

Recognised Prior Learning Policy for ETF and IOD's New Governance Professionals' Qualifications

Policy

The Education Training Foundation (ETF) and The Institute of Directors (IoD) are committed to maintaining the highest standards of assessment in respect of the qualifications for Further Education Governance Professionals (GPs). To meet this commitment the qualifications are based on the GP's Competency Framework.

The Qualifications Committee recognises that in some instances certain qualifications will have already been completed by individuals. In addition, individuals will also have experience in the GP role that may mean that a person is already at or above the competence levels assessed in the Award for Further Education Governance Professionals (FEGP Award) or the Certificate for Further Education Governance Professionals (Cert FEGP).

Applicants who have successfully gained an appropriate qualification and/or have the requisite experience may apply for an exemption from the FEGP Award and/or the Cert FEGP.

No exemptions will be given for the Diploma for Further Education Governance Professionals (Dip FEGP)

To be granted an exemption, an applicant will be required to demonstrate that through the completion of a qualification and/or relevant work experience they have covered 70% of the Assessment Criteria of the qualification which the application relates to.

The following criteria will apply:

- The applicant must be currently employed as a governance professional by a UK Further Education, Sixth Form College Corporation or designated institution funded by the Education and Skills Funding Agency (ESFA)
- A qualification must have involved an assessment method that is similar in standard, scope and rigour as the IOD qualification
- A qualification must be credit rated and levelled on a recognised Qualifications Framework in either the UK or internationally
- Relevant work experience must have been completed over a period of at least five years, of which at least three years is as a governance professional in a further education environment. Experience completed over seven years ago will only be considered if evidence of relevant CPD can be provided.

The IOD reserves the right to grant exemptions on an exceptional basis to individuals who do not fully meet all the criteria on a case-by-case basis subject to the approval of the IOD Governance Professionals' Qualifications Committee.

To claim an exemption, application should be made in the format prescribed at the time by the IOD and be accompanied by the payment of the published fee which is non-refundable if the application is unsuccessful.

Applicants will be notified in writing of the IOD's decision. Unsuccessful applicants will be given feedback on why an exemption was not granted. Amended applications can be resubmitted on payment of an additional fee. Unsuccessful applicants will also have the right of appeal through the IOD's Appeals Process. Decisions made in the Appeals Process are final.

Applying for an exemption

Applicants must submit the following items electronically together with the advertised non-refundable fee before an application will be considered:

- Applicants are required to complete a self-certification template including detail showing how they have met all or part of each Assessment Criteria and confirm that this covers 70% of the criteria overall
- A record of Continuing Professional Development activities (CPD) for the two years prior to the application together with a CPD plan for the following 12 months
- A detailed CV showing their role responsibilities in each post and their key achievements. The CV should include a more detailed section covering their current role responsibilities
- The application must be attested by two persons to confirm that the information submitted is valid and a true reflection of the qualifications and work experience of the applicant.

It is expected that in most circumstances, this attestation will be by the current Chair of the Board that the Governance Professional advises and the College Principal/Chief Executive. Where it is not, the applicant must explain why the alternative individual(s) has/have attested the application.

The IOD will undertake a detailed check of a sample of at least 10% of Exemption Applications each year. More detailed checking could include but not be limited to:

- The applicant being asked to provide additional evidence of their qualifications and/or further details of their work experience
- Further evidence of the CPD activities detailed on their records or clarification of their content
- Follow up of verification from those attesting the application

Applicants will be notified in writing of the IOD's decision usually within one month.

Any applicant who wishes to receive further clarification of the application requirements should contact the ID Email address examinations@iod.com for further guidance.

PROPOSED EXEMPTION FEES

Qualification Name	Assessment method	Exemption	Cost (£)
Award for Further Education Governance Professionals (FEGP Award)	Multiple Choice exam (30 questions/2 hrs)	Yes (based on experience and evidence of meeting competencies in the assessment framework)	150
Certificate for Further Education Governance Professionals (Cert FEGP)	Portfolio (e.g. work products, colleague testimonies, personal reflections, assessor questions)	Yes (based on experience and evidence of meeting competencies in the assessment framework)	300
Diploma for Further Education Governance Professionals (Dip FEGP)	Professional discussion	No	N/A