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Insurance
Institute

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Recognition of prior learning

Scheme rules

cii.co.uk/prior-learning

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The Chartered Insurance Institute

The Chartered Insurance Institute (CII), is a professional body dedicated to building public trust in the insurance and financial planning professions. Our 130,000 members commit to high professional standards and continuing professional development.

Success in CII qualifications is universally recognised as evidence of knowledge and technical expertise.

Our members are able to drive personal development and maintain their professional standing by adhering to our Code of Ethics and by accessing an unrivalled range of learning services.

Find out more at: cii.co.uk



Contacting the Chartered Insurance Institute

If you have any queries regarding the information in this brochure please contact Customer Service.

We are committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

Customer Service

tel: +44 (0)20 8989 8464

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Introduction

Overview

The CII operates an extensive recognition of prior learning scheme and recognises certified learning for both academic and professional qualifications that you have completed, which are sufficiently similar to CII qualification units ('units').

The CII awards credits and/or exemptions towards the CII qualifications framework in recognition of prior learning for 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 CII unit' route.

Governance

The CII recognition of prior learning scheme is overseen by an independent body which reports into the CII Board. This independent body is the Education and Learning Committee whose members work within academia and 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 recognition of prior learning is to recognise duplicate learning by awarding credits in the CII qualification frameworks; this means that in practice the CII awards an exemption for the closest matching CII qualification unit.

If there is not a close match then the CII may, on occasions, consider a discretionary 'non-unit specific credit award' to recognise equivalent technical learning if the learning is relevant to insurance or financial planning and the learning and assessment is of an equivalent standard to the CII units.

CII recognition of prior learning scheme standards

In order to be eligible for recognition of prior learning, the non-CII qualification must be 'certified learning' and must match a current CII unit. Certified learning means that there has been a formal examination and the awarding body must be recognised by a national examinations regulator.

Recognition of prior learning for qualifications awarded by professional bodies and CII-affiliated institutes

1. The qualification must match the learning outcomes of the CII unit.
2. The assessment method must be of a similar standard, scope and rigour to the CII qualification unit.
3. The qualification must be at the appropriate level in a UK national framework, for example, **RQF** (Regulated Qualifications Framework), QCF, NQF, SCQF, CQFW or FHEQ or the awarding body must be recognised by **UK NARIC** if located outside the UK. Alternatively, the awarding body must be recognised for its qualifications by the market regulator if outside the UK.
4. Applications may be accepted for part-competed qualifications where they are based on common sets of standards, for example, the UK Financial Services regulatory exam standards.
5. The awarding body must operate to similar standards of integrity and governance to the CII.

Recognition of prior learning for academic and other qualifications

1. The qualification must have been completed within the last 10 years.
2. The qualification must match the learning outcomes of a current CII unit.
3. The assessment method must be of a similar standard, scope and rigour to the CII qualification unit.
4. The qualification must be at the appropriate level in a UK national framework, for example, **RQF** (Regulated Qualifications Framework) NQF, SCQF, CQFW or FHEQ or the awarding body must be recognised by **UK NARIC** if located outside the UK or the awarding body must be recognised for its qualifications by the market regulator if outside the UK.
5. Applications are only accepted for fully completed and awarded qualifications.
6. The awarding body must operate to similar standards of integrity and governance to the CII.

