

AAT Exemptions, Recognition of Prior Learning (RPL) and Work Placed Evidence (WPE) policy 2016

Commencement

This policy is effective from 1 September 2016.

Introduction

This document outlines the rationale for the most up-to-date AAT exemptions list for the AAT Accounting Qualifications, as well as the policy moving forward.

The list of exemptions has been written based on the units/qualifications from other Awarding Organisations (AOs) that provide a direct like for like comparison with AAT unit learning outcomes and assessment criteria.

The list is subject to future review in light of further discussions with other AOs, requests from training providers and prospective students.

As there are a number of Accounting and Finance units on the Register of Regulated Qualifications, AAT is open to receiving applications from individuals and/or their training provider suggesting alternative exemptions, subject to the requirements as outlined below.

Exemptions for AQ2016 takes into account the transfer/exemption arrangements between AQ2013 and AQ2016. AQ2016 comes into operation on the 1 September 2016 and, as a result of the update from AQ2013 to AQ2016 there are a number of exemptions for learners who have already taken units from AAT's version AQ2013. All of the synoptic assessments are compulsory and are not offered as exemptions. The exemption charges do not apply to transitional arrangements between AQ2013 and AQ2016 units. Exemption fees only apply to eligible learners with a completed qualification or units from external awarding bodies.

*As the exemptions available have been devised according to the up-to-date units included in Ofqual's Register of Regulated Qualifications, some awards/units previously accepted have been omitted, as they are either no longer on the Register or no longer eligible. The list also includes qualifications from AAT approved professional organisations

Policy

1. Students can claim exemptions for some AAT units using evidence of certified achievement. Previous AAT achievements gained within the last three years will automatically be credited to AAT student members but certificated achievements from other AOs must be claimed directly from AAT.
2. Applications for all exemptions should be applied for from AAT, directly by the student and or their training provider.
3. All relevant documentation including copies of certificates and, if required, letters of confirmation must be provided in order to claim an exemption.

4. If a unit/qualification is not already on the exemptions list the training provider needs to apply for that qualification to be included. They will need to provide the mapping of the unit applied for against the relevant AAT unit. AAT will review the application and provide a decision to the training provider.
5. Where a student is seeking exemption from qualifications/units not originally issued in English, clear mapping documents and a certified translation to English of these documents will be required, along with copies of the original language documents.
6. Exemption requests with the appropriate mapping will be reviewed and a decision provided within 10 working days of receipt.
7. Where AAT believes that a qualification or unit does not contain sufficient relevant coverage, no exemption will be awarded and the applicant will be notified and advised on how to proceed.
8. Where exemptions, RPL and WPE are awarded, a fee equivalent to the assessment fee will be charged per exemption, RPL and WPE.
Training providers and students will be advised how to pay this fee. The exemption will be recorded by AAT, directly on to the student's record on receipt of the payment. RPL achievements are recorded by the Training Provider in the current AAT assessment system.
9. Charges for exemptions, RPL and WPE came into effect **1 September 2015**.
10. Where a student starts and does not complete an AAT qualification but has already applied and been charged for exemptions and or RPL, AAT will not refund the fee amount.
11. Where exemptions and or RPL are granted for multiple units within a qualification, there is a limit of 50% and the student must achieve at least one unit using the assessment method required by that unit. It is not possible to be certified for any level of the AAT's qualifications by means of exemptions or RPL alone. The only exception to this are qualifications that are assessed solely through Work Placed Evidence (WPE) currently only one AAT qualification falls into this category, the Level 4 Diploma in Business Skills – Apprenticeship. There is a unit fee assessment of £25.

The following table shows the exemption and RPL rules.

Number of units required to achieve an AAT qualification	Number of unit exemptions permissible
1	None
2	1
3	1
4	2
5	2
6	3
7	3
8	4
9	4
10 or more	No more than 50%

12. Entitlement to exemptions is entirely at the discretion of AAT based on a review and comparison of the qualifications/units in question.
13. If an exemption application is successful, then exemption from the assessment will be given for the AAT unit(s) specified. Any unit(s) for which exemption has been granted will be listed on the official transcript as 'EXEMPTION' upon completion of the qualification.

14. AAT will not award exemptions for exemptions given by another awarding organisation.
15. Qualifications which are more than three years old cannot be considered for exemptions. The three year period commences from the award date on the certificate issued by the AO.
16. If a student has failed an AAT assessment, AAT will not accept RPL or an exemption application for that unit for a period of two years from the date of the failed assessment.
17. AAT reserves the right to contact the awarding institution to verify students' qualifications.
18. Where individuals have previously achieved one of the older AAT units, the student, with the support of their training provider, will need to map their past achievement and supporting evidence against the assessment criteria for the new unit, to demonstrate that their prior learning is valid, authentic, current and sufficient through the RPL route which includes WPE.
19. Exemptions for units will be capped at 70%. This includes exemptions from AAT AQ2013 units.
20. AAT's decision is final.