Exemption Claim Form

**Reference Number: CSU\_10\_7**

**Policy / Procedure / Process**

**Revision History**

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| --- | --- | --- | --- | --- |
| **Version** | **Last revised** | **Next review date** | **Policy Owner** | **Notes** |
| CSU\_10\_7 | April 2021 | April 2022 | Customer Support |  |
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Requests received from a Centre for exemptions for a Qualification which has been authorised by NCC Education will be acknowledged by NCC Education within two working days of receipt, and full response issued within five working days subject to:

* receipt of the *Exemption Claim Form* with all necessary fields completed
* copy of the original certificate awarded to the candidate

**Introduction**

The *Direct Entry and Exemptions Policy* contains a detailed list of the qualifications and units for which exemptions are granted, and the corresponding exemptions permitted. The latest version of this document is available to view and download from our website: [**www.nccedu.com**](http://www.nccedu.com)

**Exemptions notes and regulations**

* NCC Education allows exemptions for certain qualifications, up to a maximum of 60 credits.
* Centres should apply for exemptions as soon as the candidate has been registered via the Candidate Registration Portal and a unique candidate number has been allocated.
* Centres should apply for exemptions before the candidate unit(s) is registered into an assessment cycle. Requests for exemptions from units where assessment has already been attempted and failed by the candidate will always be refused.
* Exemption requests will not be accepted directly from candidates.

**Applying for Exemptions for a Qualification which has been authorised by NCC Education**

* The Centre must complete Section A of the *‘Exemption Claim Form’* and return the form to Customer Support along with a copy of the certificate awarded to the candidate.
* The application will be assessed by NCC Education.
* The form will be returned to the Centre with the decision indicated in Section B.

Note: Applying for exemptions for a qualification which has **not** been authorised by NCC Education the Centre should refer to the process set out in the *Direct Entry and Exemptions Policy*. The latest version of this document is available to view and download from our website: [**www.nccedu.com**](http://www.nccedu.com)

The *AQ\_04\_Non Standard Exemption/Direct Entry Request Form* is available to download via the website: [**www.nccedu.com**](http://www.nccedu.com)

**Appendix A**

**Exemption Claim Form**

Please note that this form is only to be used for unit exemptions listed in the published NCC Education Direct Entry and Exemptions Policy, available under the polices and advice section on the website: **www.nccedu.com**

Please use a separate form to request exemption for each qualification and candidate.

**SECTION A: TO BE COMPLETED BY THE CENTRE**

a. Detail of qualification(s) held

|  |  |
| --- | --- |
| Qualification Title: (e.g. Advanced Diploma in Computer Science) |  |
| Awarding Body: (e.g. Association of Computer Professionals) |  |
| Framework and Level: (e.g. QCF level 4) |  |

b. Details of NCC Education unit from which exemption is sought

|  |  |
| --- | --- |
| Exemption Requested from (unit): (e.g. Computer Networks) |  |

c. Candidate Claimant Details

|  |  |
| --- | --- |
| Candidate full name |  |
| Candidate ID number: |  |

d. Centre Details

|  |  |
| --- | --- |
| Centre Name: |  |
| Centre contact name: |  |
| Centre contact email address: |  |

After completing Section A, please return this form to Customer Support via email with a copy of the certificate awarded to the candidate, as supporting evidence. If candidates send this form directly to NCC Education it will not be accepted.

**SECTION B: FOR NCC EDUCATION USE ONLY**

|  |  |
| --- | --- |
| Received by (CSE): |  |
| Date form received from Centre: |  |
| Evidence seen and verified (Y) |  |
| Approved? (Y/N) |  |
| NCC Education comments: |  |
| Signed (or type name): |  |
| Date form returned to Centre: |  |