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Tena Koe and Welcome!

Thank you for your interest in BTI. In an increasingly skilled working world, professional education has been shown to open employment opportunities and equip graduates for the rapid changes taking place.

BTI offers a special opportunity to complete a qualification in which academic and professional excellence is combined with Christian commitment.

We are a growing community with a highly qualified and widely experienced staff wholeheartedly committed to the delivery of quality Christian programmes.

We are committed to the development of Great Hearts + Minds.

We would love for you to join us.

The BTI Strategic Leadership Team

Dr. Andrew Smith
Dean

Richard Cook
Associate Dean

Dr. Beverley Norsworthy
Associate Dean

Wendy Pyne
Head of Operational Services
APPLICATION DETAILS

What Do You Need to Enter a BTI Programme?

In determining eligibility for entry, BTI uses a system of multiple entry criteria:
- potential ability to achieve academically
- prior academic and professional experience and qualifications
- character qualities, including a call to the field of interest and an empathy with the objectives of BTI
- personal suitability for the vocation.

Please see Teacher Education, Counsellor Education and Social Work Education programme information PDF brochures for programme specific entry requirements.

Character Requirements

Applicants should have empathy with the Christian ethos of BTI, which aims to help students develop a Christian perspective on life and their field of work. Students should have qualities such as personal integrity, diligence and teachability, together with those outlined in the character references. Applicants will be required to grant permission to the Department of Courts to release any information concerning criminal convictions.

Re-Selection Process

At the end of the first full year of study, all students enrolled in a three year programme are required to undergo a re-selection process related to the original multiple entry criteria. On re-selection, students proceed to the next stage of their programme.

Recognition of Prior Learning (RPL)

Applicants who have credits from previous tertiary study may apply to have courses or part courses granted recognition for prior learning towards their qualification, provided that the learning intentions of courses which have been completed elsewhere within the last six years are equivalent to those sought from BTI. Should the qualification fall outside the six year recency period, professional development and work within the field may be taken into account. Students seeking credit are required to provide transcripts and course outlines for study already undertaken. There is an RPL administration fee of $75 for one course, or $120 for two or more courses.

How do I Apply?

Intending tertiary students wishing to be admitted to a BTI programme are required to complete and submit the following as part of their application:
- Application Form
- Privacy Act Form
- Media Release Form
- Confidential Questionnaire Form
- Application for Recognition of Prior Learning with supporting documentation (if credit is being requested for previous study in the same field)
- Three Reference forms as provided (including a Kaumata, local Minister/Pastor or equivalent, School Principal or employer, and a personal reference from a person who has known the applicant for more than five years) sent directly to BTI by the referee if they opt for the reference to be confidential.
- A 500 word hand-written essay outlining reasons for seeking entry into the programme.
- A current Curriculum Vitae
- Proof of Citizenship (i.e. a copy of your marriage certificate certified by a JP or lawyer if your married name differs from the name on your birth certificate or passport)
- A passport sized photo

Interview

Academic staff will interview all applicants eligible for entry into a programme. Interviews will be carried out by Skype for those who live further than three hours drive from BTI and are intended to supplement evidence of character, academic achievement and motivation. BTI may require an in-person interview for some applicants irrespective of where they live.

Offer of Places

Applications will be received at any time and as for as long as places are available. We encourage applicants to apply as early as possible to avoid disappointment. An interview will be held after a complete application is received and the outcome, including an offer of a place if successful, is advised within a week.
FAMILY NAME:

Dr. / Mr / Mrs / Miss / Ms

PREVIOUS NAME: (if applicable)

FIRST NAMES:

PREFERRED FIRST NAME:

ADDRESS:

TELEPHONE: Home:    Mobile:

Skype*  Private Email:

DATE OF BIRTH:  GENDER:  Male  Female

MARITAL STATUS:

DISABILITY: Do you live with the effects of significant injury, long-term illness or disability?

