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## Credit

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### Definitions

#### Credit

Credit is the collective term used for the various processes applied to assess eligibility for exemption from enrolment in a part of a program (a course or unit of competency). The individual processes used by Le Cordon Bleu Australia to determine credit are Recognition of Prior Learning and Academic Credit.

#### ACADEMIC CREDIT

Academic Credit is a process by which a student can have previously completed study directly credited towards a course which they intend to undertake with Le Cordon Bleu Australia. For Academic Credit to be granted, the previous study must be equivalent in content and academic stage to all or part of the Le Cordon Bleu Australia course for which the student is requesting credit.

In the Bachelor degree programs, credit will be granted only for full, not parts of, courses.

Le Cordon Bleu Australia may grant credit based on Academic Credit where sufficient evidence is provided of previous relevant formal study of a similar content and academic stage to specified Le Cordon Bleu Australia course(s).

In all instances, if the evidence provided is deemed to be incomplete or insufficient: that is, there is an indication that more could be provided in support of the application, Le Cordon Bleu Australia may request further or different evidence in support of the application for Credit.

#### Policy

Le Cordon Bleu Australia recognises qualifications issued by other recognised Registered Training Organisations (RTOs) under the Australian Qualifications Framework (AQF).

In processing each credit application from international students, Le Cordon Bleu Australia follows the requirements outlined in The National Code established under the Australian Government's Education Services for Overseas Students (ESOS) Act 2000.

Applicants must apply for credit before their enrolment can be finalised, except in exceptional circumstances. (See the procedure for applying for Credit after confirmation of enrolment below.)

The maximum credit that can be granted is 50% or equivalent of the LCBA Bachelor of Business course requirements.

Any applicant requesting Credit for the Professional Experience 1 or Professional Experience 2 must, as a minimum, provide evidence of having recent relevant experience of at least 600 hours in the hospitality industry.

Le Cordon Bleu Australia will assess applications for credit in a timely fashion. However, where RPL assessment is required, procession time may be subject to the availability of specialist assessors.

If an applicant is not satisfied with the credit decision or the process followed, they may appeal in writing using the Academic Complaints process (see Academic Appeals policy).

## Procedures

The applicant submits an Admission Application Form (with the Tuition Registration Fee), and indicates the course(s) in Stages 1, 2 and/or 3 for which they request credit. Where the entry criteria for study in the chosen degree program have been met, Le Cordon Bleu Australia sends the applicant a Provisional Letter of Offer and a Course Credit Application Form.

## Applying for Academic Credit

An applicant requesting credit, through Academic Credit for any course(s) in Stages 1, 2 or 3 must use Le Cordon Bleu Australia's approved form. Supporting documentary evidence must accompany the application. This evidence must include at least:

- Copy of Statement of Attainment, Academic Statement, or equivalent showing qualification undertaken, courses completed and grades awarded
- Copy of qualification issued, if qualification was completed
- Course outline for courses for which credit is requested.

The equivalence of courses completed by the applicant will be formally assessed against Le Cordon Bleu course learning outcomes.

The onus is on the applicant requesting Academic Credit to satisfy Le Cordon Bleu Australia that courses for which credit is requested, are of equivalent content and academic stage to the corresponding Le Cordon Bleu Australia course(s). To do so, the applicant must address the following questions in presenting the documentary evidence they rely upon to support their application:

- 1) Is the evidence authentic? The evidence supplied must be of the applicant's own work, and not that of someone else.
- 2) Is the evidence valid? Evidence must be directly related to the Le Cordon Bleu Australia course(s).
- 3) Is the evidence sufficient? There must be enough evidence supplied by the applicant to allow a fair decision to be made.
- 4) Is the evidence current? Qualification and courses completed more than 5 years previously are unlikely to be deemed sufficiently current.

## Granting Credit

Le Cordon Bleu Australia assesses the applicant's Course Credit Application Form, and evidence, and either accepts or rejects application for credit. Le Cordon Bleu Australia may invite supplementary evidence from the applicant if the Course Credit Application Form and portfolio are unclear, yet appear to have merit.

Le Cordon Bleu Australia conveys, through a Letter of Offer, the decision to award/reject the Course Credit application.

