

# Exemptions process

## 1. Purpose

- 1.1. The purpose of this document is to outline the process to be followed when a candidate is requesting an exemption from an element of the Certificate programme due to prior learning. It covers those courses/qualifications currently recognised for an exemption and details the process for the review and consideration for exemption of other courses not currently recognised.

## 2. Standard exemptions

- 2.1. Exemptions are currently available for the Finance for Non-Finance Directors Certificate module for holders of the following UK qualifications:

Professional Body	Conditions
ACCA (Association of Chartered Certified Accountants) Members or Fellow Members	Full current membership
CFA (Chartered Financial Analysts) Members	Full current membership
ICAEW (The Institute of Chartered Accountants in England and Wales) Members	Full current membership
ICAS (The Institute of Chartered Accountants of Scotland) Members	Full current membership
CIPFA (The Chartered Institute of Public Finance and Accountancy)	Full current membership
CIMA (Chartered Institute of Management Accountants) Members or Fellow Members	Full current membership

or the following international qualifications:

Country	Qualification	Conditions
Hong Kong	HKICPA	Full current membership
Singapore	ISCA	Full current membership
Canada	CPA/CA	Full current membership
Malaysia	MICPA	Full current membership
USA	ICPA AICPA (CIMA)	Full current membership
Bermuda	CFA/CPA	Full current membership
Ireland	CPA/CAI	Full current membership

- 2.2. The IoD reserves the right to review and amend the specific exemptions shown above in line with changes to IoD syllabuses and the syllabuses relating to the relevant professional qualifications.

### 3. Applying for a standard exemption

- 3.1. Candidates applying for exemptions because they hold one of the above qualifications should complete the Standard Exemption Application Form and attach evidence of their qualification and/or current membership. The form is available from the [IoD website](#) or on request from [examinations@iod.com](mailto:examinations@iod.com).
- 3.2. The IoD Assessment Team will review the request and, if necessary, request any further information from the candidate that might be required to confirm the exemption.
- 3.3. The Assessment Team will email the candidate within five working days of the request being received, informing them whether or not the exemption has been granted.
- 3.4. Where an exemption is granted, the candidate will be exempt from both the course and the examination.
- 3.5. The exemption will be recorded as a 'pass' for that module of the Certificate. Note that in order to achieve an overall distinction in the Certificate qualification the candidate will need to achieve a distinction in all three remaining modules. Therefore it will not be possible for the candidate to achieve an overall distinction in the Certificate qualification if they have been granted an exemption in two or more of the modules.
- 3.6. No fees are chargeable for exemptions based on the qualifications in the table above.
- 3.7. Candidates applying for a Standard Exemption after they have attended the course will not receive any refund of the course fees.
- 3.8. Candidates attending the Accelerated Certificate in Company Direction who hold an exemption may sit out that part of the programme, however they will not be part-refunded any course fees.

### 4. Consideration of exemptions not on the list of standard exemptions

- 4.1. Where a candidate holds a masters-level qualification (RQF level 7) for which they believe an exemption may be applicable, but which is not on the standard exemption list, they should complete the Exemption Request Form and email this to [examinations@iod.com](mailto:examinations@iod.com).
- 4.2. The Exemption Request Form is available from the [IoD website](#) or on request from [examinations@iod.com](mailto:examinations@iod.com).
- 4.3. The fee for assessing an exemption request is £150 plus VAT. Once a completed request form is received an invoice will be issued. Payment must be received by the IoD before any investigation of the exemption can begin.
- 4.4. The Assessment Team, with guidance from the relevant Lead Examiner, will conduct a thorough review of the qualification involved.
- 4.5. The qualification being put forward for exemption must have been achieved within the last 10 years in order to be eligible.
- 4.6. The review will assess whether the qualification meets standards and learning outcomes equivalent to the IoD's qualifications.
- 4.7. The review will include the following key areas:
  - 4.7.1. The overall learning programme, including the number of learning hours and whether the qualification is equivalent to a Masters-level degree.

- 4.7.2. The similarity of the content and learning outcomes of the programme to the IoD qualification for which the exemption has been requested, based on the academic transcript provided by the candidate.
- 4.7.3. Teaching and assessment methodologies adopted.
- 4.7.4. Governance and policies of the awarding organisation.
- 4.8. The decision about whether to grant the exemption will be made by the relevant Lead Examiner.
- 4.9. The candidate will be informed of this decision within 30 calendar days of receipt of payment of the exemption application fee. If the exemption is granted, the candidate will not need to attend the exempt module. Where the candidate has already paid to attend that module they will receive a refund of their course and exam fees (except where the candidate is attending the Accelerated Certificate in Company Direction, in which case no refund will be given).

## 5. Appeals

- 5.1. If the candidate is dissatisfied with the exemption decision they will have the opportunity to make an appeal.
- 5.2. Any appeal should be submitted to [examinations@iod.com](mailto:examinations@iod.com) within 15 working days of the exemption decision being issued.
- 5.3. An Appeal Application Form is available from the [IoD website](#) or on request from [examinations@iod.com](mailto:examinations@iod.com).
- 5.4. It is the responsibility of the candidate to ensure the Appeals Application form includes a clear statement of the grounds on which the appeal is being made and is accompanied by supporting evidence.
- 5.5. A fee of £150 + VAT will be chargeable for all appeals. Once the Appeal Application Form is received by the Assessment Team, they will forward an invoice for the fee which must be paid in full for your application to proceed. If the appeal is upheld the fee will be refunded.
- 5.6. The Head of Content and Assessment will notify the Chair of the Assessment Committee (AC), along with the Chair of the Accreditation and Standards Committee (ASC), of any request for an appeal.
- 5.7. The Chair of the AC will identify and instruct an independent person with relevant skills to review the case and make a recommendation to the AC within 20 working days.
- 5.8. This independent person can be, but doesn't have to be, a member of the AC (including the Chair) or a member of the ASC (including the Chair).
- 5.9. The person cannot be a member of IoD staff, a Lead Examiner, an item writer, a member of the Diploma marking team, a Chartered Director interviewer or anyone with a vested interest, whether real or perceived, in the outcome of the review.
- 5.10. The person carrying out the review will present their conclusions to the AC. The committee will come to a final decision within 10 working days
- 5.11. The decision will be communicated to the candidate by the Chair of the AC and a synopsis of the case will be made available to the ASC.
- 5.12. There is no further right of appeal.

## 6. Recording

- 6.1. Records of exemption requests, whether granted or not, will be kept for three years.

- 6.2. Whether successful or unsuccessful, full records of the appeal and its outcome will be kept for three years.

## 7. Supporting documents

- Standard Exemption Application Form
- Exemption Request Form
- Appeal Application Form