

# Exemption Guidance and Application Form for Institutions

*Credit for Prior Learning (CPL)*

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## 1.0 Exemption Guidance

### 1.1 Introduction

AIA operates a policy of exemptions from our exams, designed to reduce repetition for students who have already attained a qualification of an acceptable standard. This is called Credit for Prior Learning (CPL).

To ensure the integrity and rigour of the Professional Qualification, AIA does not offer CPL for any paper in the Professional 2 Level.

### 1.2 The AIA Professional Qualification

The Association of International Accountants (AIA) is a professional accounting body, offering professional qualifications for accountants in public practice, industry, and the public sector globally.

AIA is a Recognised Qualifying Body (RQB) for statutory auditors under the UK Companies Act 2006, regulated by the Financial Reporting Council (FRC). The Irish Auditing and Accounting Supervisory Authority (IAASA) recognises AIA as a Prescribed Body under the Companies Act 2014.

AIA awards for its three qualifications, the Level 5 Certificate in Accountancy, Level 6 Diploma in Accountancy and Level 7 Advanced Diploma in Accountancy. The Professional Qualification offers education at a level equivalent to a UK master's degree programme.<sup>1</sup> Certificates are awarded for the three qualifications and upon completion of the professional examinations, graduates are awarded the 'AIA Professional Qualification'.

Students are required to pass all papers within the Professional Qualification, coupled with completion of three years Initial Professional Development (IPD), which is assessed and approved by AIA. First admission is as an Associate, and members are entitled to describe themselves as an 'International Accountant' and use the designatory letters AAIA (Associate).

AIA offers a professional qualification which facilitates the development of professional capabilities, technical knowledge, skills, values, ethics, and attitudes appropriate for the modern environment in which accountants practice. Inclusion and diversity underpin our thinking and form the basis on which the syllabus, exams, course of study and practical training programme are created, ensuring the professional qualification is educationally valid, 'fit for purpose' and meets the needs of customers and stakeholders. The professional qualification provides the subject-specific knowledge and skills, cognitive abilities, and generic skills to enter the worlds of accountancy practice, commerce, industry and finance and the public sector.

#### 1.2.1 AIA Qualification Structure

Stage of Qualification	Exam Paper	Abbreviation
Foundation Level (Certificate in Accountancy)	Financial Accounting	FA(F)
	Management Accounting	MA(F)
	Corporate Governance & Audit	CGA(F)
	Business Management	BM (F)

<sup>1</sup> <https://www.aiaworldwide.com/news/news/aia-enic-comparison/>

Professional Level 1 (Diploma in Accountancy)	Financial Accounting and Reporting 1 Principles of Governance and Audit Management Accounting Business Law for Accountants Taxation (UK)	FAR 1 PGA MA BLA TAX
Professional Level 2 (Advanced Diploma in Accountancy)	Financial Accounting and Reporting 2 Developments in Assurance and Accountability Business and Financial Management Ethics and Professional Practice Multi-disciplinary Case Study	FAR 2 DAA BFM EPP MDCS

### 1.2.2 AIA Educational Objectives

The examination papers offered by AIA have established 'intended learning outcomes'.

At the Foundation Level students are expected to demonstrate that they:

- Understand basic principles and concepts underpinning accounting and related practices in organisations.
- Understand the role of accounting and related practices within the financial and governance context of organisations.
- Know and can execute basic recording and measurement techniques relevant to accounting, management and assurance.
- Are able to analyse financial information and interpret it for the purpose of supporting decision making.

At the Professional 1 Level students are expected to demonstrate that they:

- Understand basic principles and concepts underpinning accounting and related practices in organisations and can discuss the conceptual rationale that provides the basis for those practices.
- Understand the role of accounting and related practices within the financial and governance context of organisations.
- Are able to apply relevant regulations and standards in accounting, auditing, law and taxation.
- Know and can execute basic recording and measurement techniques relevant to accounting, management and assurance.
- Are able to analyse financial information and interpret it for the purpose of supporting decision making.

At the Professional 2 Level students are expected to demonstrate that they:

- Can critically evaluate current issues and developments relevant to accounting and related practices.

- Are able to integrate knowledge, understanding and technical ability from different areas of accounting and related practices to analyse situations, make judgements and recommend actions.
- Understand fundamental principles and concepts underpinning accounting and related practices in organisations and can discuss the conceptual rationale that provides the basis for those practices.
- Understand the role of accounting and related practices within the financial and governance context of organisations.
- Are able to apply relevant regulations and standards in accounting, auditing, law and taxation.
- Know and can execute basic recording and measurement techniques relevant to accounting, management and assurance.
- Are able to analyse financial information and interpret it for the purpose of supporting decision making.

AIA examines according to the learning outcomes and the detailed syllabus items are vehicles by which AIA assess to the achievement of learning outcomes.

## 1.3 Application Process

### 1.3.1 Who can apply?

Applications are welcomed from any Higher Educational Institution from around the world that offers a relevant qualification and is recognised by a relevant government regulator/standard setter.

AIA also welcomes applications from international institutions where their degree programme(s) have been recognised by the local professional accountancy body.

