

# Recognition of Prior Learning and Exemptions Policy

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## Purpose

CIPFA offers students the opportunity to validate previous achievements that meet the requirements of a CIPFA Professional Qualification (PQ) module and therefore exempt them from needing to be assessed against those modules again.

This policy sets out the process and guidance for CIPFA students and centres and aims to provide guidance to students so that they avoid duplication of learning and assessment where this is deemed valid and appropriate.

## Scope

This policy is aimed at students, centres, managers, employers and internal CIPFA staff. It applies to the following regulated qualifications:

- L7 Professional Qualification (PQ)
- L7 Professional Accountancy Apprenticeship EPA

## Recognition of Prior Learning and Exemptions

### Definition of RPL

In line with regulatory requirements, RPL is defined as a method of assessment (leading to the award of credit) that considers whether a student can demonstrate that they meet the assessment requirement for a module or modules.

Identification by an awarding organisation of any learning undertaken, and/or attainment, by a student prior to taking a qualification which the awarding organisation makes available.

Prior learning may include work-based evidence, employment or other activity. An Assessor would need to cross-reference the relevant previous evidence against the criteria of the qualification or module. RPL can reduce the time required to complete a qualification or course significantly.

CIPFA do not currently operate RPL for the End Point Assessment (EPA).

### Definition of Exemption

This is a process whereby a student is able to provide evidence of a previous relevant qualification or modules which results in them not being required to repeat learning or assessment.

The qualification or modules must be of the same level and standard as well as mapping sufficiently to assessment criteria and learning outcomes in order to provide exemption.

Exemptions from CIPFA PQ modules are awarded in recognition of specific academic achievement, or relevant professional qualifications. Students are not required to complete the assessment in any module from which they have been granted exemption. An exemption will not be granted if the student has previously attempted an assessment for a module and not been successful.

Full details on the most up to date exemption process for this qualification can be found on CIPFA website - [www.cipfa.org/qualifications/students/exemptions](http://www.cipfa.org/qualifications/students/exemptions).

CIPFA do not accept exemptions for the L7 Professional Accountancy Apprenticeship End Point Assessment. The End Point Assessment must be completed in full.

## How to apply for exemptions

If a student believes that they may be exempt from certain assessments because they hold a relevant award or qualification, they must consult their Accredited Training Provider before submitting an application, as some organisations may not permit exemptions.

To apply, please follow the steps outlined below:

### 1. Register as a [CIPFA Student](#)

### 2. Ensure you meet the minimum requirements

You may qualify for exemptions if:

- You have achieved relevant qualifications in the last decade from an institute of higher learning or;
- You hold an active membership from your professional awarding body.

Please note that:

- Work experience will not be accepted as evidence of prior learning\*
- Exemptions will not be granted where students have previously failed comparable subjects at CIPFA.
- Having exemptions from another professional awarding body does not guarantee that you will be awarded exemptions at CIPFA.

*\*This stipulation does not apply to the CIPFA Accelerated Route for Executives programme and may also be waived for specific individuals, by the CIPFA Council, under Bye-Law 5*

### 3. Check whether or not your institute and qualification are listed in '[Find your exemptions](#)'

If your institute and qualification are listed on the website in 'Find your exemptions', you may forward copies of your certificate and transcript to [studentsupport@cipfa.org](mailto:studentsupport@cipfa.org) with the subject heading 'Exemption Request'.

If your institute and qualification aren't detailed in 'Find your exemptions', you can send on copies of your **certificate**, **transcript** and **syllabus** to [studentsupport@cipfa.org](mailto:studentsupport@cipfa.org). Please note that your qualification needs to have been achieved in the last decade.

Applications that fail to include **all three documents** will be rejected. If you do not have a copy of your syllabus this can be requested from your institute of higher learning.

### 4. Await your feedback

Once your application has been submitted you can expect an automated message confirming receipt of your email. The team will respond to your application within 28 working days. Please note that CIPFA is closed on weekends and UK bank holidays.

## 5. Pay for your exemptions

Successful applicants will find further information on how to pay for their exemptions in their confirmation email.

Exemptions are priced at £100.00 per module.

## Policy version and owner

Policy owner	Head of Qualifications & Membership
Version	2.0
Update	March 2020
Approval	SMB 04 March 2021
Policy review date	March 2021

## Regulatory references

Ofqual General Conditions of Recognition
Condition E10 - Recognition of Prior Learning