

Exemptions policy for AAT qualifications AQ2016

FAQs

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What is an exemption?

An exemption is when a student is able to provide evidence of a previous, relevant qualification from an external awarding body resulting in them not having to sit all AAT assessments.

This enables students to enter an AAT qualification at the right level.

The exemption charges do not apply to transitional arrangements between AQ2013 and AQ2016.

Why do AAT give exemptions?

We believe that students should benefit by not duplicating the effort they have previously made by gaining exemptions for units with the same content as the qualification they are currently studying.

How is an exemption granted?

If a student has already been awarded with a previous qualification that could be regarded for an AAT exemption, they can complete the **exemption tool** to check if they are eligible for an exemption.

The student then has two options:

1. If their previous qualification is on this list, the student will need to email customersupport@aat.org.uk with a scanned copy of their certificate which is used as evidence to gain an exemption.

Our Customer support team would then provide the student with details on how to pay for their exemption. This can be done online or over the phone.

2. If their qualification is not on the list, the student will need to contact their training provider who can advise them on next steps. This would involve submitting evidence of any previous qualification. AAT would review the application and make a decision.

Training providers wishing to submit this information can do so by emailing centre.support@aat.org.uk

How does an exemption differ from Recognition of Prior Learning (RPL)?

RPL is a method of assessment (leading to the award of credit) that considers whether students can demonstrate that they can meet the assessment requirements for a unit.

Evidence of RPL can come from workplace activities **also known as Work Place Evidence (WPE)**, formal/informal training, voluntary activities, witness testimonies, personal statements and more.

Students can speak to their training provider for more information.

Who does AAT offer exemptions to?

Exemptions are offered to anyone registered on an AAT qualification and who can show that they have a certificated unit or qualification that is either on the **AAT exemptions list** or that they can show meets the requirements of their AAT qualification.

Are there any exemptions for the Level 4 Diploma in Business Skills (DIBS)?

The Level 4 DIBS can be considered as WPE and the unit assessment fee is £25.

When can students apply for exemptions?

Students can apply for an exemption as soon as they are a registered AAT student member. If a student acquired an additional qualification (which they thought could be used as an exemption) after registering with AAT, they can apply for these at any time.

Why are students charged for an exemption when they don't have to sit the assessment?

The fees students are charged (per exemption) are the same price as the assessment fee. The fee is charged to cover the administrative costs of applying the exemption. Charging for exemptions provides consistency in cost to all AAT students. It means that two people are not paying two different amounts for the same qualification.

Will students get a certificate for the unit(s) covered by an exemption?

As there has been no achievement through an actual AAT assessment, students will not receive a certificate. However the exemption will be recorded in our systems to show that no assessment needed to be taken.

How recently should students have achieved a qualification or unit against which they are claiming exemption?

Qualifications which are more than three years old cannot be considered for exemptions. The three year period starts from the award date on the certificate.

Which AAT units are available for exemptions?

The synoptic assessments in the AAT qualifications are not eligible for exemptions.

Why is there a limit on the number of units students can claim exemptions for?

It is not possible to be certificated for any level of AAT's qualifications by means of exemptions alone. Only up to 50% of a qualification can be exempt and/or the RPL route permitted. Students must achieve at least half the number of units in an AAT qualification.