



CMI Exemption Policy and Procedure – Ref: AB/PRO/0021/Oct18/V03

History

Date	Amendments made
October 2018 V3	Complete revision of the policy.
January 2018 V2	Equivalent units removed and separate policy created to accommodate top-ups from old to new syllabi. Definition of Exemption revised in line with RPL policy. Old links removed. Distribution list and history added. CCEA added. Criteria for exemption adapted in line with the number of units now required for specific qualifications. Reference to external assignments department removed.
June 2015 V1	Document created

Distribution

- All Quality Managers
- All Lead Moderators
- New Partner Relationship Manager
- Customer Service team
- Assessment and Support Coordinator
- HE Partnership Support Executive
- Digital Delivery
- Quality Auditor

Purpose

This guidance applies to all Chartered Management Institute (CMI) Centres and Learners registered on a CMI qualification. This document aims to support and give clarification to Centres and their Learners about how Exemptions can be applied against CMI qualifications and the procedure to follow to claim an Exemption.

Introduction

This document applies to all qualifications on UK frameworks. These include the Qualifications and Credit Framework (QCF/RQF), the Scottish Credit and Qualifications Framework (SCQF), the Credit and Qualifications Framework for Wales (CQFW) and CCEA.

CMI recognises that many Learners undertake certificated prior learning, the content of which can be considered as being equivalent to a CMI unit.

Scope

This procedure applies to all key stakeholders engaged with the CMI qualifications. This includes CMI Centres, Centre Staff and CMI Learners.

Exemption can only be claimed through a CMI Centre.

Definition of Exemptions

Exemptions “The facility for a Learner to claim exemption from some of the achievement requirements of a qualification using evidence of certificated RQF achievement deemed to be of equivalent value.”

This means that certificated qualifications that were obtained within the RQF can be used as evidence for part of a CMI unit/qualification.

Exemptions allow the recognition of qualifications (i.e. formally recognised achievements) obtained within the RQF. However unlike RPL, exemptions do not attract credits as the skills, knowledge and/or competences described in the unit will have already have been recognised and certificated.

What Exemptions do CMI offer?

CMI does not accept requests for Exemptions against its qualifications directly from the Learner. All Exemptions are agreed between the Centre and CMI and are based on evidence.

Exemptions can only be claimed through and by a CMI Centre.

CMI Centres are welcome to feedback opportunities for possible Exemptions with Professional Bodies or Awarding Bodies qualifications. This should be highlighted to a Quality Manager and CMI will approach the Professional Bodies or Awarding Bodies directly.

What is the process for claiming an exemption?

Exemptions will only be offered in the following cases:-

- CMI will only award Exemptions for qualifications from recognised Professional Bodies or Awarding Bodies which appear on the list of regulated qualifications **www.gov.uk/find-a-regulated-qualification**. Exemptions are considered on a case-by-case basis.
- Exemptions will only be offered on Certificates, Diplomas or Extended Diplomas (NOT Awards).
- A maximum of 50% of a qualification (as specified in the Rules of Combination for the qualification) can be awarded by Exemption.
- Qualifications achieved more than 5 years ago will not be recognised
- Exemptions are a concession and are only awarded at the discretion of CMI

CMI will carry out the process for recognising and approving an Exemption.

- Upon request from a Centre, CMI will investigate the possibility of recognising an Exemption. This will be based on CMI undertaking the mapping of the qualification being applied for as an Exemption, and may involve seeking the permission of the Awarding or Professional Body to which the qualification belongs. The Centre will be informed within 30 working days of the outcome of the mapping. There would be costs associated with the process which may be charged to the Centre.
- CMI retains the list of existing Exemptions. Exemptions are a concession and are only awarded at the discretion of CMI.

Monitoring and Review

Use of this procedure will be monitored annually to ensure the procedure and approach remain fit for purpose.

Clarification of related terms

Terms in this section

A range of terms and processes are frequently confused with Exemptions. Centres should refer to these other CMI policies and procedures:

- RPL – see the CMI Recognition of Prior Learning Policy and Procedure (RPL) – AB/GUD/0002/Oct18/V04

- Equivalent Units – see the CMI Equivalent Units Policy and Procedure
AB/PRO/0021/Oct2018/V2

CMI has separate policies and procedures which address these terms. CMI encourages the use of these processes where they are of value to Learners and/or Centres.