

RECOGNITION OF PRIOR ACHIEVEMENT POLICY

PMQ Qualifications

V1.0

Issued: 15 June 2026

Effective from: 15 June 2026

Purpose

1. Propertymark Qualifications (PMQ) recognises that the recognition of prior achievement enables candidates to demonstrate their existing knowledge, skills, and competence without unnecessary duplication of assessment. This policy sets out PMQ's approach to the awarding and management of exemptions, ensuring that decisions are made in a consistent, rigorous, and transparent manner, without compromising the validity, reliability, or standards of the qualification.
2. The purpose of this policy is to:
 - establish clear principles for awarding exemptions
 - ensure a rigorous, consistent, and fair approach to exemption decisions
 - ensure all exemptions awarded are valid and meet the criteria set out in this policy and associated procedure.
3. This policy must be read alongside the **PMQ Recognition of Prior Achievement Procedure**.

Definitions

4. **PMQ Qualification(s)** – This term refers to qualifications regulated by Ofqual, Qualifications Wales, or CCEA.
5. **Candidate** - The term 'candidate' in the context of this policy includes all individuals studying or preparing for PMQ qualifications.
6. **Exemption** - The term 'exemption' in the context of this policy means the removal of the requirement to complete one or more unit on the basis of an achievement of an equivalent qualification or qualification component.
7. **Unit** - The term 'unit' in the context of this policy refers to a component of a qualification which comprises of content which is assessed and focuses on specific areas of knowledge, skills, and understanding.

Scope

8. This policy applies to:
 - individuals applying for recognition of prior achievement for PMQ qualifications
 - training providers submitting applications on behalf of candidates
 - PMQ staff responsible for assessing and processing exemption applications

Key Principles

9. Exemptions for Recognition of Prior Achievement are awarded at the sole discretion of PMQ.
10. Exemptions will only be awarded where sufficient, valid, and verifiable evidence is provided in line with this policy and the associated procedure.
11. Exemptions will not compromise the integrity, validity, reliability, or standards of PMQ qualifications.
12. Applications for exemptions must be submitted by training providers on behalf of candidates who have completed comparable qualifications from recognised awarding organisations or institutions.
13. Each application will be evaluated against:
 - content equivalence
 - qualification size and level
 - assessment methods
 - quality assurance arrangements
 - the recognition and credibility of the awarding organisation
14. It is the responsibility of the training provider to ensure that all required evidence is complete, accurate, and submitted in accordance with this policy and procedure.
15. Evidence must be authentic, current, sufficient, and relevant to the unit(s) for which exemption is sought.
16. All applications will be considered consistently, fairly, and without bias.

Decision Making & Outcomes

17. PMQ will only approve exemptions where all of the following criteria are met:
 - the qualification was achieved within five years of the application date
 - the qualification is regulated
 - the achievement is equivalent to or higher than the relevant PMQ unit(s)
 - the awarding organisation demonstrates robust quality assurance processes
 - there is sufficient content coverage at the appropriate level
 - the assessment approach demonstrates comparable standard, scope, and rigour
 - all policy and procedural requirements have been satisfied
 - the evidence provided can be verified and authenticated

18. PMQ reserves the right to request additional information where necessary and to reject applications that do not meet the requirements of this policy and associated procedure.

19. Where an exemption is granted based on:

- a qualification from another awarding organisation, or
- a PMQ unit achieved below distinction level,

the exemption will be recorded at the minimum pass mark. A distinction grade will not be applied.

20. Where a PMQ unit has been previously achieved at distinction level, an exemption may be awarded at distinction grade, where appropriate.

Appeals

21. Information about appealing the outcome of an RPA application is set out in the **PMQ Appeals Policy (Special Service Outcomes) & PMQ Appeals Procedure (Special Service Outcomes)**.

Fees

22. Fees may apply and are set out in the PMQ Fees List.

Governance

23. PMQ's Compliance, Governance & Risk (CGR) Team has oversight of exemptions. The CGR Team reports to the PMQ Governing Body. The governance arrangements enable effective monitoring of exemptions and ensure outcomes inform PMQ self-assessment activities, feeding into review processes where necessary.

24. PMQ will maintain appropriate records of exemption applications, decisions, and supporting evidence to support audit, monitoring, and quality assurance activities.

25. All exemption decisions will be made impartially. Any conflicts of interest will be identified, managed, and recorded in line with PMQ policy.

Policy Review Arrangements

26. This policy is subject to a three-year review cycle. However, the policy may be reviewed more frequently to address regulatory changes, operational feedback or concerns brought to the attention of PMQ to ensure the policy remains fit for purpose.

27. This policy is also reviewed as part of PMQ ongoing quality improvement monitoring.