

<b>SA.22</b>	<b>CREDIT RECOGNITION AND TRANSFER (CRT)</b>		
<b>APPROVED BY</b>	ACADEMIC BOARD	Published	March 2023
<b>REVIEW STAKEHOLDERS</b>	▪ TE TAIURUNGI, PRINCIPAL	Review period	3 YEARS
	▪ HEADS OF SCHOOL	Next review	2026
	▪ ACADEMIC DEAN		

## PURPOSE

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

## PRINCIPLES

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 for (and thus exemption from) those aspects of the programme as stipulated by NZQA. This provision is referred to as credit recognition and transfer (CRT).

## DEFINITIONS

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.

## POLICY

- 1 A link to the CRT policy shall be supplied to potential students in the online application pack and be referred to at the time of interview.
- 2 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.
- 3 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.
- 4 Designated SoSP and/or SoTE representatives will provide academic and administrative advice to all learners who wish to apply for CRT and work together with the student to:
  - a. Identify suitable qualification components (learning intentions) for which the learner may be able to obtain credit.
  - b. Understand and gather the evidence the learner has available to them through their life, study and work experiences that would support their application.
  - c. 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 of the Programme Leader 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 made 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 Unless related to CT, or in highly unusual circumstances, no CRT shall be granted for:
  - a. a final practicum experience
  - b. a level 7 paper in the final year of study.
  - c. more than two thirds of an undergraduate programme.
  - d. more than one third of a postgraduate programme.
- 10 CRT will meet external professional/accrediting body requirements.
- 11 The outcome of a student request for CRT shall be communicated in writing by the designated representative. Copies of a student's CRT documentation will be held in the student's file as well as in the student database.
- 12 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 against the decision. All review/appeal requests must be made in writing to the CEO and Dean.
- 13 CRT decisions shall be ratified by the Academic Board.
- 14 Should CRT be granted, the student's academic transcript shall show CRT. 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.
- 15 When partial CRT is given, student course fees may be reduced for that course.