You must demonstrate that your programme has met the learning outcomes of our Professional Qualification.

### 1.3.2 Learning outcomes

Your institution must ensure that you can demonstrate that AIA's learning outcomes have been taught and students have been assessed accordingly. All key learning outcomes for the relevant AIA paper(s) must continue to be met and subject to appropriate assessment.

Any fundamental changes to the AIA Professional Qualification or syllabus will be notified to you regularly to ensure AIA may continue to award CPL for your qualification.

If your institution cannot demonstrate that all the relevant learning outcomes are covered in your programme, AIA will be unable to approve an exemption.

### 1.3.3 Quality assurance and administration

This application requires detailed information on the programme for which CPL is being sought, plus general information on the teaching and resourcing of the programme and department. The application must include all of the documentation listed in the checklist at the end of the application form.

### 1.3.4 Assessment methodology

Your assessments must demonstrate that your programme has met our learning outcomes for the relevant paper of the AIA Professional Qualification.

For CPL purposes the exam element of the assessment for courses relevant to AIA papers should be at least 50% of the total marks available.

Students must achieve a mark of 50% or more to gain CPL from AIA's papers.

As part of your application, you must submit supporting documentation including module descriptors and/or course syllabuses, and exam papers from the last two years. Sample papers are acceptable for new programmes.

CPL is only awarded to your students if they have completed their studies within ten<sup>2</sup> years of applying for credit.

### **1.3.5 Review**

Exemptions will only be approved where AIA can confirm that learning outcomes and assessment methodology requirements have been met.

AIA will begin the review process once the application form and all the required documentation has been submitted.

The review should be completed within 15 working days, and you will receive written notification of the outcome of the review.

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<sup>2</sup> 5 years for students undertaking the Recognised Professional Qualification for Statutory Audit.

## 2.0 Exemption Application Form

### 2.1 About your Institution

Institution Name	
Programme Title(s)	
Name and full address of campus(es) where the programme(s) is/are delivered	
Name of Programme Leader	
Telephone (including country code)	
Email	
If the programme is taught at another Institution please provide campus details and any differences in how programme delivered.	
Accreditation (Please detail accreditation which your Institution has which assures the competence, impartiality, and integrity of course delivery and assessment.)	
Link to your website	

### 2.2 About your programme

Duration of Programme	
Mode of Study	

<p>Assessment Method</p> <p>N.B. Each module must have been assessed by at least 50% written exam.)</p> <p>Students need to have achieved a minimum mark of 50% in all modules relating to your programme for credit for prior learning.</p>	
<p>Number of students admitted each year?</p>	
<p>For Institutions not located in UK or Ireland please provide any recognition given to the programme for which exemptions are sought by other local professional accountancy bodies.</p>	

## 2.3 Select Papers for CPL

Please tick the AIA papers for which you are applying for CPL.

<i>Paper</i>	
Foundation Unit (Offered as a whole unit only) <i>Financial Accounting, Corporate Governance and Audit, Management Accounting, Business Management</i>	<input type="checkbox"/>
P1 Level Papers	
Financial Accounting and Reporting 1	<input type="checkbox"/>
Management Accounting	<input type="checkbox"/>
Business Law for Accountants	<input type="checkbox"/>
Principles of Governance and Audit	<input type="checkbox"/>

Taxation	<input type="checkbox"/>
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## 2.4 Programme mapping

To determine possible CPL please map your programme to the learning outcomes of AIA's Professional Qualification, you will need to demonstrate which modules within your programme meet the required learning outcomes.

### 2.4.1 Programme mapping: Foundation Level

<i>AIA Paper</i>	<i>Your Programme Modules</i>
<p><b>Financial Accounting</b></p> <ol style="list-style-type: none"> <li>1. Explain and identify accounting concepts and the regulatory purpose of accounting standards</li> <li>2. Describe, prepare and summarise basic accounting records</li> <li>3. Identify accounting concepts in presenting financial statements for sole traders and limited companies</li> <li>4. Describe and explain the financial position and performance of an organisation</li> </ol>	
<p><b>Corporate Governance and Audit</b></p> <ol style="list-style-type: none"> <li>1. Identify and explain the purpose of corporate governance and auditing</li> <li>2. Explain the inter-relationship between corporate governance and auditing</li> <li>3. Relate the contribution of corporate governance and auditing to the safeguarding of capital markets</li> </ol>	
<p><b>Management Accounting</b></p> <ol style="list-style-type: none"> <li>1. Explain the role of management and cost accounting within an organisation</li> <li>2. Describe the nature of costs and how and why they are classified in different ways for different purposes</li> <li>3. Calculate material, labour, expense and</li> </ol>	

<p>overhead costs for products, processes, services and functions</p> <p>4. Identify and discuss appropriate principles and techniques to advise managers on short-term and long-run decision-making</p>	
<p><b>Business Management</b></p> <p>1. Describe the major schools of management thought, their development and their implications</p> <p>2. Explain the key aspects of organisational structure and design</p> <p>3. Identify the nature and importance of managerial control, including the main elements and types of control in the business organisation and the role and importance of management information in the control process</p> <p>4. Describe the use of information technology in modern business management</p>	

