

SA.22	POLICY NAME Recognition of Learning for Credit		
APPROVED BY	ACADEMIC BOARD	Last reviewed	2026
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor Edit	July 2026
	▪ HEADS OF SCHOOL	Review period	3 YEARS
	▪ ACADEMIC DEAN	Next review	2029
Related Documents	▪ Recognising learning for credit: Guidelines for the recognition and award of credit for learning (NZQA) https://www2.nzqa.govt.nz/tertiary/quality-assurance/guidelines-learning-for-credit/  Guidelines-for-the-recognition-and-award-		

1. PURPOSE

- 1.1. To provide a formal process whereby previous learning and experience can contribute to gaining a qualification at BTI.

2. PRINCIPLES

- 2.1. Students may bring with them certain experiences and/or qualifications that may be equivalent to aspects of their programme. In these circumstances, students may seek credit for (and thus exemption from) those aspects of the programme as stipulated by NZQA. This provision is referred to as recognition of learning for credit.
- 2.2. By recognising formal, informal, nonformal, experiential and workplace learning BTI enables people to have their knowledge, skills and attributes recognised, credited and credentialed.

3. DEFINITIONS

Credit recognition and transfer (CRT)

CRT is where credit for outcomes already achieved by a student in relation to a qualification (or micro-credential) is recognised as credit for comparable outcomes in another qualification (or micro-credential). This includes transferring credit from study at BTI or awarding credit from study at another accredited tertiary education organisation.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is a process that involves formal assessment of a student's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a course leading to a qualification (or micro-credential) for the purpose of awarding credit towards that qualification (or micro-credential). RPL leads to credit being awarded for existing skills, knowledge, and attributes acquired without regard for the length, place or method of learning (e.g. courses, workplace, life experience, hobbies, self-directed study).

4. POLICY

APPLICATION PROCESS

- 4.1. The Recognition of Learning for Credit policy is available on the BTI website, and the application form will be supplied upon request from the Applications Administrator.

- 4.2. During the interview process, recognition of learning for credit will be discussed, and the application form, supplied by the Applications Administrator, to those who indicate during the interview they would like to apply for CRT/RPL.
- 4.3. Submissions should be made to the Programme Leader or designated staff member before the start of the academic programme so that that an accurate determination can be made about the appropriate programme of study before the enrolment is confirmed and, if required, any visa issued. However, students may apply for CRT/RPL at any time, but at least 4 weeks prior to the course starting.
- 4.4. Applicants will be charged an application fee. The fees can be viewed on the Recognition of Learning for Credit Form. Fees are reviewed annually by the principal.
- 4.5. Designated representatives from the programme of study will provide academic advice to all learners who wish to apply for CRT/RPL and work together with the student to:
- Identify suitable qualification components (learning outcomes) for which the learner may be able to obtain credit.
 - Understand and gather the evidence the learner has available to them through their life, study and work experiences that would support their application.
 - identify gaps in their learning or experience and provide advice on how to fill the gaps.
 - Support the learner in preparing for assessment.
- 4.6. A student may provide a portfolio of evidence in digital and/or physical format.

ASSESSMENT PROCESS

- 4.7. Assessment for CRT/RPL is to evaluate if the learner has the skills and knowledge to meet the outcome of the course or course components, and involves examination of one or more of:
- Professional conversation or interview with the assessor(s)
 - Practical assessment or challenge tests
 - Portfolio of evidence in support of any CRT (e.g., academic transcript, course outline, completed assignment, reading lists, certificate or diploma)
 - Portfolio of evidence in support of any RPL (e.g., work logs, detailed references, etc.)
- 4.8. Both CRT and RPL evidence may be used together to demonstrate evidence of learning for credit.
- 4.9. A decision on CRT/RPL shall be made by the CRT/RPL committee who shall comprise of the Programme Leader and two other nominated academic staff members.
- 4.10. Assessment decisions will be made as soon as is practicable and before any course, that the student is seeking credit for, begins.
- 4.11. CRT/RPL may be applied to a whole course within the BTI programme, or to credit for one or more modules/components within a course.
- 4.12. Decisions on CRT/RPL shall be made with the following considerations:
- 4.12.1. CRT cannot be awarded for more credits than the student has achieved or awarded credit at a higher level than was achieved.
 - 4.12.2. In recognising credits from a system or framework other than NZQCF, the assessors must understand how the systems compare to award the appropriate credit (e.g., number of hours per credit, levels).

- 4.12.3. All the learning outcomes in a course must be met. Therefore, students are not likely to complete a whole course through RPL.
- 4.12.4. CRT/RPL granted will meet external professional/accrediting body requirements and NZQA guidelines including but not limited to:
 - a. in the awarding of a **degree**, the programme of study was taught mainly by people engaged in research (section 454(3) of the Education and Training Act 2020).
 - b. in the awarding of a **degree (or graduate/postgraduate certificate or diploma)** all credits at the final level of the degree are completed at BTI.
 - c. in the awarding of a **degree** a maximum of 1/3 of another completed degree may be credited.
 - d. in the awarding of a **teaching qualification**, no credit is given for professional experience placements in a one-year programme.
 - e. knowledge and skills must be up to date. Therefore, the prior learning for which recognition is being sought should be within 5 years of the first date of enrolment into the programme for which credit is sought.

COMMUNICATING OUTCOME

- 4.13. The outcome of a student request for CRT/RPL shall be communicated to the student and student administration in writing by the designated representative. Copies of a student's CRT/RPL documentation will be held in the student's online file, including application, resulting assessment, and any appeal decisions. Documentation kept must include:
 - 4.13.1. How much credit was awarded
 - 4.13.2. How it meets the relevant learning outcomes in the course
 - 4.13.3. How it was assessed and verified
 - 4.13.4. Whether the credit was gained through CRT/RPL or both
- 4.14. Assessment materials and evidence must be able to be reviewed during monitoring, moderation or programme evaluation activities.
- 4.15. Where CRT/RPL is given to international students after enrollment and a student visa issued, The CRT/RPL committee will inform the International Student Coordinator who will inform Immigration NZ.
- 4.16. Where CRT/RPL is given after the learner is already enrolled, and it results in changes to the initial programme of study, TEC funding for the parts of the programme awarded credit (for a funded learner) must not be claimed.
- 4.17. If a CRT/RPL application is unsuccessful, the student will be informed in writing. Subsequently, students will have one month in which to seek a review of or appeal against the decision. All review/appeal requests must be made in writing to the principal.
- 4.18. The Academic Board shall be notified of CRT/RPL decisions. In the case of a partial CRT, the completion of some course tasks would still be expected. If a partial CRT is granted, the student's academic transcript shall show the grade achieved.
- 4.19. Where whole courses are granted credits based on CRT, or CRT and RPL the student's academic transcript shall show "CRT" for that course.

- 4.20. Where whole courses are granted credits based on RPL the student's academic transcript shall show "RPL" for that course.
- 4.21. When partial CRT is given, student course fees are reduced proportionally to the credit awarded.