

<b>SA.41</b>	<b>DOMESTIC STUDENT ENROLMENT</b>		
<b>APPROVED BY</b>	<b>ACADEMIC BOARD</b>	Reviewed	<b>June 2025</b>
<b>REVIEW STAKEHOLDERS</b>	▪ PRINCIPAL	Minor edit	
	▪ ACADEMIC DEAN	Review period	3 years
	▪ ADMINISTRATION TEAM LEADER	Next review	2028
<b>RELATED DOCUMENTS</b>	Click here to enter text. VERY brief summary of policy		

## 1. PURPOSE

- 1.1. This policy outlines the process for domestic students to enrol in BTI programmes or courses.

## 2. POLICY

- 2.1. Student application is facilitated through the BTI website.
- 2.2. The applications administrator is responsible for all applicant/BTI communications once an application has been lodged.
- 2.3. Where required, the applications administrator is responsible for checking that the applicant meets the specific programme entry requirements, including, but not limited to, collating relevant referee reports, police vetting, arranging pre-competency testing and scheduling interviews.
- 2.4. In SoTE, where competency testing is required by TCANZ, all tests will be marked by the programme leader
- 2.5. Applicants may be directed toward completing other courses or experience if their application has been unsuccessful.
- 2.6. Once the applications administrator has been advised of the application outcome, applicants are contacted with decisions regarding studentship.
- 2.7. Following acceptance of a studentship offer, the applications administrator completes the application and forwards the information to the student administrator to enrol.
- 2.8. If any outstanding documentation is still required, the applications administrator follows this up.

## 3. GUIDELINES

- 3.1. Included in this document are tables outlining the processes for applications in the School of Teacher Education, School of Social Practice and Master of Professional Practice programmes.

Application process for Social Practice (Counselling & Social Work), NZ Certificate	Application process for Teacher Education (ECE, Primary and Secondary)
<ul style="list-style-type: none"> <li>Applicant submits an online application</li> </ul>	<ul style="list-style-type: none"> <li>Applicant submits an online application.</li> </ul>
<ul style="list-style-type: none"> <li>Notification of application is received, and referee(s) are emailed by the Applications Administrator requesting a reference form to be completed for application. Applications Administrator creates and stores application documentation in a Student File on SharePoint and updates Student File and EBS Learner Details accordingly throughout the process.</li> </ul>	<ul style="list-style-type: none"> <li>Notification of application is received, and referee(s) are emailed by the Applications Administrator requesting a reference form to be completed for application. Applications Administrator creates and stores application documentation in a Student File on SharePoint and updates Student File and EBS Learner Details accordingly throughout the process.</li> </ul>
<ul style="list-style-type: none"> <li>When sufficient application documentation is received, the application administrator contacts applicant to arrange an interview. Applications administrator arranges interview between applicant and interviewer. Applicant is interviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Applications Administrator contacts applicant to arrange for Pre-Entry Competency Testing. Applicant completes tests and tests are checked by designated educator. If tests are passed the application can proceed to interview and if tests are not passed, then revision testing is arranged.</li> </ul>
<ul style="list-style-type: none"> <li>Applications Administrator receives outcome of interview for applicant from the interviewer(s).</li> </ul>	<ul style="list-style-type: none"> <li>When sufficient application documentation is received and Pre-Entry Competency Testing process is completed, the application administrator contacts applicant to arrange an interview. Applications administrator arranges interview between applicant and interviewer. Applicant is interviewed.</li> </ul>
<ul style="list-style-type: none"> <li>If successful: Applicant is emailed an offer of studentship place from the Applications Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Applications administrator receives outcome of interview for applicant from the interviewer.</li> </ul>
<ul style="list-style-type: none"> <li>Applicant accepts offer of studentship.</li> </ul>	<ul style="list-style-type: none"> <li>If successful: Applicant is emailed an offer of studentship place from the applications administrator.</li> </ul>
<ul style="list-style-type: none"> <li>Applications Administrator completes application process and emails student administrator to commence enrolment process.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant accepts studentship.</li> </ul>
<ul style="list-style-type: none"> <li>Applications administrator follows up on any outstanding required documentation for the application</li> </ul>	<ul style="list-style-type: none"> <li>Applications administrator completes application process and emails student administrator to commence enrolment process.</li> </ul>
	<ul style="list-style-type: none"> <li>Applications administrator follows up on any outstanding required documentation for the application.</li> </ul>

