

SA.22 POLICY ~ CREDIT RECOGNITION AND TRANSFER (CRT)

APPROVED BY	ACADEMIC BOARD	VERSION	2020
REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2017
	▪ HEADS OF SCHOOL	Published	30 October 2020
	▪ PRINCIPAL ADVISOR – QUALITY ASSURANCE	Review period	3 YEARS
		Next review	2023
PURPOSE	To provide a formal process whereby previous learning and experience can contribute to the outcomes of another qualification.		

RATIONALE

Students entering or considering entrance to a programme of study at BTI may bring with them certain experiences and/or qualifications that may be equivalent to aspects of the programme in which they are enrolling. In these circumstances students may seek credit towards (and thus exemption from) those aspects of the programme as stipulated by NZQA.

PURPOSE

To provide a formal process whereby previous learning and experience can contribute to the outcomes of another qualification.

POLICY

- 1 A link to the CRT policy shall be supplied to potential students in the online application pack and be outlined at the time of interview. Students should apply for CRT on the Credit Recognition and Transfer form on BTI Online. Submissions should be made to the Programme Leader or Head of School before the start of the academic programme in the year in which the CRT is sought. However, students may apply for CRT at any time.
- 2 Applicants will be charged a fee for CRT. The fees can be viewed on the Credit Recognition and Transfer Application Form and are reviewed annually by the CEO and Dean.
- 3 Designated SoSP and SoTE representatives will provide academic and administrative advice to all learners who wish to apply for CRT. This assistance will help the learner to reflect on their previous study, other prior learning, work and life experiences and help gather and build evidence for assessment to be put forward in the CRT application.
- 4 The Programme Leader/Head of School and student work together to:
 - a. Identify suitable qualifications, programmes and/or components for which the learner may be able to obtain credit.
 - b. Understand the evidence the learner has available to them through their life, study and work experiences that would support their application.
 - c. Identify gaps in their learning or experience and provide advice on how to fill the gaps.
 - d. Support the learner in preparing documentation for CRT assessment.
- 5 Assessment for CRT is to evaluate if the learner has the skills and knowledge to meet the outcome of the qualification, programme or components and involves examination of:
 - a. the written application, and
 - b. professional conversation or interview with the assessor(s), and
 - c. appropriate documentation in support of any Credit Recognition Transfer request (e.g. academic transcript, course outline, completed assignments, reading lists, certificate or diploma), and/or

- d. appropriate documentation in support of any Recognition of Prior Learning request (e.g. work logs, detailed references, etc.).
 - e. A student may provide a portfolio of evidence in digital and/or physical format
- 6 A decision on CRT shall be made by the CRT committee who shall comprise the Programme Leader/Head of School and two other nominated academic staff members.
 - 7 CRT may be applied to a whole course within the BTI programme, or to credit for one or more modules within a course.
 - 8 Decisions on CRT shall be with the following considerations:
 - a. Recognition of prior learning being within 5 years of the first date of enrolment into the programme for which credit is sought,
 - b. Matching of Learning Intentions from previous study against BTI specific courses.
 - c. The direct relevance of the qualification and/or experience to the special nature of the BTI programme.
 - 9 No CRT shall be granted for a final practicum experience.
 - 10 No CRT shall be granted for a level 7 paper in the final year of study.
 - 11 No more than two thirds of an undergraduate programme shall be granted as CRT.
 - 12 No more than one third of a postgraduate programme shall be granted as CRT.
 - 13 CRT will meet external professional/accrediting body requirements.
 - 14 The outcome of a student request for CRT shall be communicated in writing by the Head of School. Copies of a student's CRT documentation will be held in the student's file as well as in the student database.
 - 15 If a CRT is unsuccessful, the student will be informed in writing. Subsequently, students will have one month in which to seek a review of or appeal the decision. All review/appeal requests must be made in writing to the CEO and Dean.
 - 16 CRT decisions shall be ratified by the Academic Board.
 - 17 Should CRT be granted, the student's academic transcript shall show CRT. In the case of a partial CRT, the completion of the course assignment tasks still would be expected. If a partial CRT is granted, the student's academic transcript shall show the grades achieved
 - 18 When partial CRT is given, student course fees may be reduced for that course.

TERMINOLOGY

The following definitions are consistent with NZQA terminology:

- **Credit transfer (CT):** Awarding credit from an identical programme or course within BTI.
- **Recognition of prior learning (RPL):** Awarding credit for informal/uncertificated learning.
- **Cross-credit (CC):** Awarding credit from an equivalent course either at BTI or another accredited Tertiary Education Organisation (TEO).
- **Assessment of prior learning (APL):** Assessment of professional expertise which is developed typically through practice rather than formal qualification. It is usually evaluated through professional conversation and supported by evidence.
- **Advanced standing (AS):** This describes an outcome from the RPL, CT or CC process where a student is eligible to enter a programme or qualification at an advanced level. It is a feature of agreed arrangements between TEOs whereby learning achieved at one TEO is automatically recognised at another TEO.