

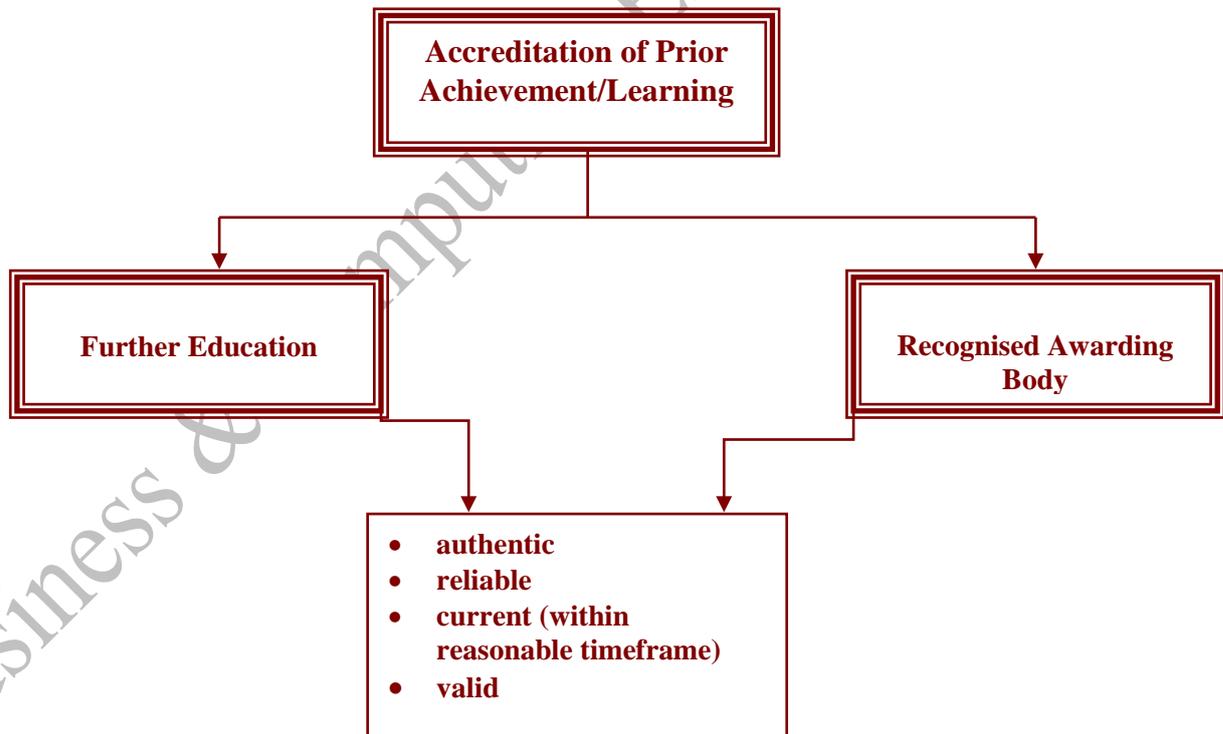


Business & Computing Examinations (BCE) LONDON (UK)

Exemption (Accreditation of Prior Achievement) Policy

Policy No.:	P028
Date of issue:	April 2012, <i>revised September 2020</i>
Status:	Approved
Responsibility for policy:	Programme Development & Services
Responsibility for implementation:	Programme Development Manager

Exemption Framework



Qualifications covered by this scheme:

This Policy applies to all BCE Qualifications currently listed on the BCE website.

Overview

The aim of the policy is to provide a route for the recognition of achievements resulting from both formal and informal prior learning. Accreditation of Prior Achievement/Learning (APA/L) is a method of assessment which allows a judgement on whether a learner can demonstrate the knowledge, understanding and skills gained through prior learning in meeting the learning outcomes and assessment criteria of a BCE unit.

Learners may seek exemption from parts of units of BCE qualifications on production of evidence of **prior certificated learning through formal learning or through the informal learning gained in the workplace**. Evidence submitted must be:

- authentic
- reliable
- current (within reasonable time period)
- valid

APA does not allow exceptional entry to or exemption from an entire BCE Qualification. It focuses on the assessment of prior achievement which might count as evidence towards parts of the qualification upon which a candidate is registered.

Key definitions

Please note that BCE uses the term Accreditation of Prior Achievement, however it should be noted that other organisations use the accreditation/recognition of prior achievement/learning to describe the same process.

BCE recognises both Formal and Informal Learning

Formal learning

This describes the structured learning undertaken towards a qualification or course which is supervised in some way and typically certificated.

Informal learning

This describes the learning gained in the workplace that sits outside of a unit of qualification and is therefore not formally recognised.

Principles on which the policy is based on:

1. BCE is committed to recognising both the formal learning gained through certificated study and the informal learning gained through the workplace.
2. It is the responsibility of all BCE Approved Centres to operate robust processes in validating prior achievement claims.
3. All BCE learners should be able to seek exemption from parts of the qualification they are studying on production of the evidence which clearly demonstrates the achievement of the relevant learning outcomes and assessment criteria of that unit.
4. Evidence must be current (within reasonable time period, especially for ICT qualifications which change regularly). It is the responsibility of the centre to make an appropriate judgement on the currency of the learner's prior achievement.

5. Evidence must be authentic and reliable. The centre must reassure themselves that the evidence submitted for prior achievement was produced by the learner in question in a context appropriate to the nature of the qualification.
6. Evidence must be valid. The evidence of knowledge, understanding and skills being submitted for prior achievement must clearly meet the learning outcomes and assessment criteria for that qualification.
7. The rules, regulations and procedures governing the accreditation of prior achievement should be available to every learner when applying for a BCE qualification.
8. Centres should encourage and give support to learners in preparing the evidence to submit for exemption as soon as appropriate learners have registered for the qualification.
9. A learner has the right to appeal when an application for exemption is unsuccessful.
10. Learners must complete a BCE Exemption Form and provide evidence to show that the requirements of the unit(s) have been passed.
11. Centres should forward copies of certificates for Candidates seeking exemption to be checked by BCE. The centre evaluation of prior achievement has to align with the learning outcomes, assessment criteria and assessment strategy relevant to that qualification. These evaluation processes will be included in the on-going monitoring activity conducted by BCE.
12. Exemption Forms should reach BCE **eight weeks before the exam fee deadline** date to ensure information is effectively processed.