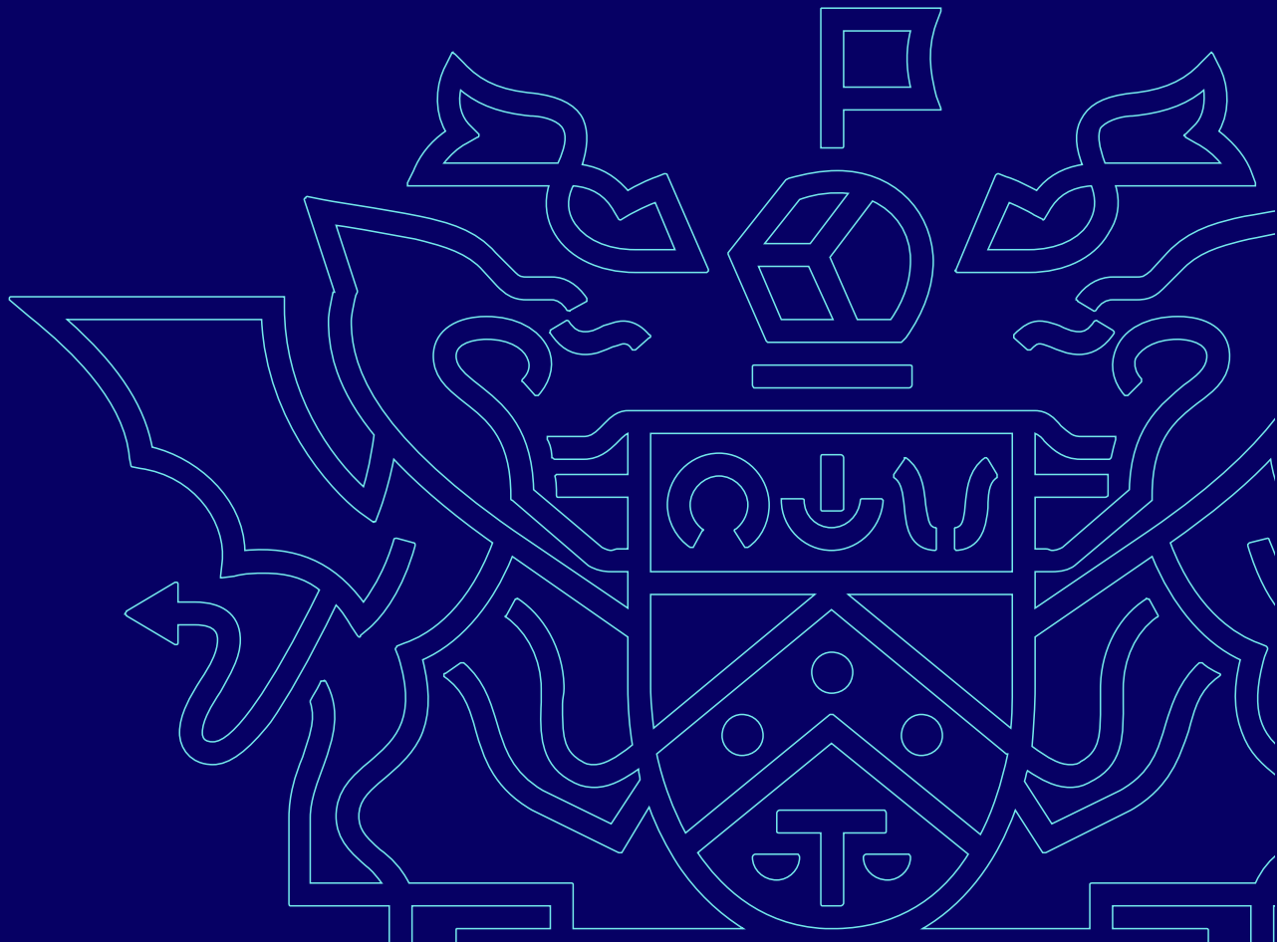




CX017 Accreditation of Prior Learning (APL) and Exemptions Policy



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| POLICY TITLE | Accreditation of Prior Learning (APL) and Exemptions Policy | | |
| POLICY VERSION | V1 | POLICY REFERENCE | CX017 |
| REVIEWED DATE | July 2024 | NEXT REVIEW DUE | July 2025 |
| POLICY OWNER | Head of Qualifications | RISK REGISTER | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| | | STAFF INDUCTION | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Purpose

This policy is intended as a guide for CIM students undertaking a CIM Qualification or Award, or considering undertaking a CIM Qualification or Award. CIM takes responsibility for communicating this Accreditation of Prior Learning (APL) and Exemptions Policy to all relevant stakeholders.

Definitions

| Term | Description |
|---------------------------------------|---|
| Accreditation of Prior Learning (APL) | The process by which a learner may claim exemption from part of the achievement requirements of a qualification, using evidence of certificated achievement deemed to be of equivalent value. |

Scope

CIM Accredited Degree – Degrees from accredited universities, which have been mapped alongside the learning outcomes of CIM qualifications. Graduates benefit from module exemptions at CIM Level 4 and 6.

Apprenticeships – Apprenticeship programmes which have been mapped alongside the learning outcomes of CIM qualifications. Apprentices benefit from module exemptions at CIM Level 3, 4 and 6.

Other - Students who have completed a qualification awarded by a professional/awarding organisations may be granted exemptions from CIM qualifications. Exemptions will only be granted following a process by which the CIM learning outcomes are mapped against those of the qualification put forward for exemptions.

Potential exemptions are only considered where there is full coverage of CIM learning outcomes (this is considered as a minimum criterion).

Policy statement

Criteria for exemptions

Students applying for exemptions for approved qualifications will also need to meet specified criteria. In order to be eligible for exemptions:

- On an undergraduate degree programme, the course must be fully completed, and the student will need to have achieved at least a 2.2.
- On a postgraduate degree whichever grade is equivalent to a 50% achievement.

- On apprenticeship standards a pass grade must be achieved.
- For other qualifications, these may vary and will be confirmed on application.
- Exemption registrations are only valid within five years of graduating.
- Completion of the CIM qualification (for which exemptions have been granted), should be achieved within five years of graduating/apprenticeship completion date.
- Exemptions are only available for the qualifications which were approved by the Panel.

Applying for exemptions

Supporting evidence of the students achievements is required prior to exemptions being granted:

- Electronic copies of a full degree transcript, and where possible, a graduation certificate/recent letter confirming completion must be provided.
- Statement of results/certificates, confirming an Apprenticeship pass grade.
- Statement of results/certificates, confirming a pass for an 'other qualification' as outlined above.
- Transcripts need to be in English, and where needed certified translations of all documents will be required.
- Following graduation when a candidate commences CIM qualifications these must be completed within five years.

To apply for an exemption, email supporting evidence to exemptions@cim.co.uk.

Responsibilities of studying members

CIM will not be liable for any fees incurred as a result of signing up for a CIM study course prior to receiving written confirmation of any exemptions awarded, therefore, please ensure courses are only booked once you have received written confirmation of relevant exemptions.

Responsibilities of CIM

Upon receipt of supporting evidence, CIM will review the documentation to ensure the student meets the criteria for an exemption. Students will be contacted within five working days, and if CIM approves the exemption, students will receive confirmation via email.