

SA.03	POLICY ~ AUDITING		
APPROVED BY	ACADEMIC BOARD	VERSION	2019
REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2016
	▪ HEADS OF SCHOOL	Published	2019
	▪ PRINCIPAL ADVISOR – QUALITY ASSURANCE	Review period	3 years
	▪ SCHOOL ADMINISTRATOR	Next review	2022
PURPOSE	Participating in a tertiary course while not being formally registered within a programme is called “auditing”. The purpose of this policy is to outline the process by which a person “audits” a BTI course, and the expectations therein for the interested party and the BTI lecturer.		

RATIONALE

Participating in a tertiary course while not being formally registered within a programme is called “auditing”. Occasions arise when interested students wish to participate in specific tertiary courses. This situation may arise when:

- A person may not be formally registered in a programme within the Institute, but have an intention to gain greater depth or breadth of knowledge in a particular area. Such a person may hold qualifications that are beyond the course of study or may have a special interest in the topic.
- A student who is formally registered in a programme within the Institute may request to attend an additional course due to interest in that topic.

Students who audit a course are not counted as an ‘EFT’ so receive no SAC funding. There is no requirement for BTI to report on these students. Auditing students are not required to complete assignments, forums or other set work for grading or evaluation.

PURPOSE

The purpose of this policy is to outline the process by which a person “audits” a BTI course, and the expectations therein for the interested party and the BTI educator.

POLICY

Persons not registered in a BTI Programme and seeking to ‘audit’ a specific BTI course(s) will express this wish in writing to the Head of School prior to the commencement of the course.

The applicant will be interviewed by the educator concerned to ascertain the intentions of the applicant and the appropriateness of auditing the course identified.

The educator will appraise the request on the basis of:

- a. the intentions of the applicant.
- b. the nature of the course (courses which include practical work with children, or which involve a significant amount of counselling skills work, will only be available to formally registered students); and
- c. the number of students in the course.

Their decision shall be communicated in writing to the applicant. Students may appeal the decision by writing to the Head of School.

FEES

The fees for an audited course shall be 50% of the full tuition fee for the course, plus full payment of all applicable levies. Fees are payable in full prior to the commencement of the audit.