

AAT exemptions policy for Higher Education Institutes AQ2016

Commencement

This policy is effective from **1 September 2016**

Policy

1. AAT will only assess exemption applications based on Accreditation of Prior Certified Learning (APCL). Applications for APCL will only be considered from students who have achieved qualifications awarded by UK universities, Higher Education Institutions (HEIs) or Awarding Organisations (AOs).
2. In all cases, the qualification must be at, or above, the same academic level as the AAT unit for which the exemption is being sought. The qualification must also have equivalent or more learning hours as the AAT unit for which the exemption is being sought.
3. Exemptions will be available for all units within AAT qualifications, with the exception of the synoptic assessments.
4. Where exemptions are granted for multiple units within a qualification, the student must achieve at least one unit using the assessments methods required by that unit. It is not possible to be certified for any level of the AAT's qualifications by means of exemptions alone. The following table shows the exemption 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%

5. For each exemption awarded, the HEI will be charged a fee equivalent to the published assessment fee.
6. 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 university, HEI or AO.
7. If a student has failed an AAT assessment, AAT will not accept an exemption application for that unit for a period of two years from the date of the failed assessment.

8. HEIs must carry out their own initial mapping exercise using AAT publicly available standards and specifications. At the time of application, the institute should notify AAT of the unit/s for which exemption(s) is/are sought. Copies of any relevant module or unit specifications which form part of the qualification referred to in the mapping document should also be included as part of the application. The initial HEI mapping will be followed by scrutiny, carried out by AAT subject matter experts, and must demonstrate a 100% match to each of the learning outcomes within the AAT unit for which an exemption is being sought. The scrutiny by the subject matter expert will be charged for at a rate agreed with AAT. AAT will then issue the results of the scrutiny and confirm successful or unsuccessful exemptions for that particular programme.
9. If an exemption application is unsuccessful, the applicants will be notified and the existing assessment fee will be charged should the unit be scheduled to be taken at a later date.
10. 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.
11. AAT will not award credit certificates for AAT units against which a student has obtained an exemption, as the student would not have completed an AAT assessment for such units.
12. Exemptions are awarded at the discretion of AAT. There is no automatic entitlement to exemptions.
13. AAT will not award exemptions for exemptions given by another awarding organisation.
14. Any exemption must be granted by AAT, in writing, before the applicant is entered for other AAT assessments.
15. No exemption is valid until the applicant has registered with AAT and paid the appropriate fees in full. The above does not affect published and agreed special arrangements.
16. If an exemption is not accepted and then the relevant AAT exam is failed, the original exemption cannot be reclaimed.
17. Exemptions for units will be capped at 70%. This includes exemptions from AAT AQ2013 units.
18. AAT's decision on exemptions is final.