



CQHE AWARDING BODY Exemption Policy

CQHE Awarding Body recognises prior certificated qualifications equivalent to CQHE units for the Level 4 Certificates. CQHE operates an equality and diversity exemption policy and welcomes applications for exemption on the basis of comparable qualifications from recognised institutions which satisfy the CQHE Awarding Body criteria for awarding exemptions.

Avoiding repetition

The aim of the CQHE Awarding Body exemption policy is to recognise appropriate prior certificated learning that can be equivalent to units in the CQHE Awarding Body professional Level 4 qualifications and to ensure that students do not need to repeat learning that they have gained previously.

Applications can be made for exemption from one or more units of the Level 4 Certificate qualifications, but **no more than 50%** of the whole qualification. This policy will outline how an individual who has already completed other qualifications may apply for an exemption from units of the Level 4 Certificate.

If a candidate believes that they may be eligible for an exemption, they should make the application well in advance of registering.

Exemption basis

Applications for exemptions may be made from units of the Level 4 Certificates only.

Exemptions are granted on the basis that a recognised qualification has been completed and certificated. exemptions for the CQHE Diplomas are listed at the end of this document.

The agreed

The artefact put forward as equivalent must:

- have a substantially similar content to that of an CQHE Awarding Body unit; and
- have the same or more credit points attached to it; and
- have covered at least 75% of the learning outcomes and assessment criteria for the relevant CQHE Awarding Body unit(s);

- be at an equivalent or higher level to that of an CQHE Awarding Body unit(s);

- have normally been successfully completed within the **last five years**;

- be a standalone unit or be part of a fully completed qualification;

No exemption is given for work experience or length of service within the industry

Applying for an exemption

If a candidate wishes to apply for an exemption they need to provide CQHE Awarding Body with the following items.

A full academic transcript for the course that they have completed and are putting forward as evidence for exemption. This should show:

- the level of each unit;
- the credit value for each unit;
- the method of assessment; ○
- the result for each unit;
- the overall result for the qualification and the date of the award.

The full syllabus for the qualification completed

A completed mapping exercise indicating which items you feel carry over to the CQHE Awarding Body syllabus

A certified copy of the full certificate showing completion
date Name and contact details of the Awarding Organisation

All of the above must be submitted to the Awarding Body before registering for the qualification:

CQHE Awarding Body
Qualifications Department



CQHE

The Awarding Body will then review the details submitted and aim to respond to your enquiry within 10 working days.

CQHE Diploma agreed exemptions

For candidates who have successfully passed units of CQHE Awarding Body Level 5 Diploma in Residential Letting and Management, but did not complete the whole Diploma qualification, the following have been agreed as valid exemptions; *however the 50% and 5 years achievement date rules still apply:*

Level 4 Certificate in Residential Letting & Property Management

New Level 4 Units	CQHE Diploma Units
Unit 3 Legal Aspects relating to Residential Letting & Management	Diploma Unit 1 Legal Aspects of Letting & Management I
Unit 4 Practice relating to Residential Property Management	No Exemptions, this unit will require completion
Unit 5 Appraisal and Residential Property Letting Practice	Diploma Unit 3 Letting & Property Management Practice
Unit 6 Applied Law relating to Residential Letting & Management	Diploma Unit 2 Legal Aspects of Letting & Management II
Unit 7 Introduction to Office Management	Diploma Unit 4 Business Promotion and Organisation
Unit 8 Advanced Office Management	Diploma Unit 4 Business Promotion and Organisation

Candidates who wish to apply for exemption are required to contact the CQHE Awarding Body via email and outline which units they currently hold from the Diploma and they wish to apply for exemptions towards the Level 4 Certificate in Residential Letting & Property Management.

Email certificates@CQHE.co.uk

For candidates who have successfully passed units of CQHE Awarding Body Level 5 Diploma in Residential Estate Agency, but did not complete the whole Diploma qualification, the following have been agreed as valid exemptions; *however the 50% and 5 years achievement date rules still apply:*

Level 4 Certificate in Sale of Residential Property

New Level 4 Units	CQHE Diploma Units
Unit 3 Legal Aspects Relating to Residential Estate Agency	Diploma Unit Legal Aspects of Estate Agency
Unit 4 Practice Relating to Residential Estate Agency	Diploma Unit Estate Agency Practice and Valuation
Unit 5 Market Appraisal and Valuation Relating to Residential Estate Agency	No Exemptions, this unit will require completion
Unit 6 Building Design and Defects for Residential Estate Agency	Diploma Unit Domestic Building Design, Construction and Repair
Unit 7 Introduction to Office Management	Diploma Unit Business Promotion and Organisation
Unit 8 Advanced Office Management	Diploma Unit Business Promotion and Organisation

Candidates who wish to apply for exemption are required to contact the CQHE Awarding Body via email and outline which units they currently hold from the Diploma and they wish to apply for exemptions towards the Level 4 Certificate in Sale of Residential Property.

Email info@cqhe.co.uk

For candidates who have successfully passed units of CQHE Awarding Body Level 5 Diploma in Commercial Property Agency, but did not complete the whole Diploma qualification, the following have been agreed as valid exemptions; *however the 50% and 5 years achievement date rules still apply:*

Level 4 Certificate in Commercial Property Agency

New Level 4 Units	CQHE Diploma Units
Unit 3 Legal Aspects Relating to Commercial Property	Diploma Unit Legal Aspects of Commercial Agency
Unit 4 Practice Relating to Commercial Property Agency	Diploma Unit Commercial Agency Practice
Unit 5 Market Appraisal, Valuation and Inspection Relating to Commercial Property Agency	Diploma Unit Commercial Property Inspection and Valuation
Unit 6 Building Design and Defects for Commercial Property Agency	No Exemptions, this unit will require completion
Unit 7 Introduction to Office Management	Diploma Unit Business Promotion and Organisation
Unit 8 Advanced Office Management	Diploma Unit Business Promotion and Organisation

Candidates who wish to apply for exemption are required to contact the CQHE Awarding Body via email and outline which units they currently hold from the Diploma and they wish to apply for exemptions towards the Level 4 Certificate in Commercial Property Agency.

Email info@cqhe.co.uk