Scheme operating rules

1. A fully completed CII application must be submitted for each qualification. This must include certified copies of the certificate of completion and the qualification results transcript. Where a fully completed application has not been made, this will be classed as an enquiry and any indication of award will not be definitive and is subject to change without notice. By completing the application the applicant expressly consents for the CII to contact any awarding body to verify the applicant's qualification status.
2. The award decision will be based upon the scope and standard of information submitted at the time of the application and for each individual application, it is based on the recognition of prior learning standards in place at the time of the application. The date and time of the application shall be Greenwich Mean Time with no allowance for daylight saving time.
3. The applicant is responsible for submitting all necessary documents with the application in a timely manner for processing. For example, if additional syllabus and assessment information is required it must be received by the CII within three months of the original request date. The CII will not reimburse costs associated with the provision of any information required to support applications.
4. The CII may request original documentation to be provided. Where original documents are submitted, the CII accepts no liability for any loss and/or destruction of original documents. The CII therefore strongly advises applicants to submit certified copies of originals to prevent such loss or destruction. If you have difficulty in obtaining certification of your documentation please email Customer Service so that we may consider what alternative arrangements can be put in place to assist with your application.
5. Where the CII makes a discretionary recognition of prior learning award based on benchmarking against other qualifications (for example, where the applicant is unable to provide syllabus and assessment material for CII to review) and the applicant is subsequently able to provide this material, no consideration of the award will be given or made unless the material is received by the CII within three months of the date CII confirms the applicant's eligibility to the original recognition of prior learning award.
6. Applications must be made in English. Where the original language of the documentation is not English, the CII may request official translations into English before a review is completed.
7. Save for rule 5 (benchmarking) and rule 21 (appeals) the decision or award made will be final.
8. Unless otherwise authorised in these rules, once an award eligibility decision has been made and (if applicable) awards claimed, no subsequent application or request for a change in the award for the same examination/qualification will be considered.
9. Awards will not be made for prior learning exemptions awarded by other awarding organisations. The CII will, however, review the potential for an award based on the original qualification.
10. Awards will be made for units that are a) within the CII qualifications framework and b) meet the recognition of prior learning eligibility criteria in place at the time of the application decision.
11. A maximum of 210 credits may be awarded for qualifications from a single awarding body, with a maximum of 260 credits awarded for prior learning in total. Where an applicant's qualification(s) would make them eligible to a figure in excess of the limit, the CII will not make partial allocations of credits. For example, an applicant with 200 credits for prior learning from a single awarding body who passes an additional exam with the same body attracting 20 credits, would not be eligible to claim just 10 of the credits. Where an applicant's potential award exceeds these limits, CII will award core units and exemptions as appropriate before non unit-specific credits.
12. A maximum credit limit is available to recognise equivalent technical learning, for example business, law and mathematics. These credit limits are:

Credits recognising	Maximum RPL credits
Business, accounting, finance, economics, management, financial services	60
Marketing	30
Law	55
Mathematics, statistics, actuarial and investment analysis	30
Risk management	60
13. Recognition of prior learning does not alter the CII qualification completion rules (including any rules around qualification units treated as equivalent) which must be complied with in order to be awarded a CII qualification. These rules apply irrespective of how many credits your existing qualifications might provide through recognition of prior learning.

Scheme operating rules continued

14. Recognition of prior learning will be withdrawn if fraudulent documentation or misleading information is submitted; and this may result in disciplinary action from the CII.
15. The applicant is solely responsible for providing accurate and complete information and entering details of his/her non-CII qualification within the application form and providing accurate, complete, correctly certified and legible supporting evidence in accordance with the Recognition of prior learning scheme rules. The CII reserves the right to amend the fee charged where the incorrect qualification details are provided and/or the supporting evidence is deemed by CII to be insufficient and to close the application(s) and require/invite the applicant to re-apply by providing the correct qualification details and compliant supporting evidence including where this results in the applicant paying a different fee.
16. Recognition of prior learning will be withdrawn in the event that an awarding body: does not ensure that its qualifications are up to date or comply with regulatory requirements (for example, education regulator or market regulator); misrepresents qualifications or professional designations; or does not follow the CII's eligibility criteria, guidance or scheme standards.
17. CII policy is to award credits 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 CII unit. For example, for candidates applying for credits in respect of a unit where the last exam sitting is scheduled for October 2020, we will no longer award credits for applications made after 31 December 2020.
18. Where the CII launches a new unit, the first date of a recognition of prior learning application that may be eligible for an exemption is the date of the first exam sitting/assessment.
19. Where applicant has applied for prior learning and enrolled for the assessment or purchased learning material of a CII unit for which they are eligible for an exemption or an equivalent unit, the CII will not be liable for a refund.
20. The CII may amend or withdraw credits previously awarded for prior learning at any time and without monetary compensation. The CII cannot accept liability for special losses or special damages of any kind arising out of the award or withdrawal of credit awards for prior learning. Please see the final question on our [FAQs page](#) for further details.
21. The [recognition of prior learning scheme appeals process](#) is intended for consideration of circumstances that materially affect a candidate's recognition of prior learning outcome where all other routes for enquiries have been exhausted, for example, [the CII complaints process](#)
22. These rules update, supersede and extinguish all previous versions of the rules of the CII's recognition of prior learning scheme.
23. The CII is not liable for inaccurate or obsolete statements relating to prior learning, qualifications or designations made by organisations other than the CII.
24. The CII recognition of prior learning scheme is governed by the law of England and Wales.

