

CENTRE TRANSFER POLICY

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| Policy Owner | Quality Assurance and Compliance Department |
| Approved By | Governing Body |
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B-TIC

**BUSINESS AND TECHNOLOGY
INTERNATIONAL CAMPUS**

Professionalism Simplified

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1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following B-TIC products:

| | |
|--|-------------------------------------|
| Ofqual Regulated Qualifications and Units | <input checked="" type="checkbox"/> |
| Quality Assurance Agency Regulated | <input type="checkbox"/> |
| B-TIC Quality Assured and Endorsed Courses | <input checked="" type="checkbox"/> |

3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers
- c. Learners

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- a. Staff
- b. Registrar
- c. Quality Assurers

4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

| OGCR Reference | Page | Title of the Section |
|----------------|------|----------------------|
| Not Applicable | | |

Relevant Policies to be used in conjunction with,

1. B-TIC Assessment Policy
2. B-TIC Appeal and Complaints Policy
3. B-TIC Credit Transfer Policy
4. B-TIC Glossary of Terms
5. B-TIC PLAR
6. B-TIC Pricing and Invoicing Policy
7. B-TIC Quality Assurance

5. Definitions

| | |
|-------------------------|---|
| Receiving Centre | The Centre where the Learner originally registered to learn the Qualification. |
| Releasing Centre | The Centre where the Learner is transferring the registration to continue learning the Qualification on reasonable grounds. |

6. Policy Statement

6.1 General

Learners shall transfer from one B-TIC Recognised Centre to another B-TIC Recognised Centre on reasonable ground to continue learning.

As per the B-TIC PLAR Policy B-TIC seeks to avoid duplication of delivery, learning and assessing.

If a Learner who has learned and been assessed for one full B-TIC Qualification at a B-TIC Recognised Centre, the Learner can register in another B-TIC Recognised Centre for the next Progressing Qualification as usual when the Certificate and Transcript is produced.

If the Learner has learnt, assessed and Internally Verified (IVQA) some Units of a Qualification he/she can transfer the Credits and proceed to complete the remaining Units to complete the same Qualification without repeating them again. However the Centre needs to ensure a transcription letter confirming the learning, assessment and IVQA from “RELEASING CENTRE” to change the Centre.

If the Learner has learned some Unit, not assessed, then the “RECEIVING CENTRE” must assess and carry out IVQA for Credit transfer.

Learner's work shall go through EVQA process at B-TIC for the final Award.

Learner shall pay the Centre transfer fee on or before transferring.

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.



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