

UAL Awarding Body Exemption Policy and Process

Overview

This document reflects the requirements of our exemption policy and process and has been written to inform all centres who are approved and offer UAL qualifications about the requirements to ensure accurate information is presented before making an application.

Defining exemption

Exemption enables students to claim concession from some of the achievement requirements of a UAL Awarding Body qualification. The centre must be approved to deliver the qualification and level before application.

In order for the evidence to be recognised, we must deem the certificated qualification or achievement to be of comparable level, size, content and value to the units for which the applicant is seeking exemption. Once an application has been approved, no additional study or assessment is required for the exempt units and the student is simply required to complete the remaining units and assessments in order to be eligible for the full qualification award.

Applying for exemption

The process for exemption can only be applied to the level 3 extended diplomas including applied general extended diplomas, the centre must be approved to deliver the qualification and level before application. For example, students can apply to be considered exempt against the diploma qualification which forms the first half of the full extended diploma qualification. The qualification achieved must have been awarded within the last five years and there must be available evidence of the certification at the point of submitting the application.

Before preparing an application

As a centre, you are responsible for making the application on behalf of the student. As part of this you are also responsible for ensuring the following before making a submission:

- That the qualification achieved by the student covers substantially similar learning outcomes, is at an equivalent level or higher, and the rigour of assessment is appropriate to that of the UAL Awarding Body qualification being requested exemption from.
- That the qualification achieved is a full award. Exemptions cannot be awarded for individual or partially completed units.
- That the relevant documentation is prepared and a mapping exercise has been conducted. In cases where no mapping exercise has taken place, sufficient detail must be made available about how the qualification content meets the requirements of the UAL qualification.

Key points to consider

- Students cannot apply for an exemption using a qualification which itself was awarded through the process of exemption.
- Applications should be for individual cases or small groups.
- Credits are not awarded for exempted units
- Requests for Exemptions must be received before the published deadline Late applications will be rejected*.

**UAL reserves the right to consider late applications in exceptional circumstances only if received prior to external moderation. For example where centre maladministration has resulted in a late application and refusal is likely to adversely impact the student.*

The acceptance or rejection of late applications is at the sole discretion of UAL and will result in an additional processing fee and the application of our sanctions policy.

Please note that UAL is unable to accept Exemption applications post external moderation under any circumstances.

Process for applying

You are required to make an application before or at the point of enrolling a student on the UAL qualification. You are able to submit individual and bulk applications. Each application needs to contain a completed mapping exercise and evidence of the student's achievement.

For group applications, and where it concerns the same UAL qualification, one mapping exercise is sufficient. In cases where no mapping exercise has taken place, sufficient detail must be made available about how the qualification content meets the requirements of the UAL qualification.

Please ensure that evidence is provided for every students' prior achievement. Without this evidence, we are unable to consider the application.

What happens next?

Once we receive your completed application you'll receive confirmation of receipt and we'll check the information you've supplied. The application will be passed to one of our Chief Examiners relevant to the subject area, who will carry out a formal review of the evidence and make a decision on whether or not it can be approved. It is at this point you may be asked for further clarification or evidence to support the application.

You will receive confirmation of the decision 15 working days following your initial submission. Please note that the above timescales are subject to receiving complete applications and may change according to the complexity of the application and the volume received at peak application times.

Exemption transition

Although NOT recommended if you are planning to exempt groups of students from your current awarding organisation to the UAL awarding body extended diploma applications and evidence of achievement MUST be completed and submitted by the published deadline for consideration. It is important that you support students and staff in this transition, annual delivery group meeting are hosted by UAL awarding body to support delivery and assessment teams in the development of the teaching and delivery resources.

Your students should understand the terminology, assessment methodology and what is expected from them. You should focus on (not exclusively) the following:

- Your planned delivery and assessment arrangements
- Key dates and deadlines
- Proposal and planning guidance and templates for final unit/s
- Learning outcomes and exemplification matrix