Please note that this form is for unit exemptions not already listed in the standard NCC Education ‘Direct Entry and Exemptions’ policy, available on the NCC Education website: <http://www.nccedu.com/policies--advice/policies-and-procedures>

Please use a separate form to request exemptions for each individual qualification. Qualifications which have different size options (Certificate, Diploma, etc.) will require a separate form for each level of certification.

Section A – To be completed by the Centre

1. Qualification Details
   1. Details of qualification to be reviewed

|  |  |  |
| --- | --- | --- |
| Qualification Title:  *(e.g. Advanced Diploma in Computer Science)* |  | |
| Awarding Body:  *(e.g. Association of Computer Professionals).* |  | |
| External Accreditation Level *(e.g. UK RQF level 4)* |  | |
| External Accrediting Body *(e.g. UK QAA)* |  | |
| * 1. Details of NCC Education qualification from which exemption is sought, or to which direct entry is sought. | | |
| NCC Education Qualification and Unit  *Please include the following information:*   * Name of Qualification * Name of Unit * Learning Outcomes of the unit | | Unit to be Considered for Exemption  *Please include the following information:*   * Name of Awarding Body * Name of Qualification * Name of Unit * Learning Outcomes of the Unit |
| *EXAMPLE*  *a) Qualification: Level 5 Diploma in Business*  *b) Unit: Human Resources in Business*  *c) Learning Outcomes:*  *1. Understand the importance of*  *HRM in optimising the performance and commitment of an organisation’s employees*    *2. Understand the role of effective and efficient resourcing of people in*  *securing a workforce to contribute to organizational goals*  *3. Understand the general theory*  *and practice related to a range*  *of HRM practices and processes*  *4. Understand the content and*  *significance of key developments in the HRM arena* | | *EXAMPLE*  *a) Awarding Body: ABE*  *b) Name of Qualification: Level 5 Diploma in Business Management and Human Resources*  *c) Name of Unit: Human Resource Management*  *d) Learning Outcomes:*  *1. Analyse the concept of human resource management (HRM) and its impact upon organisations*  *2. Assess the processes that arise from the application of human resource management in the workplace*  *3. Appraise the various procedures and practices involved in HRM including human resource planning, resourcing, employee development, relations and reward, and evaluate their application*  *4. Evaluate the factors that determine the employment relationship in the workplace* |
| a) Qualification:  b) Unit:  c) Learning Ouctomes: | | a) Awarding Body:  b) Name of Qualification:  c) Name of Unit:  d) Learning Outcomes: |
| OR | | |
| Direct Entry requested into (qualification):  *(e.g. Level 4 Diploma in Business)* |  | |

NB. If claiming direct entry, please complete the table in Appendix 1

1. Claimant Details

|  |  |
| --- | --- |
| Candidate Name: |  |
| Candidate ID Number:  (if registered) |  |

1. Centre Details

|  |  |
| --- | --- |
| Centre Name: |  |
| Contact Name and Email Address: |  |

1. Supporting Documents

Please attach as many of the following documents as possible for the qualification to be reviewed, indicating this with a tick in the box:

|  |  |
| --- | --- |
| Qualification and/or Unit Learning Outcomes |  |
| Syllabus or course outline |  |
| Statement of guided/non-guided learning hours/TQT |  |
| Sample assessment(s) |  |
| Evidence of approval from local regulator or government |  |

Section B – FOR NCC EDUCATION USE ONLY

1. To be completed by the Academic Development Manager:

|  |  |
| --- | --- |
| Received by (ADM): |  |
| Date form received from Centre: |  |
| Exemption Number (from E&DE log) |  |
| Evidence seen and verified (Y) |  |
| Exemption Recommended? (Y/N) |  |
| NCC Education comments:   1. Good comparability – level? 2. Good comparability of scope (learning outcomes, syllabus coverage)? 3. Good comparability of assessment criteria and methodology? 4. Recommend further detailed mapping and scrutiny by PD Department | 1.  2.  3.  4. |
| E&DE log updated? |  |
| Signed (or type name): |  |
| Date form returned to Centre: |  |

1. To be completed by the Product Development Manager:

|  |  |
| --- | --- |
| Received by (PDM) |  |
| Date form received from ADM |  |
| Has all submitted documentation/evidence been reviewed? |  |
| NCC Education comments:   1. Good comparability – level? 2. Good comparability of scope (learning outcomes, syllabus coverage)? 3. Good comparability of assessment criteria and methodology? 4. Recommend the exemption is granted? | 1.  2.  3.  4. |
| E&DE log updated? |  |
| Signed (or type name): |  |
| Date form returned to ADM: |  |

**Appendix 1 – Direct Entry Request**

This section is to be completed on behalf of candidates who are seeking to use their prior learning to bypass an existing NCC qualification and join at the next level of study. Evidence should be provided that their previous study is on a par with the NCC qualification that they are seeking to circumvent. For example, if students wish to go straight on to the Level 5 Diploma in Business, they must demonstrate that they have successfully covered all of the content on the Level 4 Diploma in Business.

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

|  |  |
| --- | --- |
| **Qualification for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Equivalent NCC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: | Unit name:  Learning Outcomes:  Number of credits  Assessment Methodology: |
| **To be completed by NCC Education. Approximate comparability \_\_\_\_\_%**  **Comments** | |

1. To be completed by the Academic Development Manager:

|  |  |
| --- | --- |
| Received by (ADM): |  |
| Date form received from Centre: |  |
| Exemption Number (from E&DE log) |  |
| Evidence seen and verified (Y) |  |
| Exemption Recommended? (Y/N) |  |
| NCC Education comments:   1. Good comparability – level? 2. Good comparability of scope (learning outcomes, syllabus coverage)? 3. Good comparability of assessment criteria and methodology? 4. Recommend further detailed mapping and scrutiny by PD Department | 1.  2.  3.  4. |
| E&DE log updated? |  |
| Signed (or type name): |  |
| Date form returned to Centre: |  |

1. To be completed by the Product Development Manager:

|  |  |
| --- | --- |
| Received by (PDM) |  |
| Date form received from ADM |  |
| Has all submitted documentation/evidence been reviewed? |  |
| NCC Education comments:   1. Good comparability – level? 2. Good comparability of scope (learning outcomes, syllabus coverage)? 3. Good comparability of assessment criteria and methodology? 4. Recommend the exemption is granted? | 1.  2.  3.  4. |
| E&DE log updated? |  |
| Signed (or type name): |  |
| Date form returned to ADM: |  |