Yes  No

If yes, please describe what support you require:

MEDICAL CONDITION: Do you have a medical condition e.g. Asthma, that BTI needs to be aware of? Please provide details here:

PROGRAMME: Please tick

- Centre-based Diploma in Teaching (Early Childhood)
- Bachelor of Education (Teaching) Primary – Diploma to Degree (Diplomate)
- Bachelor of Education (Teaching) Early Childhood – Diploma to Degree (Diplomate)
- Bachelor of Education (Teaching) Primary
- Bachelor of Education (Teaching) Early Childhood Education
- Graduate Diploma of Teaching (Secondary)
- Diploma of Counselling
- Bachelor of Counselling
- Professional Development for Counsellors (Graduate Certificate of Counselling)
- Bachelor of Social Work
- Graduate Diploma of Christian Education

STUDY PATTERN:

- Full Time  Part Time
- Flexi  On-site

Please note: Bachelor of Education (Teaching) Early Childhood Education programme is currently only available as an on-site programme.

PLEASE INCLUDE PASSPORT SIZED PHOTOGRAPH

NB: This photograph will be used on your student ID card. Please ensure this photo is a face-on, clear view of your face, and in colour.
NZQA:
If you are registered with NZQA and have an NZQA Record of Learning Number, please write it here:

IRD NUMBER:
Please supply your IRD number:

CITIZENSHIP AND RESIDENCY:
Tick the box which best describes your citizenship or permanent residency status:

- New Zealand Citizen (NZL)
- New Zealand Permanent Resident (NZP)
- Australian Citizen (AUS)
- Other – Please specify:

For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand

Ethnicity:
To which ethnic groups do you belong? You may tick up to three boxes:

- Pakeha or New Zealand European (111)
- Other European (129)
- New Zealand Maori (211)
- Samoan (311)
- Cook Island Maori (321)
- Tongan (331)
- Niue (341)
- Tokelauan (351)
- Fijian (361)
- Other Pacific Island (371) - Please specify ________________________________
- Chinese (421)
- Indian (431)
- Other Asian (444) - Please specify ________________________________
- Other (611) - Please specify ________________________________

Iwi:
If you identified as New Zealand Maori, with which Iwi do you identify? You may enter more than one Iwi.

- Iwi ________________________________
- Rohe (Iwi home area) ________________________________

EMERGENCY CONTACT/ NEXT OF KIN:
Name: ________________________________ Contact Number: ________________________________

Relationship: ________________________________

Next of Kin (if different): ________________________________
Main activity prior to your application:

What has your MAIN activity or occupation been prior to this application? (Tick only one box):

☐ Secondary school student
☐ College of Education Student
☐ Unemployed
☐ House-person or retired
☐ Wage or Salary worker
☐ Overseas (irrespective of occupation)
☐ Self-employed
☐ Private Training establishment student
☐ University student
☐ Wananga student
☐ Polytechnic student
☐ Other – Please specify ________________________________

SECONDARY SCHOOLING:
What was the name of the last secondary school you attended? State “overseas”, if applicable:

__________________________________________________________________________

When was your last year at secondary school? _______________________________
Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school?
Do not include enrolments in STAR, community or hobby classes.

☐ No  ☐ Yes

If you answered “No”, please enter the year of your first enrolment: __________________________

To assist us in our marketing research, please select which of the following options influenced your decision to apply to BTI. Please tick all that apply.

☐ Word of Mouth  ☐ Teach NZ Radio  ☐ Billboard
☐ Radio - Rhema  ☐ Life FM  ☐ Expo
☐ Shine TV  ☐ BTI Forward Magazine  ☐ Existing Student Referral
☐ Parachute Festival  ☐ Other magazine __________________________
☐ Facebook  ☐ Internet Search  ☐ Careers Advisor
☐ YouTube  ☐ Brochure  ☐ Postcard
☐ Billboard  ☐ Church Guest Speaker  ☐ Radio ZM
☐ Expo  ☐ Direct Mail  ☐ Other
☐ Church Guest Speaker  ☐ School/Teacher  ☐ Radio ZM
☐ Existing Student Referral  ☐ Newspaper  ☐ Other
☐ Careers Advisor  ☐ School/Teacher  ☐ BTI Graduate Referral
☐ Postcard  ☐ Newspaper  ☐ Other

How did you first find out about BTI?
__________________________________________________________
__________________________________________________________

What was the main reason you chose to study at BTI?
(i.e. Christian ethos, location, reputation etc)
__________________________________________________________
__________________________________________________________
__________________________________________________________

Which of the following publications have you read in the last 12 months?

