

CII accreditation of prior learning scheme rules

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Introduction

Overview

The CII operates an extensive accreditation of prior learning scheme and recognises certified learning for both academic and professional qualifications that you have completed, which are sufficiently similar to equivalent CII exam units.

The CII awards credits and/or exemptions towards to the CII qualifications framework in recognition of prior learning for completed non CII qualifications.

Value for the student

Recognition of prior learning by the CII avoids duplication of study and enables students to achieve CII qualifications within a shorter study period and therefore at a reduced cost compared with an 'exclusively by examination' route.

Governance

The CII accreditation of prior learning scheme is overseen by an independent body which reports into the CII Professional Standards Board. This independent body is the Qualifications, Examinations and Assessments Committee whose members work within academia, the insurance and financial services sector. The members are not employed by the CII and provide independent judgements based on industry and academic practice.

The CII is an awarding body, recognised by the Office for Qualifications and Examinations Regulation (Ofqual).

Awards

The principle of CII accreditation of prior learning is to recognise duplicate learning by awarding accreditation into the CII qualification frameworks; this means that in practice the CII awards an exemption for the closest matching CII exam unit. If there is not a close match then the CII may, on occasions, consider a discretionary 'non specific credit award' if the learning is specific to insurance or financial planning and the learning and assessment is of an equivalent standard to the CII exams.

CII accreditation of prior learning scheme standards

The non-CII examinations/qualifications, i.e. certified learning, that entitle applicants to accreditation of prior learning must be:

- sufficiently similar in technical content and level to equivalent exam units within the CII qualifications framework.
- conducted under the same rigour and standards as CII examinations.

Accreditation of prior learning for academic qualifications

1. The academic qualification, for example, university degree, must have been completed within the last 10 years.
2. The syllabus of relevant modules must provide a match of at least 80% with the respective CII unit. For FSA regulated qualifications such as the CII's new Diploma in Regulated Financial Planning there is a requirement for a 100% match to the learning outcomes.
3. The method of assessment of the non-CII qualification must provide a match to the CII assessment methodology in standard and rigour. For example, the CII Advanced Diploma level units are assessed via an invigilated, closed book 3 hour exam with questions testing knowledge and application of understanding through case studies and essays.
4. The qualification must be at the appropriate level in a UK national framework, for example, [QCF](#) (Qualifications and Credit Framework), NQF, SCQF, CQFW or FHEQ.
5. The awarding body must be recognised by [UK NARIC](#) if located outside the UK.
6. Applications are only accepted for fully completed and awarded qualifications.

Accreditation of prior learning for professional body qualifications

1. The syllabus of relevant modules must provide a match of at least 80% with the respective CII unit. For FSA regulated qualifications such as the CII's new Diploma in Regulated Financial Planning there is a requirement for a 100% match to the learning outcomes.
2. The method of assessment of the non-CII qualification must provide a match to the CII assessment methodology in standard and rigour. For example, the CII Advanced Diploma level units are assessed via an invigilated, closed book 3 hour exam with questions testing knowledge and application of understanding through case studies and essays.
3. The qualification must be at the appropriate level in a UK national framework, for example, [QCF](#) (Qualifications and Credit Framework), NQF, SCQF, CQFW or FHEQ.
4. The awarding body must be recognised by [UK NARIC](#) if located outside the UK.
5. The awarding body must be recognised by the market regulator if outside the UK.
6. Accreditation applications can be accepted on an exam by exam basis where they are based on common sets of standards, for example, the FSSC '[appropriate examinations](#)' standards.

