

PRIOR LEARNING ASSESSMENT AND RECOGNITION POLICY

Policy Owner	Quality Assurance and Compliance Department
Approved By	Governing Body
Policy Date	July 2024
Internal Review	2 Years
Version Number	04

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

B-TIC

- 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
Condition - E10	65	Recognition of Prior Learning

Relevant Policies/Processes to be used in conjunction with,

1. B-TIC Assessment Policy
2. B-TIC Credit Transfer Policy
3. B-TIC Glossary of Terms
4. B-TIC Professional Discussion Policy
5. B-TIC Portfolio Process

5. Definitions

PLAR Assessment Fee	This must be paid by PLAR Learner for their Prior Learning to be evaluated by subject expert through a Challenge Process, Portfolio Assessment or Professional Discussion and fees will be established on application and subject to fluctuation depending on the amount of services provided.
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Certificated Prior Learning	Certificated Learning is learning for which there is a formal Qualification, such as Certificate or Diploma of Higher Education, HNC or HND, a Foundation Degree or individual units/course units completed at any recognised institution.
Challenge Process	A method of Assessment that demonstrates learning through formal Assessment to gain Academic Credit.
Credit Transfer	A method of Assessment to recognise previous Certificated Learning at the same level to transfer credit from different Awarding Bodies.
Life Experience Prior Learning	Includes activities such as self-directed study, paid employment, self-employment, voluntary work, community work and/or training programs and other learning experiences.
Portfolio and Portfolio Assessment	It is a method of Assessment assessing an organised collection of documents, objects and other materials compiled by the PLAR candidate that establish achievements of work and life experiences.
Prior Learning Assessment and Recognition (PLAR)	The process of evaluating the knowledge, skills and attitude gained through formal or non-formal learning for the purpose of recognising it for Academic Credits.
25% Residency	It is the minimum percentage of credit Learner must earn as a Registered Learner for a B-TIC Qualification to qualify for the credit associated with the Qualification.

6. Policy Statement

6.1 General

This is a legal document of B-TIC that sets out the Policy of Prior Learning Assessment and Recognition (PLAR) that is used to recognise previous learning to gain Academic Credit for Qualifications leading to Award, Certificate, Diploma and External Diploma or entry to a Qualification (E10.1).

B-TIC shall consider two types of Prior Learnings as follows;

- a. Certificated Prior Learning
- b. Life Experience Prior Learning

Any PLAR Learner shall be 21 years of age or older applying to study a Qualification at B-TIC.

Applications should be applied for each unit separately.

The “Prior Learning” that the Learner submits with PLAR claim should be relevant, authentic, valid, current within five years, at the right level, referenced, sufficient and verified by one or more referee/s.

Credit Awards and their Transcript offerings shall be monitored to avoid giving credit twice or more for the same learning.

The Learner can earn a maximum of only “75% Academic Credit” for PLAR.

“25% Residency” is the minimum percentage of credit a Learner must earn as a Registered Learner in B-TIC Qualification to qualify for the credentials associated with the Qualification.

Policies and Procedures applied to Assessment including provision for Appeal shall be fully disclosed and prominently available.

A non-refundable “Nominal Fee” charged for Assessment shall be based on the services performed in the process and not determined by the amount of Credit awarded.

6.2 Approval of PLA Credits

B-TIC shall apply "Credit Transfer", "Challenge by Coursework", "Portfolio Assessment" and/or "Professional Discussion" to evaluate the candidate whichever it is appropriate.

In each instance above the determination of competence levels and Credit Awards must be made by appropriate subject matter and academic experts chosen by the appropriate department or relevant Academic Unit (E10.2).