☐ Christian Woman  ☐ Enhance
☐ Alive  ☐ Tear Away
☐ Her  ☐ Uno
☐ The Listener  ☐ Baptist Magazine
☐ Parenting  ☐ Investigate
☐ Viewpoint  ☐ BTI Forward Magazine

Please specify which was most significant in influencing your decision:
__________________________________________________________
__________________________________________________________
__________________________________________________________
REFERENCES
Please choose THREE referees, none of whom are related to you. This could include a Kaumatua, a Pastor/Minister or Church Elder who knows you well, a School Principal, a previous or current employer, and one from someone else who has known you for more than five years. Please give each of these one of the Reference forms provided and ask them to complete it as soon as possible. Please write the name and address of each of your referees below.

1
NAME: ____________________________________________
ADDRESS: ____________________________________________
EMAIL: ____________________________________________
PHONE: __________________ FAX: __________________

2
NAME: ____________________________________________
ADDRESS: ____________________________________________
EMAIL: ____________________________________________
PHONE: __________________ FAX: __________________

3
NAME: ____________________________________________
ADDRESS: ____________________________________________
EMAIL: ____________________________________________
PHONE: __________________ FAX: __________________

DECLARATION
I, the undersigned, hereby declare that the information given on this Application Form is, to the best of my knowledge, correct and complete in every detail.

I hereby give my permission, under the terms of The Privacy Act 1993, for BTI to provide information about my progress in the programme to those agencies / colleges / departments / ministries who require it for administrative purposes.

I hereby agree that BTI shall have the right to seek further supportive information from referees regarding my character and personal qualities, academic and professional standing.

If admitted to BTI, I agree to comply with its Regulations and Standards of Conduct, and be mindful its Christian ethos. I undertake to pay all invoiced fees by the due dates. I also understand that there is no refund of tuition fees if I withdraw from BTI after the published date for refund of student fees, either voluntarily or at BTI's request.

SIGNED: (Applicant) ____________________________________________
DATE: ____________________________________________
Applications will be received at any time and for as long as places are available. We encourage applicants to apply as early as possible to avoid disappointment.

Applicants are required to submit the following items with their application:

**All Programmes:**
Please note that applicants to the Bachelor of Education (Teaching) – Diploma to Degree (Diplomate) Programme are not required to submit a personal essay.

- Completed Application Form
- A passport size photo
- Confidential Questionnaire Form
- Privacy Act Form
- Curriculum Vitae (CV)
- Proof Of Citizenship (i.e. a copy of birth certificate (NZ or other) or passport certified by a JP or lawyer)
- 3 Completed References
- A handwritten personal essay outlining your reasons for seeking entry to the programme (500 words)
- Media Release Form
- Application for Recognition of Prior Learning Application if applicable.

**Diploma to Degree Upgrade (Diplomate)**
- Teacher Registration Certificate
- Evidence of Primary Teaching qualification (Please supply academic transcripts if possible)

**Graduate Diploma of Teaching (Secondary)**
- Academic Transcripts from your undergraduate Level 7 degree and from any subsequent qualifications.

Please double check this list and then mail all documentation to:

BTI
Private Bag 12015
Tauranga, 3110
New Zealand.

For further information please phone 07 579 1702.
CONFIDENTIAL QUESTIONNAIRE FORM

NAME: ____________________________________________
ADDRESS: _______________________________________
PHONE: ___________________ MOBILE: ________________
AFTER HOURS PHONE: ________________________________
BUSINESS PHONE: __________________________________

Citizenship
Do you have NZ / Australian citizenship or NZ Permanent residence?
☐ No  ☐ Yes

Criminal Offences
Have you ever been convicted of an offence, excluding minor traffic convictions?
☐ No  ☐ Yes
If Yes, please give full details of offence: ________________________________
_________________________________________________________________
_________________________________________________________________

Declaration
I hereby certify that all of the preceding statements are true and complete to the best of my
knowledge and belief.

In the event that the information preceding is found to be incorrect:

a) I understand that my BTI studentship can be terminated with immediate effect;
b) for teacher education students, I understand that I would also be ineligible for provisional registration with the New Zealand Teachers Council.

I will be liable for any additional costs relating to incorrectly supplied information.

APPLICANT SIGNATURE: _______________________________________

DATE: _______________________________________________________

APPLICANT SIGNATURE: _______________________________________

DATE: _______________________________________________________
PRIVACY ACT FORM

PRIVACY ACT 1993 – Permission to collect and store information

At BTI we need to collect and store information about you

1. To help us provide accurate and appropriate evaluations of your progress and achievement in your tertiary programme.
2. To provide other education services or government agencies with information to which they are legally entitled.

