of their program. RPL applications received by current students that have started their program or for units already attempted will be rejected.

Students may be charged a fee for RPL. Please ask Student Administration for information.

Rules for exemptions

- ▶ The maximum Credit or RPL granted will be 50% of the course.
- ▶ There must be evidence of a minimum of 80% coverage of Learning Outcomes for an exemption to be granted.
- ▶ Previous achievement of qualifications through exemptions, Credit or RPL are not considered under this process.
- ▶ Credit and RPL will only be granted where you have successfully completed (or successfully completed components of) an AQF Qualification in the last ten (10) years.

Examples of approved study

Qualifications from accredited Australian higher education providers or equivalent overseas institutions as assessed by Australian Education International — National Office of Overseas Skills Recognition (AEI — NOOSR) in disciplines of finance, commerce, business, economics, accounting, law, or a combination of these.

Please note: While Lyons College takes every effort to ensure that exemptions for accounting units meet the criteria of professional accounting bodies (CA ANZ, CPA Australia, ICMA and ICAA), it is up to the discretion of the professional accounting bodies whether to accept any exemptions granted by Lyons College. Lyons College encourages students applying for exemptions for accounting units to seek advice from the relevant professional accounting body prior to applying for an exemption.

Course Credit Transfer and Recognition of Prior Learning (RPL) Application Form

Part 5. STUDENT DECLARATION

- I have read the Credit and RPL Policy and Procedure and understand them.
- I have read the instructions provided on this Application Form and supplied all required evidence.
- The information I have provided in this Form is true and correct to the best of my knowledge. I acknowledge that the provision of incorrect information may result in my application being rejected.
- I have not sent any original documentation, but I have sent certified copies of originals.
- I understand that Lyons College will retain all documents lodged in this application.
- I am aware that I may be charged a fee for processing this application, but Lyons College will inform me of this prior to commencing the assessment.
- I am aware that the credits granted for CORE Units will apply only towards the award of the qualification. The professional bodies (eg. CPA) or others may not recognise these credits if they are not delivered by an Australian Higher Education Institute accredited by them.
- I understand that accepting this credit is not compulsory.

Student Signature:

Date:

LYONS COLLEGE OFFICE USE ONLY

CREDIT TRANSFER ISSUED BY

Program Coordinator

Staff Name (Print)		Signature		Date	
--------------------	--	-----------	--	------	--

Dean

Staff Name (Print)		Signature		Date	
--------------------	--	-----------	--	------	--

Credit Granted Yes No

Notes:

**Signed and Approved copy to be updated on SMS (Mesched) with Unit Credits.*