The application process

1. **Check your eligibility:** Check whether we have recently reviewed your qualification by entering your qualification details into the exemptions search tool.

2. **Get your supporting documentation certified:** Make copies of your supporting documents and show them, together with the original documents, to the person certifying them as true copies.

The person certifying them must be either a **current** member of the CII or Personal Finance Society (PFS) or a public notary or solicitor. If the CII / PFS member's membership has lapsed we will not accept the evidence. If your application is incomplete, we will invite you to make a new application, subject to the recognition of prior learning rules at the time, once you have collated all the material we require. You can use the CII member search facility to identify whether an individual's membership status is current. Please visit cii.co.uk/membersearch

Your application must include:

- A certified copy of your qualification completion certificate (eg graduation certificate)
- A certified copy of your results transcript confirming your exam passes
- A certified copy of the official document showing your change of name, eg marriage certificate or deed poll (where appropriate).

If the person certifying is a CII member or PFS member, they must write their name and CII PIN number, together with their handwritten signature on the copy of each document. Solicitors and public notaries should include their contact details (including employer name, work address and telephone number) in place of the CII PIN number. It is the applicant's responsibility to ensure this is legible.

3. **Make your application on-line:** Enclose scanned, certified copies of your supporting documentation.

4. **CII verifies your supporting evidence and confirms next steps:**

- a) If your non-CII qualification is eligible for a prior learning award and your application is complete and successful, you will normally receive confirmation of your eligibility within 15 working days.
- b) If your non-CII 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 assessor can map your qualification submission against CII qualification units and compare syllabus and testing standards. Applications will be held open for a period of three months to allow for the information to be provided. Please only supply this information if we specifically request it and supply in a full single submission.
- c) On receipt of the requested information, the assessor will review your submission to determine whether the recognition of prior learning standards have been fully 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.
- d) If you are not eligible for a prior learning award, we will provide an explanation.

5. **Claim your prior learning award:** If your application is successful, claim your award by paying the fee.

Fees

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

- assessment and validation of the application
- assessment of the award eligibility and issuing confirmation
- processing application payments
- maintaining the Exemptions Database.

	CII/PFS member	Non-member
Fee per credit awarded	£4	£7

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. Fees are reviewed regularly and the fee payable is the fee in force at the time of payment.

The application process continued

Claiming the award

1. Please check the qualification completion rules cii.co.uk/qualifications to identify how your award would support your route to achieving your desired qualification.
2. 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 and bank transfer. Please provide details of your accreditation award when making payment.
3. After payment, you can access your updated learning statement via the CII website at cii.co.uk/learningstatement.
4. 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 3-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 (and, therefore, awards) change and, in order to adhere to any changes that have occurred, a new review would need to be carried out.
2. Claiming credits – credits are payable within 30 days of award. Payment after 30 days may result in a lower award or no award if qualifications or the recognition of prior learning scheme rules change, and/or the requirement to make a new application.

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 application outcomes

If an accreditation award has been declined or an award has already been made, confirmed in writing and the relevant accreditation fees have been paid within the stipulated timeframe, the decision or award stands regardless of subsequent changes to the CII qualification frameworks or recognition of prior learning awards.

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, process and fee can be found at cii.co.uk/rpl-appeal.

Complaints procedure

Applicants have the right to make a complaint about the service they have received throughout the recognition of prior learning process. If an applicant wishes to make a complaint, information on how to do this, along with the CII's Complaints Policy, can be found at cii.co.uk/contact-us.