



Westwood Training and Consultancy

Exemption Policy

Applicable to NCFE CACHE Level 3 and Level 4 Diploma Programmes

Policy Purpose

This policy outlines the principles and procedures governing applications for exemption from designated modules or units within the NCFE CACHE Level 3 or Level 4 Diploma programmes delivered by Westwood Training and Consultancy (WTC). Exemptions may be granted where applicants present valid and recognised evidence of prior learning, qualifications, or experience that sufficiently demonstrate achievement of the required learning outcomes.

Scope of Eligibility

Students may request exemption from specific modules or units where it can be evidenced that:

- They have successfully completed relevant units through an NCFE CACHE-approved or equivalent qualification at the same or higher level;
- They possess formal credit-bearing qualifications from other regulated awarding organisations;
- They have obtained substantial experiential or workplace learning that correlates directly with the learning objectives and assessment criteria of the relevant module(s).

The evidence provided must be current, valid, reliable, and mapped clearly against the target outcomes.

Application Procedure

To initiate an exemption request, students must submit the official *Exemption Application Form*, accompanied by:

- Certified copies of relevant qualifications or transcripts
- Descriptions or outlines of completed modules or training activities



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- Verification of experiential learning, where applicable (e.g. portfolio, references, reflective accounts)
- Identification of specific modules or units for which exemption is requested

Applications should be submitted no later than four weeks after the commencement of the enrolled programme, except in cases of extenuating circumstances, which must be formally documented.

Assessment and Decision-Making

Exemption applications are subject to formal review and assessment by the Principal of Westwood Training and Consultancy. The Principal may consult subject specialists or external reviewers where appropriate.

Each decision will be:

- Based on the relevance, depth, and equivalence of prior learning evidence
- Communicated to the applicant in writing within ten working days of submission
- Recorded within the student's academic file and relevant administrative systems

WTC reserves the right to decline exemptions that do not meet the required academic or regulatory standards.

Appeals Process

Students who wish to appeal an exemption decision may do so via one of the following routes:

- Submitting a formal appeal under the WTC **Appeals Policy**, available upon request
- Referring their case to **NCFE CACHE** in accordance with the procedures specified on their official website:

 <https://www.ncfe.org.uk>

Appeals must be submitted within ten working days of receiving the initial outcome. Supporting documentation and grounds for appeal must be clearly stated.

Data Protection and Records



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All exemption applications and associated correspondence will be securely retained in accordance with WTC's Data Protection Policy. Records may be subject to audit by NCFE CACHE or other external authorities.

Review

This policy will be reviewed in September 2025.