

CREDIT TRANSFER POLICY

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		
Appendix	-	Credit Transfer Application Form

Relevant Policies/Other to be used in conjunction with,

1. B-TIC Admissions Policy
2. B-TIC Academic Appeals and Complaints Policy
3. B-TIC Data Protection Policy
4. B-TIC Glossary of Terms
5. B-TIC Prior Learning Assessment and Recognition Policy

5. Definition

Credit Transfer	Learners who has successfully completed the Units of study of a relevant Qualification can be transferred from one course to another based on the nature of the Qualification of the Recognised Awarding Bodies.
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6. Policy Statement

6.1 General

Learner may be eligible to transfer Credit from a successful achievement of Units from a previous formal training and/or Qualification of a Recognised Institution for any equivalent or identical Units to a B-TIC Qualification you are enrolling at the same level.

Applicant must complete the "CREDIT TRANSFER APPLICATION FORM" and return it to the Centre of the relevant department.

The Learner can transfer a maximum of only "75% Academic Credit" and "25% Residency" is the minimum percentage of credit a Learner must earn as a Registered Learner in B-TIC Qualification.

Applications will be assessed on the evidence supplied thus the Credit Transfer application must be accompanied by verifiable documentary evidences such as Certificate, Transcripts (or Statements of Attainment) and Qualification Specification for Credit Transfer.

Documentary evidences shall be verified from the previous educational institution for further information and authentication for Credit claims.

Learner shall be notified the outcome of the application via email within 10 working days.

If a Credit is granted, Credits will be recorded in the Transcript. If a Credit is denied, the Learner may appeal against the decision or the Learner may need to enrol in the relevant Unit and complete it.

**Click to download the
CREDIT TRANSFER
APPLICATION FORM**



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.



Email- info@b-tic.uk



www.b-tic.uk

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