

RECOGNISED PRIOR ACHIEVEMENT (RPA) - EXEMPTIONS POLICY

- *PMQ Level 3 Certificate in Property Agency Qualification*
- *PMQ Level 4 Certificate in Property Agency Management Qualification*

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 Level 3 CiPA and Level 4 CPAM exemptions and PMQ staff involved in processing exemption applications.

Definitions

4. **Exemption** means the removal of the requirement to complete one or more L3 CiPA or Level 4 CPAM units on the basis of achievement of an equivalent qualification or qualification component.
5. **Unit** 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 PMQ. PMQ will only award exemptions where there is sufficient validated evidence to support the awarding of an exemption in accordance with this policy and the associated procedure.
7. PMQ will accept applications for exemption from learners from other institutions which award qualifications.
8. PMQ will not award exemptions from examined modules on the basis of work experience.

9. The module or qualification underpinning the exemption application must be based on relevant and applicable Property law in selected nation.
10. PMQ 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.
11. Exemptions can only be claimed by a learner who has achieved the relevant module/s and/or qualification upon which an exemption is agreed.
12. It is the applicant's responsibility to provide sufficient evidence to PMQ for an exemption application to be considered in accordance with the requirements set out in the Exemption Application Procedure.

Decision making

13. PMQ 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 unit for which exemption is sought;
 - the assessment approach for the relevant modules is of a similar standard, scope and rigour to the qualification unit/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.
 - Qualifications achieved or completed via RPA Exemptions will be awarded at a pass grade. Distinction grade will not be awarded where a qualification is achieved through RPA.

Exemption Application Appeals

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

Timeline

15. Exemptions will be processed and concluded within 20 working days from the date of full evidence provided.

Fees

16. PMQ may charge a fee for exemption applications. Fees will be published on the PMQ website.

Reporting to PM Membership

30. PMQ will comply with PM Membership requirements for reporting on exemptions.

Governance

31. The Awarding Body Compliance Committee has oversight of exemptions and their subsequent outcomes through the reports it receives. The Awarding Body Compliance Committee reports accordingly to the PMQ Qualifications Committee. The governance arrangements enable the effective monitoring of exemptions and ensure outcomes inform PMQ 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 PMQ to ensure the policy remains fit for purpose.
33. This policy is also reviewed as part of PMQ ongoing quality improvement monitoring.