

## SA.22 CREDIT RECOGNITION AND TRANSFER (CRT)

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| APPROVED BY            | <b>ACADEMIC BOARD</b>  | VERSION       | <b>2017</b> |
| REVIEW<br>STAKEHOLDERS | ▪ HEAD OF OPERATIONAL SERVICES   | Last reviewed | 2017        |
|                        | ▪ DEAN   | Published     | 2017        |
|                        | ▪ HEAD OF TEACHING & LEARNING  | Review period | 2 YEARS     |
|                        | CLICK HERE TO ENTER TEXT. TITLE  | Next review   | 2019        |
| PURPOSE                | To provide a formal process whereby outcomes already achieved by a student through experience or the attainment of qualifications are recognised as credit for comparable outcomes in another qualification. |               |             |

## RATIONALE

Students entering or considering entrance to the programmes at BTI may bring with them certain experience and/or qualifications that might parallel parts of the programme in which they are enrolling. In these circumstances students may seek the credit towards (and thus exemption from) those aspects of the programme. This opportunity is in keeping with the Credit Recognition and Transfer policy of the New Zealand Qualifications Authority.

## PURPOSE

To provide a formal process whereby outcomes already achieved by a student through experience or the attainment of qualifications are recognised as credit for comparable outcomes in another qualification.

## KEY TERMS

The following definitions are consistent with NZQA usage:

*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 outlined at the time of interview. Student applications for CRT must be made in writing to the Programme Coordinator before the start of the Academic programme in the year in which the CRT is sought.
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 Finance Committee.
3. Assessment for CRT involves examination of:

- a. the written application, and
  - b. appropriate documentation in support of any Credit Transfer request (e.g. academic transcript, course outline, completed assignments, reading lists, certificate or diploma), and/or
  - c. appropriate documentation in support of any Recognition of Prior Learning request (e.g. work logs, detailed references, etc.).
4. A decision on CRT shall be made by the CRT committee who shall comprise the Programme Coordinator and two other nominated academic staff members.
5. CRT may be applied to a whole course within the BTI programme, or to credit for one or more modules within a course.
6. Decisions on CRT shall be made in light of:
  - a. Recency of prior learning being within the previous six years, or currency of competence in the field of study CRT is being applied for,
  - b. for Credit Transfer, matching of Learning Intentions from previous study against BTI specific courses and
  - c. the direct relevance of the qualification and/or experience to the special nature of the BTI programme.
7. No CRT shall be granted for a final practicum experience.
8. No CRT shall be granted for a level 7 paper in the final year of study.
9. No more than two thirds of an undergraduate programme shall be granted as CRT.
10. No more than one third of a postgraduate programme shall be granted as CRT.
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 Programme Coordinator. Copies of a student's CRT documentation will be held in the student's file as well as in the database (PEPi).
12. CRT decisions shall be ratified by the Academic Board.
13. 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
14. When partial CRT is given, student course fees may be reduced for that course.