

## Exemptions, equivalences, credit transfer and RPL

Please complete this request form below and return to your centre support assistant or [info@focusawards.org.uk](mailto: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		