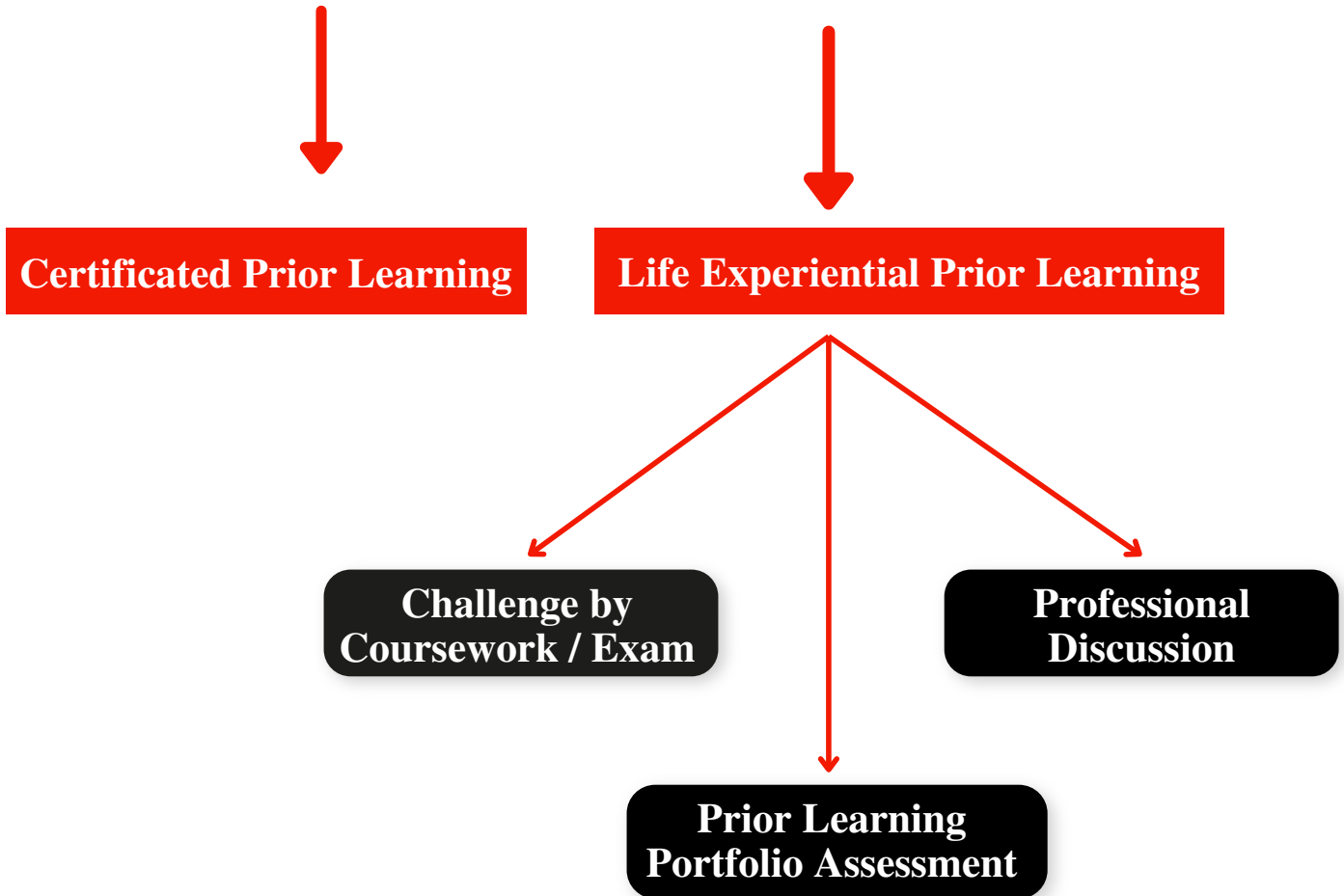
All personnel involved in the Assessment of learning shall receive adequate training for the functions they perform, and there shall be provisions for their Continued Professional Development (CPD).

PLAR programs shall be regularly monitored, reviewed, evaluated and revised.

PLAR credit shall be granted, the grade of 'P' (Pass), exempted or similar word to that effect in the Transcript. In cases where the Prior Learning Portfolio was assessed but PLAR Credit was not recognised, no record shall be noted on the Applicant's Transcript (E10.2).

7. Process

PRIOR LEARNING ASSESSMENT RECOGNITION



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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