We undertake to:

1. Collect only information, which is necessary for you.
2. Use this information only for its intended purposes.
3. Keep the information securely in our computer database system.
4. Allow only authorised staff to use that information.
5. To make corrections, as provided by yourself, to stored information (i.e. new address/contact details).

I have read the above explanation and assurances and agree to the collection and storage of information about my progress and achievement in my BTI Programme.

NAME: (block letters please) _________________________________________________________________

SIGNATURE: __________________________________ DATE: __________________

If this form is being signed by your personal representative, please indicate below your authority to represent by Power of Attorney, next of kin, authorised Agent, etc.)

______________________________________________________________________________________
BTI will periodically arrange photo-shoots or film-shoots involving BTI students and staff for use in BTI marketing and promotional material. Signing this release gives BTI permission to be able to both take such material and to use it. BTI commits to use all such material responsibly and with care.

I, the undersigned, do hereby consent and agree that Bethlehem Tertiary Institute (BTI), its employees, or agents have the right to take photographs, videotape, or digital recordings of me and to use these in any and all media, now or hereafter known, and exclusively for the purpose of promoting BTI. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to BTI, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that BTI is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I confirm that I am at least 18 years of age, have read and understand the above statement, and am competent to execute this agreement.

NAME: ___________________________ DATE: ______________

ADDRESS: ____________________________________________________________

PHONE: ___________________________

SIGNATURE: ___________________________________________________________
USE OF REFERENCE
The information and opinion you provide will be used by BTI to assess the suitability of the applicant for the programme stated. In particular we seek to confirm that the applicant is suitable for their chosen profession and capable of adhering to a high standard of professional practice and integrity.

You can opt for this reference to be confidential or sighted by the applicant.

REFEREE DETAILS (please print)
Title: ____________________ Full name: ____________________________________________
Telephone: ____________________ Mobile: ____________________
For how long have you known the applicant? ______________________________________
In what capacity have you known the applicant? __________________________________

APPLICANT DETAILS (please print)
Full name of applicant: _________________________________________________________
Programme of study: ___________________________________________________________

PLEASE COMMENT CANDIDLY ON YOUR PERCEPTION OF THE FOLLOWING ASPECTS OF THE APPLICANTS CHARACTER AND ABILITIES:

Ability to cope with academic study: ____________________________________________

Ability to accept feedback and guidance as a means of growing professionally and personally:

__________________________________________________________________________

Respect for others: ___________________________________________________________

__________________________________________________________________________

Ability to relate appropriately to a range of cultures:

__________________________________________________________________________

Willingness to assist and serve others: ___________________________________________

__________________________________________________________________________

Honesty and integrity: _________________________________________________________

__________________________________________________________________________

Fit with BTI's Christian ethos: _________________________________________________

__________________________________________________________________________

Displays the disposition and enthusiasm for this vocation: _________________________

__________________________________________________________________________
(Please tick as appropriate and comment where appropriate)

Are you aware of anything that would lead you to hesitate recommending the applicant to work directly with children, young adults (if for teaching) or people who may be vulnerable or needing personal emotional help and support (if for counselling)?
- [ ] Yes
- [ ] No


Do you have any concerns about this applicant’s emotional or physical health in relation to completing this programme of study?
- [ ] Yes
- [ ] No


What strengths do you think this person would bring to their chosen career?


Overall recommendation (please tick as appropriate)
- [ ] Highly recommended
- [ ] Recommended
- [ ] Some reservations
- [ ] Not recommended


DECLARATION

I confirm that the above information is true to the best of my knowledge

Signature ____________________________ Date ____________________


SUBMISSION OF REFERENCE (Please tick as appropriate)

This reference is confidential.

This reference has been sighted by the applicant.


We are unable to process the application until we receive this reference. Please forward this reference or direct any queries to info@bti.ac.nz or the address below:

Student Recruitment
BTI
Private Bag 12015,
Tauranga, 3110
New Zealand
USE OF REFERENCE

The information and opinion you provide will be used by BTI to assess the suitability of the applicant for the programme stated. In particular we seek to confirm that the applicant is suitable for their chosen profession and capable of adhering to a high standard of professional practice and integrity.

You can opt for this reference to be confidential or sighted by the applicant.

