Position Statement

Progression through CIPS Qualifications

Learners must complete, by exemption or CIPS assessment, all units within a qualification before the full qualification is achieved. A higher level qualification will not be awarded until the requirements of all lower level qualifications have been met. For example, a learner with one Diploma unit outstanding, who has completed all units within the Advanced Diploma, will not be awarded either qualification until the outstanding unit within the Diploma is completed. As such, learners may seek exemptions from, or enter CIPS assessments for units of a qualification for which they do not yet meet the entry requirements.

The award of the Professional Diploma is dependent on successful completion of all units (either by assessment, gaining an exemption or other CIPS recognised routes) within the Diploma, Advanced Diploma and the Professional Diploma.

The entry requirements for each CIPS qualification are published on the CIPS website and in ‘A guide to CIPS qualifications’ brochure. Progression through, and achievement of, consecutive qualifications is dependent on meeting the specified entry requirements for each qualification. This may be, for example, progression and achievement through the Diploma, Advanced Diploma and Professional Diploma. This applies equally to learners who are transferring from previous CIPS qualifications schemes.

Entry requirements are enforced because of the assimilation of knowledge and understanding as learners progress through CIPS qualifications. They ensure that learners are sufficiently well prepared to progress through the qualifications. However, CIPS recognises that flexibility may be required to avoid unnecessary barriers to progression while maintaining the integrity of a progressive suite of qualifications.

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