## Master of Professional Practice (MPP) Application and Enrolment Process

Entry Points:

	Student Position:	Go To:
I	New student enrolling in 1-3 Microcredentials (MPP801-803) without the intention of completing a qualification.	Path 1
II	New student enrolling in 1-6 PGCert courses (MPP801-806) with the intention of completing the PGCert	Path 2
III	Student has completed 1-3 Microcredentials courses and has now decided to apply for the PGCert qualification	Path 3
IV	Student has completed all PG Cert courses and wants to enrol in PGDipPP (TILS)	Path 4
V	Student has completed all PG Cert courses and wants to enrol in PGDipPP (TRT)	Path 5
VI	New student enrolling in PGDipPP (L)	Path 6
VII	Student has completed a PGDipPP (TILS / TRT / L) and wants to enrol in MPP	Path 7

Students seeking admission at any of these Entry Points, with an equivalent PGCert or PGDipPP from another institution, will meet with the Head of Postgraduate Studies and provide all relevant information, including the Learning Intentions of the Courses undertaken as part of their qualification. These applications will be reviewed by an Ad Hoc Committee convened by the Head of Postgraduate Studies.

If the outcome of this review is positive, the student will enter the enrolment process at the appropriate entry point, providing the required documentation and interview.

Enrolment Pathway:

Path:	Process:
1. PGRT: Micro credentials only	<p>a. Submit all required documents to the “BTI Student Applications”:</p> <ol style="list-style-type: none"> <li>1. CV or Resume</li> <li>2. Personal Statement and Declaration Form</li> <li>3. Application for Study Form</li> <li>4. Certified Copies of Identification</li> <li>5. Academic Transcript or Academic Certificate</li> <li>6. 1 Professional Reference</li> </ol> <p>b. There is NO interview.</p> <p>c. The major coordinator reviews the documents and informs the BTI Student Applications the decision. No online interview result form filled by the coordinator.</p> <p>d. The BTI Student Applications sends Offer of Place (or decline) sent and informs the student that if they later decide to enrol in the PGCert qualification, they will be required to supply further documentation and interview for entry to that programme. If offer is accepted BTI Applications forwards details to Student Admin.</p>
2. PGCert: Intention to complete	<p>a. Submit all required documents to the “BTI Student Applications”:</p> <ol style="list-style-type: none"> <li>1. CV or Resume</li> <li>2. Personal Statement and Declaration Form</li> <li>3. Application for Study Form</li> <li>4. Certified Copies of Identification</li> <li>5. Academic Transcript or Academic Certificate</li> <li>6. 1 Professional Reference</li> </ol> <p>b. Attend an intake interview with Major Co-ordinator: Trauma, including ILP planning</p> <p>c. Interviewer files the online Interview Results form, and sends Outcome Recommendation and ILP to BTI Applications</p> <p>d. BTI Applications send Offer of Place (or Decline) and informs the student that if they intend to continue to a PGDipPP (TRT / TILS) in the future, they will be required to supply further documentation for entry to that programme after completion of all PG Certificates.</p> <p>e. If Offer of Place is accepted BTI Applications forwards ILP to Student Administration for enrolment.</p>

