

# A guide to *exemptions*



This guide outlines how to apply for exemptions from modules of the CIPS qualifications. We recognise that many learners undertake prior learning that can be equivalent to the CIPS qualification and our policy is designed to ensure that students do not need to repeat learning that they have gained previously.

# The *definitions*

We describe the exemption process as Recognition of Prior Learning (RPL) whereby recognition is given for learning that has already taken place. RPL is the generic term covering the exemption of a learner from a module of a qualification on the basis of prior achievement of the learning outcomes.

Accreditation of Prior Certificated Learning (APCL) is one form of RPL and describes the process for recognising and acknowledging learning that has already been assessed and certified as part of a completed course or qualification at higher education level, i.e. through a university, a Higher Education Institution (HEI) or an Awarding Organisation (AO). This type of learning will have been formally assessed through examination or alternative assessments and the learner will have received a certificate at the end of the course as proof of their learning and achievement.

## The *fundamentals*

- In order to apply for an exemption from a CIPS module based on APCL, the relevant qualification must have been achieved within the last 5 years.
- The five year period commences from the date that the original certificate was awarded.

# Applying for *exemptions*

When applying for an exemption you will need to demonstrate how your qualification meets all of the learning outcomes of the relevant CIPS module. You can do this by mapping your qualification against the relevant CIPS module and this is explained in more detail in the 'Supporting your application for exemptions' section.

## ***What qualifications are accepted?***

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- Degree programmes from universities and Higher Education Institutions (HEIs)\*.
- Certificates and Diplomas from universities, HEIs and other Awarding Organisations (AOs)\*.

## ***What are the maximum credits I can claim?***

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Applicants can claim a maximum number of credits for each level of the CIPS qualifications (2018) as follows:

- **CIPS Level 2 Certificate in Procurement and Supply Operations**  
A maximum of 9 credits
- **CIPS Level 3 Advanced Certificate in Procurement and Supply Operations**  
A maximum of 18 credits of which a maximum of 6 will be permitted against CIPS elective modules
- **CIPS Level 4 Diploma in Procurement and Supply; CIPS Level 5 Advanced Diploma in Procurement and Supply; CIPS Level 6 Professional Diploma in Procurement and Supply**  
A maximum of 36 credits and for Levels 5 and 6 a maximum of 18 will be permitted against CIPS elective modules.

\* *Qualifications awarded by non-UK institutions will be considered if they are recognised by the National Recognition Information Centre for the United Kingdom (NARIC) as being equivalent to UK HE qualifications – [www.naric.org.uk](http://www.naric.org.uk). Full policy details are available in the CIPS Position Statement available on our website.*

# Modules for which exemptions can be *granted*

## CIPS Professional qualifications



It is possible to apply for exemptions from CIPS qualifications on a module-by-module basis for all qualifications from the Certificate in Procurement and Supply Operations through to the Professional Diploma in Procurement and Supply, as shown in the diagram below. If you have failed a CIPS assessment for a particular module you are not permitted to apply for an exemption against this module for a period of two years from the date of the failed assessment.



# Supporting your exemptions *application*

Once you have completed the exemption application form, which you can find on the CIPS website, you will need to provide some additional information in support of your application so that it can be assessed by CIPS.

***In order to do this, you will need to submit:***

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- A copy of your qualification award, for example a degree certificate.
- A copy of your academic transcript showing all modules studied at each level and the marks awarded. The transcript should also show the overall credit values that have been awarded.
- Copies of the relevant syllabus for the modules which form part of your exemption application. It is unlikely that your application will be successful if it refers to more than three or four different modules from your qualification as this would indicate that the CIPS learning outcomes have not been covered in a coherent and cohesive manner.
- A detailed mapping exercise that demonstrates how your qualification meets all of the learning outcomes of the relevant CIPS module. There should be a 100% match against all of the learning outcomes. CIPS has provided a set of mapping templates and these are available on the website.

An example of a completed mapping template for one of the Professional Diploma in Procurement and Supply modules is shown on the website and you should use this as a guide when submitting your application for an exemption. This will give you an idea of the level of detail that is required to support your application.

This is a guide only and you may have other information that you think is relevant to your application, in which case you should include it. The key thing is to make your application as clear as possible and provide sufficient information, in an organised manner, to enable the assessor to reach a decision. The assessor will need to be confident that 100% of the CIPS learning outcomes have been covered by your qualification.

If the information that you submit is not clear or is not sufficient for the assessor to reach a decision, you may be asked to provide further information in support of your application. You should make every effort to ensure that any additional information that you provide is as clear and complete as possible as you will normally be given only one opportunity to submit this.

# Submitting your exemptions *application*

## *In order to do this, you will need to submit:*

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- **By Email**

When you have completed the exemptions application form you should send it to CIPS, with your evidence attached, along with either your credit/debit card details to [exemptions@cips.org](mailto:exemptions@cips.org)

If you prefer to call with your credit/debit card call CIPS on +44 (0)1780 756777 and ask for a member of the customer service team.

Upon receipt of your application, CIPS will send you an acknowledgement within four working days from the date of your application. We will advise you of the outcome of your exemption within four weeks of your application date.

The exemption payment is non-refundable, regardless of the outcome of the application and whether or not the exemption is awarded.

If you do not agree with the decision, you have the right of appeal. The appeals policy can be found under CIPS Qualifications within the Forms and Documents area on [www.cips.org](http://www.cips.org)