REFEREE DETAILS (please print)

Title: ___________________ Full name: ________________________________

Telephone: ___________________ Mobile: ________________________________

For how long have you known the applicant? ________________________________

In what capacity have you known the applicant? ________________________________

APPLICANT DETAILS (please print)

Full name of applicant: ________________________________

Programme of study: ________________________________

PLEASE COMMENT CANDIDLY ON YOUR PERCEPTION OF THE FOLLOWING ASPECTS OF THE APPLICANT'S CHARACTER AND ABILITIES:

Ability to cope with academic study: ________________________________

______________________________________________________________

Ability to accept feedback and guidance as a means of growing professionally and personally:

______________________________________________________________

Respect for others: ________________________________

______________________________________________________________

Ability to relate appropriately to a range of cultures:

______________________________________________________________

Willingness to assist and serve others:

______________________________________________________________

Honesty and integrity:

______________________________________________________________

Fit with BTI’s Christian ethos:

______________________________________________________________

Displays the disposition and enthusiasm for this vocation:

______________________________________________________________
(Please tick as appropriate and comment where appropriate)

Are you aware of anything that would lead you to hesitate recommending the applicant to work directly with children, young adults (if for teaching) or people who may be vulnerable or needing personal emotional help and support (if for counselling)?

- Yes  
- No

________________________

Do you have any concerns about this applicant’s emotional or physical health in relation to completing this programme of study?

- Yes  
- No

________________________

What strengths do you think this person would bring to their chosen career?

________________________

________________________

Overall recommendation (please tick as appropriate)

- Highly recommended
- Recommended
- Some reservations
- Not recommended

________________________

DECLARATION

I confirm that the above information is true to the best of my knowledge

Signature _______________________________ Date ___________________

SUBMISSION OF REFERENCE (Please tick as appropriate)

This reference is confidential.

This reference has been sighted by the applicant.

We are unable to process the application until we receive this reference. Please forward this reference or direct any queries to info@bti.ac.nz or the address below:

Student Recruitment
BTI
Private Bag 12015,
Tauranga, 3110
New Zealand
USE OF REFERENCE

The information and opinion you provide will be used by BTI to assess the suitability of the applicant for the programme stated. In particular we seek to confirm that the applicant is suitable for their chosen profession and capable of adhering to a high standard of professional practice and integrity.

You can opt for this reference to be confidential or sighted by the applicant.

REFEREE DETAILS (please print)

Title: ___________________ Full name: ________________________________
Telephone: ___________________ Mobile: _____________________________
For how long have you known the applicant? ________________________________
In what capacity have you known the applicant? ________________________________

APPLICANT DETAILS (please print)

Full name of applicant: ________________________________
Programme of study: ________________________________

PLEASE COMMENT CANDIDLY ON YOUR PERCEPTION OF THE FOLLOWING ASPECTS OF THE APPLICANTS CHARACTER AND ABILITIES:

Ability to accept feedback and guidance as a means of growing professionally and personally:
________________________________________________________________________
________________________________________________________________________
Respect for others:
________________________________________________________________________
________________________________________________________________________
Ability to relate appropriately to a range of cultures:
________________________________________________________________________
________________________________________________________________________
Willingness to assist and serve others:
________________________________________________________________________
________________________________________________________________________
Honesty and integrity:
________________________________________________________________________
________________________________________________________________________
Fit with BTI's Christian ethos:
________________________________________________________________________
________________________________________________________________________
Displays the disposition and enthusiasm for this vocation:
________________________________________________________________________
________________________________________________________________________
(Please tick as appropriate and comment where appropriate)

Are you aware of anything that would lead you to hesitate recommending the applicant to work directly with children, young adults (if for teaching) or people who may be vulnerable or needing personal emotional help and support (if for counselling)?

☐ Yes  ☐ No

______________________________________________

Do you have any concerns about this applicant’s emotional or physical health in relation to completing this programme of study?

☐ Yes  ☐ No

______________________________________________

What strengths do you think this person would bring to their chosen career?

______________________________________________

______________________________________________

Overall recommendation (please tick as appropriate)

☐ Highly recommended  ☐ Recommended

☐ Some reservations  ☐ Not recommended

DECLARATION

I confirm that the above information is true to the best of my knowledge

Signature ___________________________ Date ____________________

SUBMISSION OF REFERENCE (Please tick as appropriate)

☐ This reference is confidential.

☐ This reference has been sighted by the applicant.

