

RECOGNITION OF PRIOR ACHIEVEMENT POLICY

PROPERTYMARK QUALIFICATIONS FORMERLY KNOWN AS NFOPP AWARDING BODY

This policy is intended to enable candidates to avoid duplication of learning and assessment, enabling the achievement of Propertymark Qualifications' (NFoPP Awarding Body) units and qualifications to be as widely accessible as possible.

Qualifications and units awarded by Propertymark Qualifications, (formerly trading as NFoPP Awarding Body) and other awarding bodies where relevant, may be used to gain exemptions from units of qualifications offered by Propertymark Qualifications under certain circumstances.

UNITS AWARDED BY PROPERTYMARK QUALIFICATIONS OR NFOPP AWARDING BODY

Candidates who have previously achieved Propertymark Qualifications or NFoPP Awarding Body qualifications or units may be exempt from completing one or more units in further qualifications. Rules relating to the transfer of credit differ depending on whether units previously achieved are current Propertymark Qualifications units, NFoPP Awarding Body units or legacy (withdrawn) units.

Any candidate who is unsure of the status of the units they have previously achieved is advised to contact Propertymark Qualifications a minimum of 10 working days prior to their intended registration date for confirmation.

Current Propertymark Qualifications or NFoPP Awarding Body units

If candidates have previously achieved Propertymark Qualifications or NFoPP Awarding Body units which continue to exist as part of a qualification at the time of registration, results from these units will be automatically be credited to the candidate.

Legacy NFoPP Awarding Body units

If candidates have previously achieved Propertymark Qualifications or NFoPP Awarding Body units which no longer exist as part of a qualification, it may be possible for candidates to transfer credit from one or more units. However, this is not automatic and an application must be made to Propertymark Qualifications for unit exemption.

In any case, units passed prior to 1st January 2011 will **not** be eligible for credit transfer.

Unit results

Where a candidate receives credit for prior achievement of a Propertymark Qualifications or NFoPP Awarding Body unit, the previous mark awarded will stand.

APPLICATION FOR CREDIT TRANSFER

Candidates who have previously achieved current Propertymark Qualifications or NFOPP Awarding Body units do not need to formally apply as marks achieved previously will automatically be credited to the candidate.

Candidates who have previously achieved legacy NFOPP Awarding Body units must email Propertymark Qualifications a minimum of 10 working days before their intended registration date to apply for a unit exemption. Candidates are required to provide full details of all units currently held and in some cases, it may be necessary for documentary evidence to be provided.

APPLICATION OUTCOMES

Requests for credit transfer with the appropriate evidence will be acknowledged within 3 working days and a decision provided within 10 working days of receipt.

Where Propertymark Qualifications believes that a unit does not contain sufficient relevant coverage, no credit transfer will be made and the candidate will be notified and advised on how to proceed.

Entitlement to credit transfer is entirely at the discretion of Propertymark Qualifications based on a review and comparison of the units or qualifications in question. The decision of Propertymark Qualifications is final.