



Approved
Bahamas Technical and
Vocational
Board of Directors
Effective Spring 2024

POLICY NUMBER	AA-23-01-002
TITLE OF POLICY	Diploma Programmes
DATE OF ADOPTION	Fall 2023
SUPERSEDES	All previously approved policies and procedures on diploma programmes
DATE OF IMPLEMENTATION	Spring 2024
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To establish the guidelines and procedures governing diploma programmes
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	All BTVI academic and student policies and procedures
APPENDICES	None

1.0 Preamble

The mission of the Bahamas Technical and Vocational Institute (BTVI) is to deliver technical and vocational education with a focus on practical skills and workforce readiness. BTVI seeks to accomplish this by offering diploma programmes which provide intensive, focused training in a specific trade, industry or specialty. These programmes help students develop core skills and competencies and are designed for persons seeking employment or seeking to upgrade existing skills or learn new ones.

2.0 Scope

This policy identifies the guidelines and procedures for diploma programmes offered at BTVI.

3.0 Programme Requirements

- 3.1 To be eligible for direct entry into a diploma programme, applicants must have achieved:
- 3.1.1 a score of seventy to eighty-four percent (70-84%) on the BTVI English Placement Examination **and** a raw score of fifty-one to sixty (51-60) on the BTVI Mathematics Placement Examination **or**
 - 3.1.2 have achieved **either** the Bahamas Junior Certificate (BJC) in English **and**



Mathematics with a letter grade of 'C' or above or the equivalent such as post-secondary credits and Advanced Placement passes.

- 3.1.3 meet any additional entry requirements (e.g., portfolio, higher levels of mathematics, science background) for the diploma programme in which they intend to enrol.
- 3.4 Applicants who do not meet direct entry requirements into a diploma programme will be accepted into BTVI and will be required to complete the relevant preparatory courses.

4.0 Graduation Requirements

To graduate with a diploma, students must

- 4.1 complete a minimum of forty-five (45) credit hours in a programme of study of which:
 - 4.1.1 a minimum of thirty-four (34) credit hours, inclusive of the final fifteen (15) credits, must be completed at BTVI;
 - 4.1.2 a minimum of twelve (12) credit hours must be completed at the two hundred (200) level.
- 4.2 complete an internship comprising one hundred and sixty (160) hours or a capstone project.
- 4.3 achieve a minimum cumulative grade point average (GPA) of 2.00.

5.0 Programme Structure

- 5.1 Diploma programmes shall comprise the following two (2) types of courses:
 - 5.1.1 Major Area Courses: a concentration of courses in a specific subject area; and
 - 5.1.2 General Education Courses: a series of courses designed to provide specific literacy and numeracy skills and competencies.
- 5.2 A course may be used once only to fulfil either a major area or general education course requirement.
- 5.3 In some instances, students may be required to complete non-credit courses to fulfil prerequisite and/or programme requirements.

Credit Distribution

- 5.4 The minimum number of overall credits in a diploma programme shall be forty-five (45) and the maximum number shall be fifty (50).
 - 5.4.1 Of these overall credits, at least twelve (12) credits must be at the two hundred (200) level.
- 5.5 The total number of credits in a diploma programme shall range as follows:

Diploma Programmes	Credit Range
Major Area Courses	35 - 40
General Education Courses	10
Total number of credits in programme	45 - 50



6.0 Period of Candidacy

- 6.1 The period of candidacy for a diploma programme shall be five (5) years.
- 6.2 The period of candidacy shall begin the first semester the student enrolls in a diploma or certificate programme at BTVI.

7.0 Faculty Qualifications

To be eligible to teach in a diploma programme, faculty must possess the following minimum qualifications:

- 7.1 Bachelor's degree **or** equivalent in the area of expertise.
- 7.2 Certification in Post-Secondary Teacher Education **or** relevant industry-based certification/experience in the trade area in which the teaching is to be done **and** successful completion of the BTVI demonstration lesson at the point of approval to teach.
- 7.3 Three (3) years teaching **or** work experience in the specific trade, industry or specialty.

8.0 Programme Review

- 8.1 Periodic reviews of programmes are intended to identify existing or potential challenges that may contribute to the failure of all or part of the programme and those areas of the programme which need to be revised or modified to improve its effectiveness and currency.
- 8.2 The relevant dean in conjunction with heads of departments shall be responsible for the review of each diploma programme.
- 8.3 Every one to three years (depending on the trade area), the Programme Advisory Committee (PAC) shall review:
 - 8.3.1 the adequacy of the programme's objectives;
 - 8.3.2 the appropriateness and length of the programme's curriculum, inclusive of major and general education courses;
 - 8.3.3 student admission and graduation rates, including graduate employment;
 - 8.3.4 where required, certification licensing examination outcomes; and
 - 8.3.5 the adequacy of BTVI's resources, facilities and equipment needed to deliver the programme.
- 8.4 At the end of each five-year period, each diploma programme:
 - 8.4.1 shall be subject to reappraisal and re-approval by the Office of Academic Affairs; and
 - 8.4.2 shall undergo an extensive review by the PAC which will, in addition to the items identified in 8.3 above, examine
 - 8.4.2.1 the compilation of statistics and profiles on students at the point of admission and graduation, including the performance of graduates and non-graduates;
 - 8.4.2.2 faculty and staff performance; and
 - 8.4.2.3 the relevance of the programme to training needs and to the mission and vision of BTVI.
- 8.5 Programme Advisory Committees for those programmes or courses offered via distance education must include at least one additional individual with experience in the delivery and administration of distance education programmes to review and comment on BTVI's distance education platform, methods, processes, procedures and infrastructure in the context of the programme/course content, objectives and learning outcomes.