<p>3. PGCert: Continue to complete</p>	<p>a. Submit any further required documents to the “BTI Student Applications” that were not supplied from the list:</p> <ol style="list-style-type: none"> <li>1. CV or Resume</li> <li>2. Personal Statement and Declaration Form</li> <li>3. Application for Study Form</li> <li>4. Certified Copies of Identification</li> <li>5. Academic Transcript or Academic Certificate</li> <li>6. Reference - 2</li> </ol> <p>b. Attend an intake interview with Major Co-ordinator: Trauma, including ILP planning</p> <p>c. Interviewer fills in the online Interview Results form, and sends Outcome Recommendation and ILP to BTI Applications</p> <p>d. BTI Applications send Offer of Place (or Decline) and informs the student that if they intend to continue to a PGDipPP (TRT / TILS) in the future, they will be required to supply further documentation for entry to that programme.</p> <p>e. If Offer of Place is accepted BTI Applications forwards ILP to Student Administration for enrolment.</p>
<p>4. PGDipPP (TILS)</p>	<p>a. Submit any outstanding documents to the “BTI Student Applications” and update the ILP - this may be a letter of support from supervisor.</p> <p>b. Documents and ILP are reviewed by the Major Coordinator: Trauma, Outcome Recommendation and ILP sent to BTI Applications</p> <p>c. BTI Applications send Offer of Place (or Decline) and informs the student that if they intend to continue to a MPP (TILS) in the future, they will be required to achieve a B+ average and pass Assessment 2 in MPP844.</p> <p>d. If Offer of Place is accepted BTI Applications forwards ILP to Student Administration for enrolment.</p>

5. PGDipPP (TRT)	<ul style="list-style-type: none"> <li>a. Submit all required documents to the “BTI Student Applications”:               <ul style="list-style-type: none"> <li>1. Letter of Support and Confirmation of Role</li> <li>2. Evidence of professional membership and current practicing certificate</li> <li>3. Supplementary Information for Trauma-Responsive Therapy Major</li> </ul> </li> <li>b. Attend an intake interview with Major Co-ordinator: Trauma.</li> <li>b. Interviewer fills in the PGTRT interview form and sends Outcome Recommendation and ILP to BTI Applications</li> <li>c. BTI Applications send Offer of Place (or Decline) and informs the student that if they intend to continue to a MPP (TRT) in the future, they will be required to achieve a B+ average and pass Assessment 2 in MPP844.</li> <li>d. If Offer of Place is accepted BTI Applications forwards ILP to Student Administration for enrolment.</li> </ul>
6. New PGDipPP (L)	<ul style="list-style-type: none"> <li>a. Submit all required documents to the “BTI Student Applications”:               <ul style="list-style-type: none"> <li>1. CV or Resume</li> <li>2. Personal Statement and Declaration Form</li> <li>3. Application for Study Form</li> <li>4. Certified Copies of Identification</li> <li>5. Academic Transcript or Academic Certificate</li> <li>6. 1 Professional Reference</li> </ul> </li> <li>b. Attend an intake interview with Major Co-ordinator: Leadership, including ILP planning</li> <li>c. Interviewer sends Outcome Recommendation and ILP to BTI Applications</li> <li>d. BTI Applications send Offer of Place (or Decline) and informs the student that if they intend to continue to a MPP (L) in the future, they will be required to achieve a B+ average and pass Assessment 2 in MPP844.</li> <li>e. If Offer of Place is accepted BTI Applications forwards ILP to Student Administration for enrolment.</li> </ul>
7. MPP	<ul style="list-style-type: none"> <li>a. Students who have achieved the prerequisites for entry to the MPP (a B+ average across the PGDipPP (TRT / TILS / L) courses and a passing grade in MPP844 Ass. 2) are identified and invited to enrol in the MPP.</li> <li>b. Students who have not achieved the pre-requisites are invited to meet with the MPP951 Course Coordinator to create an appropriate remediation plan. Upon successful completion of the remediation plan, the student is able to enrol in MPP.</li> <li>c. Student Admin enrolls student in MPP951 and the MPP844 educator forwards all enrolled students’ Ass. 2 work to the MPP951 course coordinator.</li> </ul>