



Exemptions, equivalences,
credit transfer and RPL

Version History

Version	Date	Author	Change Description
Original	June 2015	Quality Assurance	
2	November 2023	Administration	Taken from the centre Handbook and included as a standalone policy.
3	December 2023	Melissa Pennington	Design Change

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The RQF enables learners to avoid duplication of learning and assessment through equivalences or exemptions as follows:

- For achievements within the RQF it is possible to transfer credit (equivalence)
- Individuals with certificated achievements outside the RQF can claim exemption from the requirement to achieve credits for designated units.
- If a learner has previously achieved the same unit through another awarding organisation, this will be classed as a credit transfer.

In all these cases as the learner has already had their achievement recognised, and will have received a certificate to confirm this, their achievement towards this specific qualification **MUST** be shown as an exemption, equivalence or credit transfer and **MUST NOT** be allocated any credit achievement.

Recognition of Prior Learning (RPL) is a method of assessment that considers whether a learner can demonstrate they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning. Therefore, the learner is either awarded the unit or can progress straight to assessment without the need for delivery. This will show as a unit achievement on the certificate. For any learner who has previously achieved units that have been approved as Exemptions, Equivalences, and Credit Transfer, or will be achieved through RPL, it is your responsibility to inform Focus Awards at registration, through the use of the registration Excel spreadsheet.

The claim must first of all be made to your Centre and it is your responsibility to make the initial consideration – if you are in any doubt, you should request advice/clarification from Focus Awards. Upon authorising the request, you must ensure that appropriate evidence and documentation is reviewed, maintained and made available to Focus Awards staff as required.

At the end of this policy, you will find a copy of a form that you can use to record the exemption, equivalence, credit transfer or RPL decision, which must be made available to the Centre IQA and the EQA during quality assurance sampling as part of claiming the award of credit.

Information about approved exemptions, equivalences, credit transfer and RPL can be found within the Qualification Guide.

Contact us

If you have any queries about the contents of the policy, please contact our support team

E: info@focusawards.org.uk

T: +44(0)333 3447 388

Exemptions, equivalences, credit transfer and RPL

Please complete this request form below and return to your centre support assistant or info@focusawards.org.uk. We will acknowledge receipt within 48 hours and explain what action will be taken next.

Centre Name	
Centre Number	
Learner Name	
Learner DOB example: 01/07/2019	
Qualification title which the learner is registered on	
Unit title(s) in relation to the request	
Nature of the request (Please tick)	<input type="checkbox"/> Exemption <input type="checkbox"/> Equivalence <input type="checkbox"/> Credit Transfer <input type="checkbox"/> RPL
Please give details of your rationale	
Is there supporting evidence available to substantiate your decision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify.	
The above application is fully supported by evidence and I am satisfied that all the information provided is correct and verifiable. Please tick to confirm <input checked="" type="checkbox"/>	
Name	
Position	
Date	

Office use only.

Name		
Date application received		
Date application reviewed		
Nature of the request		
Evidence has been provided by the centre	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the evidence provided support the request made	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please tick to confirm the decision made <input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>If the application has been denied, please include the rational for this below</i>		
Name		
Signed		
Date		