

# CIPS Exemption (Recognition of Prior Learning) Policy Position Statement

## Introduction

The Chartered Institute of Procurement & Supply (CIPS) is a recognised and regulated Awarding Organisation (AO). The AO is committed to high levels of quality assurance and policies that are open, transparent and free from bias.

## Background

CIPS recognises that many learners undertake prior learning which can be considered as being equivalent to the CIPS qualifications. The CIPS exemption policy is designed to ensure that learners do not need to repeat certificated learning that they have undertaken previously. CIPS remains committed to recognising, and giving credit for, prior learning through Recognition of Prior Learning (RPL). This document summarises the associated CIPS policy which applies to all applications for exemption for the CIPS Qualifications (2018).

## CIPS Exemption Policy

- CIPS will only assess exemption applications based on RPL.
- Applications for exemptions will only be accepted in respect of **Accredited Prior Certified Learning (APCL)** and will normally only be considered for learners who have achieved qualifications awarded by UK Universities, Higher Education Institutes (HEIs) or AOs. Qualifications awarded by non-UK Institutions will only be considered if they are recognised by the National Recognition Information Centre (NARIC) <http://www.naric.co.uk> as offering programmes equivalent to UK HE qualifications.
- The qualification associated with the exemption application must be at the same academic level as, or above, that for the CIPS module for which the exemption is being sought. The qualification must also have equivalent or more learning hours to that for the CIPS module for which the exemption is sought.
- Exemptions are available for all modules at all levels within CIPS qualifications.
- Applicants can claim a maximum number of credits for each level of the CIPS qualifications (2018) as follows:
  - **Level 2:** A maximum of 9 credits
  - **Level 3:** A maximum of 18 credits of which a maximum of 6 will be permitted against CIPS elective modules
  - **Level 4:** A maximum of 36 credits
  - **Level 5:** A maximum of 36 credits of which a maximum of 18 will be permitted against CIPS elective modules.
  - **Level 6:** A maximum of 36 credits of which a maximum of 18 will be permitted against CIPS elective modules.
- Qualifications which are more than five years old cannot be considered for exemptions. The five year period commences from the award date on the certificate issued by the university, HEI or AO.

- If a learner has failed a CIPS assessment then CIPS will not accept an exemption application for the same module for a period of two years from the date of the failed assessment.
- CIPS qualifications are not eligible as applications for exemptions.
- Applications should include a completed application form, a copy of the qualification certificate, an academic transcript, a fully completed mapping document and the exemption fee.
- The mapping document must demonstrate a 100% match to each of the learning outcomes within the CIPS module for which exemptions are being sought.
- Copies of any relevant module or unit specifications which form part of the qualifications referred to in the mapping document should also be included as part of the application.
- A fee will be charged per module exemption application and will be published on the CIPS website on the [APCL application form](#). The fee is non-refundable regardless of the outcome of the application.

**Links:** <https://www.cips.org/en/learn/qualifications/exemptions/>

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**November 2018**