We are unable to process the application until we receive this reference. Please forward this reference or direct any queries to info@bti.ac.nz or the address below:

Student Recruitment
BTI
Private Bag 12015,
Tauranga, 3110
New Zealand
RECOGNITION OF PRIOR LEARNING (RPL)

RATIONALE
Students entering or considering entrance to the programmes at BTI may bring with them certain 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 Recognition of Prior Learning (RPL) policy of the New Zealand Qualifications Authority.

PURPOSE
To recognise prior learning in the form of cross-credit for already accomplished tertiary courses or qualifications, and in the form of pre-service programme variation for experiences which are pertinent to, and which parallel, components in the pre-service programme at BTI.

POLICY
1. The RPL policy shall be supplied to tertiary students in the application pack and online, and be outlined at the time of interview. Student applications for RPL must be made in writing to the Cluster Dean before the start of the Academic programme in the year in which the RPL is sought.

2. Applicants will be charged a fee of $75 incl. GST for the first course, and $120 for two or more courses, to be paid prior to the consideration of the application.

3. Assessment for RPL involves examination of:
   a) the written application, and
   b) appropriate documentation in support of the request (e.g. academic transcript, course outline, completed assignments, reading lists, certificate or diploma).

4. A decision on RPL shall be made by the RPL committee who shall comprise the Cluster Dean and one other academic staff member.

5. RPL 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 RPL 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 RPL is being applied for,
   b) 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 RPL shall be granted for a final practicum experience.

8. RPL will meet external professional/accrediting body requirements.

9. The outcome of a student request for RPL shall be communicated in writing by the Cluster Dean. Copies of a students’ RPL documentation will be held in the student’s file as well as in the BTI database.

10. RPL decisions shall be ratified by the Academic Board.

11. Should RPL be granted, the student's academic transcript shall show RPL. In the case of a partial RPL, the completion of the course assignment tasks still would be expected. If a partial RPL is granted, the student's academic transcript shall show the grades achieved

12. When partial RPL is given, student course fees may be reduced for that course.
**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)**

**NAME:**

**STUDENT I.D. NO:** (if known)

**PROGRAMME:**

1. I am seeking Recognition of Prior Learning (RPL) on the basis of:
   - a) cross credit of previous academic learning
   - b) previous relevant experience

2. The BTI paper/s for which I am seeking RPL (Give name of paper and course code from list of course prescriptions)

<table>
<thead>
<tr>
<th>Code</th>
<th>Name of paper</th>
<th>Previous study or work that I believe qualifies me for RPL of each paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td>etc.</td>
<td></td>
<td>etc.</td>
</tr>
</tbody>
</table>

3. Consideration of the application will involve matching:
   - Learning intentions: previous study must be equivalent to the learning intentions of the BTI papers
   - Learning hours involved: these must be equivalent to or exceed the corresponding BTI paper (at BTI 1 credit = 10 learning hours)
   - NZQA level of study: previous study must be equivalent to or higher than the corresponding BTI paper
   - Recency of study: study elsewhere must have been undertaken within the last 6 years to qualify for RPL

You must supply evidence to support your application: (please attach)

   a) Qualifications: transcript, course descriptions (outline, rationale, aims, objectives, etc) NZQA level.
   b) Written evidence to support previous experience (description, supported references).

4. RPL Fees: Please pay the following with application

   - $75 for one paper
   - $120 for more than one paper

   Please note: the application will not be processed until the fee has been paid.

   1. I am aware that consideration of my application for RPL credit may involve discussion(s) between me and BTI staff. I am prepared to supply course outlines, completed assignments, transcripts and any other documentation that would further support this application.

   2. I enclose the non-refundable fee of $75.00 / $120.00 (delete one)

   SIGNED ___________________________ DATE ___________________________

Applications close on January 31st for Semester 1, and June 30th for Semester 2. No applications will be processed after that date. Please forward your application to:
The Programme Administrator, (Primary, Early Childhood, Secondary or Counselling) BTI, Private Bag 12015, TAURANGA 3110

---

**FOR OFFICE USE ONLY**

RPL APPLICATION RECEIVED (Date) ___________________________

RPL FEES PAID: Cash / Cheque (No ________________ ) ___________________________

Other: ___________________________________________ RPL Meeting date: ___________________________

Outcome of application: ___________________________________________

Programme Dean (signature) ___________________________ Date ___________________________