

CIPS Exemption (Recognition of Prior Learning) Policy Position Statement

Introduction

The Chartered Institute of Procurement & Supply (CIPS) is a recognised and regulated Awarding Organisation (AO). The AO is committed to high levels of quality assurance and policies that are open, transparent and free from bias.

Background

CIPS recognises that many learners undertake prior learning which can be considered as being equivalent to the CIPS qualifications. The CIPS Recognition of Prior Learning (RPL) policy is designed to ensure that learners do not need to repeat certificated learning that they have undertaken previously. CIPS is committed to recognising, and giving credit for, prior learning through Recognition of Prior Learning (RPL). This document summarises the associated CIPS policy which applies to all applications for exemption for the CIPS Qualifications (2018).

CIPS Exemption Policy

- Applications for exemptions (RPL) will only be accepted in respect of Accredited Prior Certified Learning (APCL) and will normally only be considered for learners who have achieved qualifications awarded by UK Universities, Higher Education Institutes (HEIs) or Awarding Organisations (AOs). Qualifications awarded by non-UK Institutions will only be considered if they are recognised by Education Counselling and Credit Transfer Information Service (ECCTIS) <https://www.ecctis.com/> as offering programmes equivalent to UK HE qualifications.
- CIPS will only assess exemption applications based on RPL.
- The qualification associated with the exemption application must be at the same academic level as, or above, that for the CIPS module for which recognition is being sought. The qualification must also have equivalent or more learning hours to that of the CIPS module for which the exemption is sought.
- Recognition is available for all modules at all levels within CIPS qualifications.
- Applicants can claim a maximum number of credits for each level of the CIPS qualifications (2024) as follows:
 - **Level 2:** A maximum of 9 credits
 - **Level 3:** A maximum of 18 credits of which a maximum of 6 will be permitted against CIPS elective modules

- **Level 4:** A maximum of 36 credits
 - **Level 5:** A maximum of 36 credits of which a maximum of 18 will be permitted against CIPS elective modules.
 - **Level 6:** A maximum of 36 credits of which a maximum of 18 will be permitted against CIPS elective modules.
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- Qualifications which are more than five years old cannot be considered for exemptions. The five-year period commences from the award date on the certificate issued by the university, HEI or AO.
 - CIPS qualifications are not eligible as applications for exemptions.
 - Applications for exemptions (RPL) should include a completed application form, a copy of the qualification certificate, an academic transcript, a fully completed mapping document and the relevant fee.
 - In assessing an application for RPL the assessor must be satisfied that the evidence meets the standard for all the learning outcomes and assessment criteria for each CIPS module within the RPL application. Evidence to support prior learning assessment decisions must be valid, reliable and of equal rigour to the standard assessment of the CIPS module concerned. To qualify for RPL the applicant's evidence will broadly match the evidence requirements specified in CIPS module(s) and reflect the RQF level and credit value attached to the module.
 - Copies of any relevant module or unit specifications which form part of the qualifications referred to in the mapping document should also be included as part of the application.
 - Exemption (RPL) fees are charged per module basis. Each CIPS module where exemption is applied for will attract a separate, non-refundable fee. Fees and the relevant forms to apply for exemptions can be accessed in the “My Requests and Applications” section of your MyCIPS area on the CIPS website.
 - Mapping document templates are available via the CIPS website:
Links: <https://www.cips.org/qualifications/exemptions>

Policy Position Statement last reviewed

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