EAST BRIDGE TRAINING (EBT)

LEARNER AND CREDITS TRANSFER POLICY

Policy Reference Number: EBT-POL-003
Version: 1.0
Effective Date: 03 November 2025
Review Date: 03 November 2026
Approved By: Director, East Bridge Training (EBT)

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1. Purpose

The purpose of this Learner and Credits Transfer Policy is to provide a fair, transparent, and academically sound framework for:

- Learner transfers into and out of EBT programmes

- Credit Transfer (CT) for previously completed formal learning

- Recognition of Prior Learning (RPL) for informal, non-formal, or experiential learning

- Granting Advanced Standing where appropriate

This policy ensures alignment with:

- **Knowledge and Human Development Authority (KHDA)** regulations

- **International Education Accreditation Council (IEAC)** standards

- EBT's strategic commitment to supporting professional mobility and recognising the experience of working professionals

By recognising prior learning, EBT aims to uphold academic integrity while avoiding duplication of learning and accelerating learner progression.

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2. Scope

This policy applies to:

Learners

- Current or prospective learners wishing to join an EBT programme

- Learners requesting Credit Transfer, RPL, or Advanced Standing

- Learners transferring out of EBT to another institution

Staff

- Director

- Academic Head

- Administrative staff

- Academic staff involved in reviewing documentation or providing subject expertise

Programmes

- All KHDA-approved and IEAC-accredited programmes offered by EBT

- All courses where credit-bearing components exist

Processes

- Inbound learner transfer

- Outbound learner transfer

- Credit Transfer (CT)

- Recognition of Prior Learning (RPL)

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3. Policy Statement

East Bridge Training (EBT) is committed to ensuring that learner transfer, credit recognition, and RPL processes are:

- **Fair and equitable**

- **Consistent across programmes**

- **Transparent and well-documented**

- **Aligned with KHDA quality assurance standards**

- **Supportive of learner progression without compromising academic integrity**

Credit Transfer (CT)

EBT may award credit for formal learning completed at:

- KHDA-approved training institutes

- Recognised local or international educational institutions

- Accredited programmes aligned with relevant EBT learning outcomes

Recognition of Prior Learning (RPL)

RPL may be awarded for:

- Professional experience

- Workplace-based learning

- Professional development activities

- Portfolio evidence demonstrating competence

All evaluations are evidence-based and must map directly to EBT's learning outcomes.

Credit Limits

The maximum allowable transfer or RPL credit is defined by the programme's academic regulations to ensure sufficient learning is completed at EBT.

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4. Procedures

4.1 Inbound Learner Transfer

1. **Application Submission**
   Prospective learners submit:

   o Transfer request form

   o Official transcripts

   o Course curriculum/learning outcomes

   o Letter of good standing (if applicable)

2. **Evaluation of Suitability**
   The Academic Head reviews:

   o Institutional recognition status

   o Equivalency of course content and outcomes

   o Assessment standards used previously

3. **Decision & Notification**
   A formal letter is issued confirming:

   - Accepted credits

   - Any bridging requirements

   - Remaining programme requirements

4.2 Credit Transfer (CT) & Recognition of Prior Learning (RPL)

1. **Application Submission**
   Learners submit a CT/RPL form with:

   - Transcripts (CT only)

   - Certificates

   - Job descriptions

   - Detailed portfolio

   - Professional references

2. **Mapping & Evaluation**
   The Academic Head:

   - Maps prior learning to EBT course outcomes

   - Reviews competencies, depth, recency, and evidence quality

   - Consults academic faculty if needed

3. **Assessment Fee**
   A non-refundable RPL assessment fee may be charged, depending on programme regulations.

4. **Outcome**
   Learners receive:

   - Written decision

   - Units/credits granted

   - Any conditions to be met

   - Updated learning plan

4.3 Outbound Learner Transfer

1. **Request Submission**
   Learners submit a transfer request to Administration.

2. **Documentation Provided by EBT**

   o Official transcript

   o Letter of release

   o Attendance/assessment records (if required)

3. **Financial Clearance**
   All fees must be settled before documents are released.

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5. Roles and Responsibilities

Director – Shivanjan Chakraborty

- Approves policy exceptions and appeals

- Ensures policy alignment with KHDA and IEAC requirements

- Oversees strategic implementation

Academic Head

- Oversees the evaluation of transfer and RPL applications

- Conducts outcome mapping

- Ensures consistency and fairness across decisions

Administrative Staff

- Receive and process applications

- Maintain records and documentation

- Issue decision letters

- Update learner academic records

Academic Staff / Subject Experts

- Provide expert guidance on equivalency of learning outcomes

- Assist in portfolio evaluation

Learners

- Submit accurate, verifiable documentation

- Adhere to submission timelines

- Respect final credit decisions

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6. Monitoring and Compliance

Quality Assurance

- Annual internal audit of a sample of CT/RPL decisions for consistency

- Review of documentation, rationale, and mapping evidence

- Compliance checks during KHDA inspections and IEAC external reviews

Reporting

The Academic Head reports annually to the Director on:

- Number of applications

- Approval and rejection rates

- Reasons for rejection

- Trends across programmes

Non-Compliance

- Staff violating policy may face disciplinary action

- Fraudulent learner documentation results in:

  - Rejection of application

  - Cancellation of previously granted credits

  - Possible expulsion from the programme

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7. Review and Renewal

This policy will be reviewed annually or earlier if:

- KHDA regulations change

- IEAC standards are updated

- EBT programme structures are modified

All updates will be approved by the Director and published on EBT's website.

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8. Related Policies and Documents

- **EBT-POL-001: Admissions Policy**

- **EBT-POL-002: Academic Integrity Policy**

- **EBT Refund & Withdrawal Policy (EBT-POL-004)**

- KHDA Guidelines for Training Institutes

- IEAC Accreditation Standards

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9. Approval and Signature

This policy is approved and effective as of the date in the Policy Header.

Director:

Shivanjan Chakraborty

Shivanjan Chakraborty

East Bridge Training (EBT)
Date: 03 November 2025