



**Regionally Focused – Globally Engaged**

# **Academic Exemptions Policy and Procedure**

**November 2019**

Charity Number SC021180

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Minor rewording and updating from the 2012 version. No change to the substance of the policy and procedure	D Killean	8/09/2014
1.2	Updated to include the use of the new Equality Impact Assessment tool in assessing this procedure	D Killean	31/05/2016
1.3	Inclusion of a paragraph recognising that Awarding Bodies will have their own definition of prior learning which may have wide definition. Responsibilities updated in line with job roles	J Robertson	September 2019
1.3.1	Minor wording changes	J Robertson	November 2019

## 1.0 Introduction

The purpose of this policy is to define how students holding previously-achieved qualifications can gain approval to use these as exemption from subsequent qualifications.

Whether this is feasible is largely down to the individual requirements of the awarding body. Some awarding bodies such as the SQA have a wider definition of Recognition of Prior Learning, which may include the potential for recognition of non-formal learning or informal learning alongside formal learning (see the [SQA or other awarding body's website](#)).

## 2.0 Scope

This policy and procedure can only be applied to students currently enrolled on an accredited college course.

## 3.0 Key Principles

- The College adheres to rigorous quality assurance procedures
- Students can appeal against decisions

## 4.0 Responsibilities

- 4.1 All staff are responsible for ensuring this policy is adhered to
- 4.2 Delivery staff are responsible for informing the Assistant Principal/Director of Business Development when a student wishes to use this policy
- 4.3 The Assistant Principal/Director of Business Development is responsible for writing a report containing the justification for exemption
- 4.4 The Vice Principal – Curriculum and Student Services is responsible for making the decision on the request

## 5.0 Related Documents

- 5.1 Student Appeal Procedure
- 5.2 Awarding body documentation

## 6.0 Review

This policy will be reviewed every 3 years.

### Procedure

In any circumstance where a member of staff is asked to approve the use of previously achieved units or qualifications for exemption purposes, or otherwise recognise prior learning, the following procedure will apply:

1. The member of delivery staff will raise the matter with the appropriate Assistant Principal/Director of Business Development.
2. Following this, the Assistant Principal/Director of Business Development should notify the Vice Principal – Curriculum and Student Services, in writing, of the circumstances that apply in line with the awarding body requirements. This notification should clearly identify the grounds on which the Assistant Principal/Director of Business Development believes that exemption is appropriate. There may be a cost associated with this for the student or College. Where this does result in a cost to the student, in cases of genuine hardship, the student can apply to the hardship fund for funding support.
3. The Vice Principal - Curriculum and Student Services will then assess the request with reference to the appropriate awarding body, and identify any further information which is required. The Assistant Principal/Director of Business Development will be responsible for collecting and supplying any such information.
4. The Vice Principal – Curriculum and Student Services will advise the Assistant Principal/Director of Business Development, in writing, of the decision on the exemption request.
5. The Principal or a designated deputy will chair any appeal panel on the decision regarding exemption following the College's Appeals Procedure.

It is of the utmost importance that no student is granted exemption from any part of the qualification without prior written confirmation from the Vice Principal – Curriculum and Student Services that such exemption has been granted.

The responsibility for requesting such exemption lies with the Assistant Principal/Director of Business Development responsible for the qualification in which the exemption is being requested.

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Equality Impact Assessed: August 2016