

# CMI Exemption Units Policy and Procedure

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## CMI Exemption Units Policy and Procedure

### History

Date	Amendments made
July 2023 V4	Complete revision of the policy.
October 2018 V3	Complete revision of the policy.
January 2018 V2	Equivalent units were removed and separate policies and procedures were created to accommodate top-ups from old to new syllabi. The definition of exemption was revised in line with RPL policy. Old links removed. Distribution list and history added. CCEA Regulation 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

#### Distribution List

- CMI Quality Managers
- CMI Lead Moderators
- CMI Partner Relationship Manager Team
- CMI Customer Services Team
- CMI Product Team
- CMI Assessment and Support Coordinator
- CMI Digital Delivery Team
- CMI Quality Auditor
- CMI Centres

### Purpose

#### Document 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

### Document Introduction

This document applies to all qualifications on UK frameworks. These include the [Regulated Qualifications Framework \(RQF\)](#), the [Scottish Credit and Qualifications Framework \(SCQF\)](#), the [Credit and Qualifications Framework for Wales \(CQFW\)](#) and CCEA Regulation.

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

## Scope

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

An exemption can **only** be claimed through a CMI Centre.

### Definition of Exemptions

Exemptions are *“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 or where an agreed mapping of alignment of professional body status.”*

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

Exemptions allow the recognition of qualifications (for example, formally recognised achievements) obtained within the RQF.

### What exemptions does CMI offer?

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?

CMI does not directly accept requests for exemptions against its qualifications or another professional body status directly from Learners. All exemptions are agreed upon between the Centre and CMI and are based on evidence.

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](http://www.gov.uk/find-a-regulated-qualification) Exemptions are considered on a case-by-case basis.
- Exemptions will only be offered on Certificate, Diploma or Extended Diploma-sized qualifications.
- All relevant documentation including copies of certificates and, if required, letters of confirmation must be provided in order to claim an exemption. CMI reserves the right to contact AOs that awarded the certificate(s) to verify Learners' qualification(s).
- A maximum of 50% of a qualification (as specified in the Rules of Combination for the qualification) can be awarded by exemption.
- Qualifications must have been achieved within the last 5 years from the date of claiming.
- Exemptions are a concession and are only awarded at the discretion of CMI

When CMI Centres are claiming exemptions they must follow the following procedure –

- The Centre should contact the CMI Awarding Body Support Team (ABST) [awardingbody@managers.org.uk](mailto:awardingbody@managers.org.uk) (by email) and provide details of the request for an exemption.
- The Centre will need to provide digital copies of the learner's prior CMI qualification certificate(s) and unit listings and/or professional bodies certification or other evidence to the ABST so that the units completed and the dates of achievement can be reviewed
- If approved by CMI, the Centre should register the Learner on their new qualification.

Once this information is received, CMI will carry out the process for recognising and approving an exemption. Requests will be acknowledged within 3 days and an outcome returned to the centre within 20 working days -

**Previously agreed exemptions -**

- CMI will make a clear decision about whether or not any unit exemption(s) can be applied.
- CMI will provide a written response to the Centre confirming their decision regarding the Centre's request for an exemption.
- For Fully **Approved CMI Centres** - If agreed by CMI, Centres must claim the authorised exemption via the CMI Moderation Services route and provide details in the notes sections of the claiming screen. There will be a requirement to provide evidence of the qualification certificate and/or Professional Bodies status at the Centre evidence stage of the moderation claim. A CMI Quality Manager or the CMI Quality Auditor are the only persons authorised to sign off the moderation claim.
- For **Registered CMI Centres** - If agreed by CMI, then CMI will make the adjustments to the CMI Learner records based on the evidence provided.
- CMI retains the list of existing exemptions.

**New exemptions requests -**

- Upon request from a Centre, CMI will investigate the possibility of recognising an exemption. This may 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. Where mapping is required, the Centre will be informed within 30 working days of the outcome of the mapping. There would be agreed costs associated with the process which may be charged to the Centre.

## Monitoring and Review

### Monitoring and Review

CMI will review this policy annually as part of its self-evaluation arrangements and revise it in line with any feedback from stakeholders, regulatory authorities or external agencies, or changes in CMI practices.

## Clarification of Related Terms

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#### 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 – CMI Recognition of Prior Learning Policy and Procedure (RPL)
- Equivalent Units – CMI Exemption Policy and Procedure

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.