



# Exemptions Policy

*CILEX Professional Qualification  
(CPQ)*

# Purpose

1. The purpose of this policy is to:
  - set out the principles for awarding exemptions;
  - ensure that there is a rigorous, consistent and flexible approach to awarding exemptions;
  - ensure exemptions awarded are valid and meet the criteria for awarding exemptions as set out in this policy and the associated procedure.
2. This policy should be read in conjunction with the Exemption Application Procedure and the Approved Exemption Claims Procedure.

# Scope

3. This policy applies to all individuals and institutions applying for CPQ exemptions and CILEX staff involved in processing exemption applications.

# Definitions

4. **Exemption** means the removal of the requirement to complete one or more CPQ modules on the basis of achievement of an equivalent qualification or qualification component.
5. **Module** refers to a component of a qualification which comprises content which is assessed, and which focuses on specific areas of knowledge, skills and understanding.

# Exemption Principles

6. Exemptions are a concession and are awarded at the discretion of CILEX. CILEX will only award exemption where there is sufficient validated evidence to support the awarding of an exemption in accordance with this policy and the associated procedure.
7. CILEX will accept applications for exemption from trainees and from institutions which award qualifications.
8. CILEX will not award exemptions from CPQ Professional Stage modules. Exemption can only be awarded from Foundation Stage and Advanced Stage modules.
9. CILEX will not award an exemption where a trainee has previously failed the CPQ module assessment from which they are seeking exemption.
10. CILEX will not award exemptions from examined modules on the basis of work experience.

11. The module or qualification underpinning the exemption application must be based on the law in England and Wales.
12. CILEX will consider the content, size, level, assessment and quality assurance of the qualification or module underpinning the exemption application and the recognition of the awarding institution.
13. Exemptions can only be claimed by a trainee who has achieved the relevant module/s and/or qualification upon which an exemption is agreed.
14. It is the applicant's responsibility to provide sufficient evidence to CILEX for an exemption application to be considered in accordance with the requirements set out the Exemption Application Procedure.

## Decision making

15. CILEX will only approve exemptions where:
  - it is satisfied that the awarding institution has the requisite quality assurance processes in place to deliver valid qualifications;
  - there is sufficient coverage at the equivalent level of the CPQ module for which exemption is sought;
  - the assessment approach for the relevant modules is of a similar standard, scope and rigour to the CPQ module/s;
  - the principles and criteria in this policy and the associated procedure have been met;
  - evidence of achievement of the relevant qualification/module underpinning the exemption can be validated.

## Exemption Application Appeals

16. Information about appealing the outcome of an exemption application is set out in the CILEX Appeals Policy – CILEX Professional Qualification and the associated CILEX Appeals Procedure.

## Timeline

17. Exemptions will be processed and concluded in a timely manner. CILEX will set out the timelines for processing and agreeing exemptions in the Exemptions Application Procedure.

## Fees

18. CILEX may charge a fee for exemption applications. Fees will be published on the CILEX website.

# Reporting to CILEX Regulation

30. CILEX will comply with CILEX Regulation Ltd.'s requirements for reporting on exemptions.

## Governance

31. The Awarding Body Operations Committee has oversight of exemptions and their subsequent outcomes through the reports it receives. The Awarding Body Operations Committee reports accordingly to the CILEX Qualifications Committee. The governance arrangements enable the effective monitoring of exemptions and ensure outcomes inform CILEX self-assessment activities, feeding into review processes where necessary.

## Policy review arrangements

32. This policy is subject to a three-year review cycle. However, the policy may be reviewed more frequently to address regulatory changes, operational feedback or concerns brought to the attention of CILEX to ensure the policy remains fit for purpose.
33. This policy is also reviewed as part of CILEX ongoing quality improvement monitoring.