



Recognition of Prior learning Policy

Foundation Studies
& Diploma Programs
V1.5 August 2024

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1.0 Introduction

The La Trobe College Australia Recognition of Prior Learning Policy establishes the grounds on which credit would be considered and the process for doing so.

Prior learning refers to recognition of various types of prior learning undertaken outside the formal education training system, both nationally and internationally, for example:

- courses provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and/or
- demonstrable expertise and relevant experience gained via work or other life experiences.

2.0 Scope

The guidelines in this policy apply to all applications for Recognition of Prior Learning which do not come under the scope of the Credit Transfer Policy. The Credit Transfer Policy encompasses credit for formal study at other institutions in Australia and overseas.

3.0 Principles and Aims

La Trobe College Australia will maintain the integrity of its courses and protect the academic standards and reputation of its awards. Credit for prior learning will be granted only within the constraints of this principle.

The aim of the recognition of prior learning policy is to:

- Assist students to progress through award courses with maximum efficiency by recognising that students may attain the objectives of components of a course by means other than formal study and assessment in the course
- Assist in the efficient use of educational resources.

4.0 Admission

Admission to La Trobe College Australia is based on Academic and English entry requirements as published in La Trobe College Australia's prospectus and on the website:
www.latrobecollegeaustralia.edu.au/admission-requirements

Applicants will only be granted credit towards the award course at La Trobe College Australia once they have gained admission to the relevant course of study. Applicants may also seek specific advice from La Trobe College Australia prior to admission in relation to possible recognition of prior learning.

5.0 Amount of Credit

Applicants, or students of La Trobe College Australia, may be awarded credit for a maximum of 50% of a course of study to be undertaken at La Trobe College Australia.

This limit for credit does not apply to applicants undertaking formalised reverse articulation arrangements from La Trobe University.

6.0 Application for Recognition of Prior Learning

All Recognition of Prior Learning applications are to be lodged formally in writing using the prescribed form. Students will need to gather evidence to demonstrate satisfactory achievement of the required learning outcomes of a course of study. Once submitted, the evidence will be

assessed by the relevant La Trobe College Australia Academic Coordinator/Academic Manager and/or Academic Director in conjunction with a subject expert for Foundation Studies and Diploma courses. Applications requiring additional evidence will be notified in writing. An applicant may be required to attend an interview to discuss their application.

Applicants will be notified of the outcome of the application within 10 days of assessment.

7.0 Appeals

7.1 Diploma level and Foundation Studies courses

Applicants who are dissatisfied with the outcome of recognition of prior learning application may request a review of the decision.

Applicants for recognition of prior learning towards the Foundation Studies course who are dissatisfied with the outcome of their credit application may request a review of the decision. Such a review request must be lodged with the La Trobe College Australia Academic Director and be accompanied by a full statement concerning the basis for the review and in accordance with the La Trobe College Australia Student Grievance Policy.

8.0 Reporting of Approved Credit

La Trobe College Australia is obliged, under section 19(1) and 19(1A) of the ESOS Act (2000), to notify the Australian Government via PRISMS if an overseas student has been or will be granted credit towards Foundation Studies or Diploma level course offered by La Trobe College Australia which leads to a shortening of the student's course of study. Where a student under the age of 18 years, the notification on PRISMS must be done within fourteen (14) days. If the student is over the age of 18 years, the notification on PRISMS must be made within thirty-one (31) days.

8.1 Credit Approved before Visa Granted

Under section 19 of the ESOS Act (2000), La Trobe College Australia is obliged to notify the Australian Government via PRISMS of the reduced course duration in the eCoE issued to an overseas student who has been awarded credit towards their intended course of study.

8.2 Credit Approved after Visa Granted

Under section 19 of the ESOS Act (2000), La Trobe College Australia is obliged to notify the Australian Government of the change of course duration via PRISMS, if an overseas student has been awarded credit towards their intended course of study.

Policy Title	Recognition of Prior Learning	
Policy Owners	Academic Director (FSDP)	
Key Stakeholders	Admissions Staff Students	
Approval Body	Joint Management Committee	Agenda item 5 Approved on the 7 September 2010
	La Trobe Melbourne Academic Board	Approved July 30 2013
	La Trobe Melbourne Academic Board	December 1 2017
	LTCA Executive Committee	October 31 2018
	LTCA Academic Board	November 20 2018
	LTCA Executive Committee	February 21 2019
	Academic Board	December 2021
	LTCA SMT	23 July 2024
	LTCA Academic Board	30 August 2024
Relevant Legislation	Education Services for Overseas Students (ESOS) Act 2000 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)	
Related Policies	Enrolment Policy Course Progression Policy	
Related Guidelines		
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Review		
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Amendment History		
Revision Date	Version	Summary of changes
15/08/18	1.3	Name change to La Trobe College Australia (LTCA)
13/02/19	1.4	Merged separate LTCA Melbourne and Sydney Policies into one policy.
28/11/2021	1.5	Updated sentence structures and regulation details around ESOS Act.
October 2022	1.5.1	Refined sentences – no update to content of the document Updated footer
July 2024	1.5	Updated version identifier after review by SMT. No significant changes to note.