



Policy	Berlitz Acquisition of Language Credits	Reference	Berlitz Bahrain
		Policy Ref.#	
		Version	2023

Policies & Procedures

Berlitz Acquisition of Language Credits

Procedure Purpose

- 1- Describe the Institution's credit system, and the number of credits required to achieve a qualification.
- 2- Indicate the timeframe for the credit accumulation process.
- 3- Indicate on what basis credit is accumulated (e.g., passing the courses, achievement of learning outcome.)
- 4- Provide formal arrangements relating to internal and external credit transfers.
- 5- Indicate the timeline for processing and approval, and the timeframe for accepting credit transfer requests.
- 6- How will the credit transfer information be communicated to learners?
- 7- Describe the roles and responsibilities of staff at each step of the credit accumulation process.

Who is responsible for receiving, evaluating, and approving both internal and external credit transfer processes?

Staff Involved

Directory, Communication Consultants (CC), LIS, Admin. & Instructors.

Procedure Method

1. Berlitz is implementing a credit system based on the successful achievement of any level-based qualifications. An achieved level-based course will be credited a total of **8 credits** which equals 80 hours.
2. The duration of this course is 8 weeks comprising of 40 contact hours and 40 hours of independent learning. The 40 contact hours are the total hours spent in the centre with the instructor face-to face. The 40 hours of independent learning, are hours spent outside the centre to further develop learners' skills, and are divided as follows:
 - 24 hours for lesson review & online practice (including, structure, vocabulary, writing, listening, reading)
 - 4 hours for the Review units.
 - 4 hours for Oral presentations.
 - 8 hours for final review and online practice assessment.
3. Learners must achieve the course's learning outcomes based on the final tests (oral & written) at a minimum



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of 65% to be eligible to gain the allocated credit. Credits will be accumulated as the learner continues enrolling in other qualifications. If learners successfully achieve a level-based qualification combined with a soft skill qualification, the total credits will add up. This means **8** credits for the language qualification and **3** credits for the soft skills qualifications. The number of credits for the soft skills qualifications depend on the notional hours required for the qualification's achievement. The number of credits achieved will be inserted in the learners' transcript upon successful achievement of the qualifications.

- Learners who have accumulated credits from external bodies in Bahrain (and listed on the NQF portal) will be welcomed to enrol in Berlitz Bahrain based on undergoing Berlitz's assessment of their competency, to ensure they have achieved the same learning outcomes so they can successfully continue their learning and development journey. Based on it, Berlitz will recognize the credits awarded prior or not. Upon enrolling in a Berlitz course, credits will be accumulated based on Berlitz policy for credits' accumulation.
 - Once the learner interacts with the Salesperson or the Communication Consultant and undergoes the assessment at Berlitz, they will be informed of their result within 3 working days.
 - Obtained credits will be inserted on the learner's transcript upon the program's achievement.
- 7. Responsibilities**
The Salesperson or the Communication Consultant who interacts with the learner first, will evaluate the external credits only based on the Assessment test conducted face-to-face by Berlitz experienced instructors, then approved by the Instructional Supervisor.

Additional Notes