



## CIPD credit transfer and exemptions (Qualifications)

### Introduction

The CIPD encourages the recognition of prior certificated learning through the planned and requested exemption process.

Credit transfer may also be used where a learner has undertaken units from one CIPD qualification and uses these towards the achievement of another CIPD qualification of the same level/type.

This policy statement sets out the definition and process for CIPD credit transfer and exemption.

### Credit transfer

Credit transfer is the process of using credits awarded in the context of one of the CIPD qualifications towards the achievement requirements of another CIPD qualification of the same level/type. Where a learner wishes to take two CIPD qualifications at the same level, or swap to a different qualification after partial completion of a qualification, this should be thoroughly explored as part of a diagnostic conversation with the centre to understand the rationale for this alongside discussion of options for progressing onto a different level of qualification.

### Process for claiming credit transfer

Where credit transfer is used, the centre should ensure that the unit(s) or qualification that the learner has completed and intends to use for credit transfer has been claimed for and certificated, and that the evidence for this is kept as part of the learner portfolio which is available for internal and external quality assurance purposes. As part of this the centre should complete form **CTC** which is available [here](#). When submitting end results for the qualification that the learner transfers to, the centre must ensure that any units used for credit transfer are clearly identified.

### Exemption

Exemption is defined as the facility for a learner to claim exemption from some of the achievement requirements of a CIPD qualification, using evidence of certificated achievement which does not fall within the definition of credit transfer but is deemed by the CIPD to be of equivalent level, content and value. It should be noted that learners will not receive credits for those unit(s) where exemptions have been granted.

Exemptions can be planned, that is, previously identified by CIPD, or individually requested by learners or centres.



### **i. Planned exemptions**

Planned exemptions are defined as those that are identified, agreed and maintained on a listing by the CIPD. In addition to exemptions identified under transition arrangements for CIPD legacy qualifications, CIPD maintains a list of any other identified qualification(s) that give exemption. Planned exemption lists are available on the CIPD Centres' hub and include all CIPD transitional arrangements for legacy qualifications.

For CIPD legacy qualifications, planned exemptions can be offered for any number of units provided the learner undertakes the learning and assessment for at least one unit of the registered qualification. For planned exemptions that are not CIPD legacy, exemption will not be offered in respect of more than 50% of the CIPD qualification.

#### **Process for claiming planned exemptions**

The centre should check the validity of claims for planned exemptions during the initial diagnostic process. As part of this, centres must obtain evidence of certificated achievement from the learner and check the CIPD list of identified planned exemptions. They should also check the validity of the certificate of achievement, either by accessing the Personal Learning Record (PLR) or by contacting the relevant awarding organisation. The centre must record confirmed planned exemptions using form **EXP** which is available [here](#) and supporting evidence must be included in a learner portfolio of evidence that is available for internal and external quality assurance purposes.

When submitting end results for the qualification that the learner has registered on, the centre must ensure that any units where planned exemptions have been used are clearly identified and that supporting evidence is provided.

### **ii. Requested exemptions**

Individually requested exemptions can be used where the learner holds certificated achievement that is not identified on the approved planned list of exemptions. In the instance of individually requested exemptions, exemption will not be offered in respect of more than 50% of the CIPD qualification's credit value.

#### **Process for claiming requested exemptions**

Individually requested exemptions can be submitted either directly by a learner to the CIPD or via a Centre on behalf of a learner.

Where applications for requested exemptions are submitted by a centre, the centre must check the validity of the certificate of achievement, either by accessing the Personal Learning Record (PLR) or by contacting the relevant awarding organisation.



Where applications for requested exemptions are submitted by a learner, the CIPD will check the validity of the certificate of achievement, either by accessing the Personal Learning Record (PLR) or by contacting the relevant awarding organisation.

Applications should be submitted using form **EXR** which is available [here](#) and will be considered by the CIPD on an individual basis as it requires detailed interrogation and mapping of content of the qualification presented for exemption before they can be accepted. Requested exemptions will be confirmed by CIPD to the centre/learner using form **EXRD**.

The Centre must record any exemption given and supporting evidence must be included in a learner portfolio of evidence that is available for internal and external quality assurance purposes. When submitting end results for the qualification that the learner has registered on, the centre must ensure that any units where requested exemptions have been used are clearly identified.

### **Complaints**

Where a Centre or candidate wishes to complain about the process followed as part of RPL, they should follow CIPD's complaints process.

### **Linked policies**

CIPD RPL policy, CIPD complaints policy, Requested exemption guidance.