Scheme operating rules

1. A fully completed application form must be submitted for each application. This must include the certificate of completion and results transcript. Where an application form has not been submitted, this will be classed as an enquiry and any indication of award will not be definitive and is subject to change.
2. The applicant is responsible for submitting all necessary documents with their application form in a timely manner for processing. For example, if additional information is required it must be received by the CII within 6 months of the application date. Otherwise a new application must be submitted.
3. The accreditation decision or award made will be the final award.
4. Once an award eligibility decision has been made no subsequent application or request for a change in the award for the same examination/qualification will be considered.
5. Accreditation will not be awarded for prior learning exemptions awarded by other awarding organisations. The CII will, however, review the potential for an award based on the original qualification.
6. Accreditation is awarded for units that are a) within the CII examinations framework and b) meet the accreditation eligibility criteria in place at the time of the application decision.
7. A maximum of 210 credits may be awarded for qualifications from a single awarding body, with a maximum of 260 credits awarded for accreditation of prior learning in total. Additionally, to be awarded a CII qualification, you must obtain, by CII examination, a pass in a unit from the qualification you are looking to complete, and meet the qualification completion requirements.
8. The award of accreditation of prior learning does not alter the CII qualification completion rules which must be complied with in order to be awarded a CII qualification.
9. The accreditation award decision will be based upon the scope and standard of information submitted at the time of the application.
10. Accreditation of prior learning will be withdrawn if fraudulent documentation or misleading information is submitted; and this may result in disciplinary action from the CII.
11. CII policy is to award accreditation only for units that are within the CII qualifications framework at the time of application. In order to ensure flexibility to candidates we allow applications up to three months after withdrawal of a unit. For example, for candidates applying for credits in respect of a unit where the last exam sitting is scheduled for October 2011 we will no longer award direct exemptions for applications received after 31 December 2011.

The application process

1. Complete the [application form](#) and ensure that you include the certificate and transcript. These can be certified copies and certifying details can be found on the last page of the application form.
2. Return the application form and supporting evidence to CII Customer Service at:
The Chartered Insurance Institute
42–48 High Road
South Woodford
E18 2JP
3. If the qualification has recently been reviewed by the CII, provided you have submitted all the application information, you will normally receive confirmation of your accreditation award eligibility within 15 working days.
4. If the qualification has not recently been reviewed by the CII we will ask you to provide full details of the learning outcomes (syllabus), assessment criteria, learning content and assessment method, including specimen exam questions and answers. This is required so that our accreditation assessor can map your qualification submission against CII exam units and compare syllabus and testing standards. Applications will be held open for a period of six months to allow for the requested information to be provided. Please only supply this information if we specifically request it.
5. On receipt of the requested information, the accreditation assessor will review your submission to assess whether the accreditation standards have been met. We will confirm your review outcome. This will normally take six to eight weeks. If we think this may take longer we will advise you.
6. Accreditation is awarded according to the accreditation eligibility criteria in place at the time of the application decision; this occasionally results in the final accreditation decision differing from any initial enquiry information provided.

Accreditation fee

An accreditation administration fee is required to contribute to the review work. This includes:

- assessment and validation of the accreditation application
- assessment of the accreditation award eligibility and issuing confirmation
- processing accreditation application payments.

This equates to considerably less than the potential cost of the study materials, exam fee and time-out from the business.

	CII member	Non-member
Fee per credit awarded	£3	£4
	Special fee for FSSC 'appropriate exams' – £1	

Please note: you should not send payment along with your application form. If you are granted any credits you will be advised of the fee payable.

Claiming the accreditation award

1. You will need to contact the Customer Service team to pay for your credits. The quickest way is by telephone on UK + 44 (0) 20 8989 8464, if you are paying by credit/debit card. Other payment options include corporate account, bank transfer, cheque and fax. Please have details of your accreditation award to hand or enclose a copy with payment if posting this.
2. After payment, you can access your updated learning statement via the CII website at www.cii.co.uk/learningstatement
3. If you have completed a CII qualification, your completion certificate will be dispatched within 10 working days.

Timeframes

1. Applications – if insufficient evidence is submitted within the 6 month period allowed for providing additional evidence, you will need to resubmit a new application with all supporting evidence. This is due to the fact that qualifications change and, in order to adhere to any changes that have occurred, a new review would need to be carried out.
2. Claiming credits – you have 6 months from the date of your confirmation letter to pay the accreditation fee. Failure to do so may invalidate your award.

Changes to the CII qualifications framework

The CII qualifications framework is evolving in response to the regulatory environment, changes in education regulation standards and customer need. As a consequence accreditation awards and accreditation criteria do change.

Confirmed awards

If an accreditation award has already been made and confirmed in writing, provided that the accreditation fee has been paid within the stipulated timeframe, the award stands regardless of subsequent changes to the CII qualification frameworks.

Enquiries

If you have any queries please consult the following [FAQs](#)

If you cannot find the answer to your query, please do contact our Customer Service team who will be pleased to assist you. Their contact details are:

Telephone: UK +44 (0)20 8989 8464

Email: customer.serv@cii.co.uk

Appeals

Should you wish to appeal against the outcome of an accreditation award, further details about the grounds for appeal can be found [here](#)