In addition to notifying the applicant in writing of the outcome of the credit assessment, Le Cordon Bleu Australia will, where credit has been granted, indicate the actual net program length, after being reduced by the granted credit.

The applicant responds to the Letter of Offer as detailed in the Admission Procedures of the Le Cordon Bleu Australia Prospectus. Any credit granted must be accepted in writing by the student, and this acceptance is retained on the student's file.

Where credit has been granted for Stage 1, students will be required to take a Bridging Course which will be incorporated with Stage 3.

In the event that credit is not granted, or not granted for each of the courses requested, the applicant can appeal the decision. (See Academic Appeals policy)

## Applying for Credit after Commencement

Should a student wish to apply for credit in any course(s) after confirmation of enrolment, he or she must apply in writing to the Academic Director, using the Course Credit Application form, with documentary evidence in support of their claim, and explaining why they were not able to apply for credit before Confirmation of Enrolment.

Applications for credit after Confirmation of Enrolment must be sent to the Academic Director no later than the end of the second week of scheduled classes for the course(s) for which credit is sought.

Reasons for not applying during the enrolment process, i.e. before confirmation of enrolment, must address as a minimum, what information the student received about the content of the course(s) for which credit is sought, and when such information was received.

Course Credit applications will not normally be approved after confirmation of enrolment unless the student can demonstrate that:

- either they did not have access to sufficient or suitable information during the enrolment process to make a decision to apply for credit
- or new evidence, which was not available during the enrolment process, has become available for consideration of an application for Course Credit, which was not available to enable them to apply for credit.

Applications for Course Credit after Confirmation of Enrolment will be assessed and the student will be notified of the Academic Director's decision within 3 weeks of the Academic Director receiving the Application.

The student has the right to appeal this decision. (See Academic Appeals policy)

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to be granted credit for a course within a study program by supplying acceptable, documented evidence of claimed, previously unrecognised, relevant skills, experience and knowledge.

Le Cordon Bleu Australia may grant credit based on RPL for relevant skills and knowledge attained through:

- informal training
- informal education
- work experience
- general life experience
- any combination of these.

### Applying for RPL

An applicant requesting credit through RPL for any course(s) in Stages 1, 2 or 3, must use Le Cordon Bleu Australia's approved form. Supporting documentary evidence must accompany the application.

The applicant submits the Course Credit Application Form with a portfolio of documentary evidence of prior relevant learning and/or work experience. The RPL evidence presented must be linked, point-by-point, to the learning outcomes supplied by Le Cordon Bleu Australia.

This evidence may include any specifically relevant:

- work records and experience
- records of workplace training
- assessments of prior skills and knowledge
- assessments of current skills and knowledge
- third-party reports/references from past and/or current supervisors, trainers, managers – and from customers or clients
- volunteer experience
- examples of workplace achievements.

The skills and knowledge currently held by the applicant will be formally assessed against course learning outcomes. Le Cordon Bleu Australia uses experienced assessors to interpret and judge the evidence presented.

The onus is on the applicant requesting RPL to satisfy Le Cordon Bleu Australia assessor(s) that the applicant has the skills and knowledge claimed. To do so, the applicant must address the following questions in presenting the documentary evidence they rely upon to support their application:

- 1) Is the evidence authentic? The evidence supplied must be of applicant's own work, and not that of someone else.
- 2) Is the evidence valid? Evidence must be directly related to the course learning outcomes.

- 3) Is the evidence sufficient? There must be enough evidence supplied by the applicant to allow the assessor(s) to determine whether their skill-level and knowledge-level meet the full range of learning outcomes of the course(s).
- 4) Is the evidence current? The applicant must demonstrate that they can apply the skills and knowledge claimed, in the present day workplace situation. While historical evidence may be used to substantiate the skills and knowledge claimed, any evidence that is five years or more is unlikely to be viewed as adequate.

The balance of the tuition fees due, for all courses in Year 1, must accompany the Course Credit Application Form sent to Le Cordon Bleu Australia. The applicant retains the Provisional Letter of Offer, which will be replaced by a Letter of Offer sent by Le Cordon Bleu Australia once the credit assessment process is complete.