**2.4.2 Programme mapping: Professional 1 Level**

<i>AIA Paper</i>	<i>Your Programme Modules</i>
<p><b>Financial Accounting and Reporting 1</b></p> <p>1. Discuss the content and underlying rationale of the IASB Conceptual Framework and of its contribution to a 'regulatory framework' and apply the accounting principles of the Conceptual Framework to transactions and other events</p> <p>2. Apply International Financial Reporting Standards (IFRS) or other relevant standards to transactions and other events and discuss the application of specific international accounting standards</p> <p>3. Prepare financial statements for limited companies, including consolidated financial statements, in accordance with IFRS or other relevant standards</p> <p>4. Analyse financial statements of limited</p>	

<p>companies</p> <p>5. Discuss reports that include non-financial data, including sustainability reports, strategic reports and integrated reports</p>	
<p><b>Principles of Governance and Audit</b></p> <ol style="list-style-type: none"> <li>1. Justify the need for good governance within companies and other organisations and relate that to the assurance provided by the auditor.</li> <li>2. Present the components of a modern external audit from acceptance of a new client to drafting the audit opinion.</li> <li>3. Determine business risks and audit risks associated with specific audit assignments.</li> <li>4. Apply audit principles and theory to develop a detailed audit plan for items within the financial statements.</li> <li>5. Apply audit principles and theory in the preparation of reports to management, shareholders and those charged with governance.</li> </ol>	
<p><b>Business Law for Accountants</b></p> <ol style="list-style-type: none"> <li>1. Explain and discuss the law regulating contracts, actions in tort, and the key relationships which impact on those engaged in business and demonstrate the ability to apply that knowledge to practical scenarios</li> <li>2. Explain and discuss the law regulating companies, including relevant insolvency procedures, and demonstrate the ability to apply that knowledge to practical scenarios</li> </ol>	
<p><b>Management Accounting</b></p> <ol style="list-style-type: none"> <li>1. Explain the role of the management accountant in the commercial and economic environment and the effective</li> </ol>	

<p>use of accounting information within organisations</p> <ol style="list-style-type: none"><li>2. Explain the need for strategic and business analysis and evaluate strategic options and make appropriate recommendations towards practical implementation</li><li>3. Prepare information for financial control, decision support and strategic aspects of management accounting and analyse complex problems in an accounting and business context</li></ol>	
<p><b>Taxation</b></p> <ol style="list-style-type: none"><li>1. Use specified tax publications, including selecting the information which applies to a particular entity for given dates</li><li>2. Prepare, or critically assess, direct and indirect tax computations for natural persons, unincorporated entities and artificial legal persons</li><li>3. Advise on the practical aspects of tax, both commercially (tax as a cost and a cash outflow) and regarding dealing with the relevant authorities (reporting, payment, and consequences of non-compliance)</li><li>4. Recognise the ethical and regulatory issues facing an accountant working in taxation and apply the IESBA International Code of Ethics for Professional Accountants</li></ol>	

**Additional Information**

Please attach supporting information as additional pages to this application as relevant.

## 2.5 Declaration

This section should be completed by the Head of Department. If the Head of Department is not a member of a professional accountancy body then the application should be countersigned by another senior member of staff who is a qualified accountant.

Name	
Address	
Position	
Professional membership body	
I confirm that:	<input type="checkbox"/> all local and national approvals necessary to offer the programme(s) have been received; <input type="checkbox"/> the programme(s) is/are in good standing; <input type="checkbox"/> the programme(s) offer a match with the AIA learning outcomes for which CPL is sought; <input type="checkbox"/> AIA paper learning outcomes will be regularly assessed and to a standard comparable to the AIA own assessments; and, <input type="checkbox"/> the information contained within this application is correct to the best of my knowledge
Signature	
Date	
<b>Countersignature</b>	
Name	
Position	
Professional membership body	
Signature	
Date	

## 2.6 Application Checklist

Assessment	
Assessments for the immediate past two years (or sample papers if applicable) for all modules which are relevant to your application	<input type="checkbox"/>
Copy of your assessment regulations	<input type="checkbox"/>
Administration	
Course syllabus/specification	<input type="checkbox"/>
CVs or career histories of teaching staff on courses relevant to AIA papers	<input type="checkbox"/>
Sample transcript and certificate (for verification purposes)	<input type="checkbox"/>
Institution brochure/prospectus (soft copy or a link)	<input type="checkbox"/>
Quality assurance	
Details of quality assurance arrangements in place	<input type="checkbox"/>
Details of systems in place to monitor students' performance	<input type="checkbox"/>
Details of any franchise arrangements in place where applicable	<input type="checkbox"/>

Please attach supporting information as additional pages to this application as relevant.

## 2.7 Submitting your application

Please submit your application for CPL by e-mail to [membership@aia worldwide.com](mailto:membership@aia worldwide.com) or send it by post to:

Association of International Accountants (AIA), Staithes 3, The Watermark, Metro Riverside, Newcastle upon Tyne, NE11 9SN, United Kingdom

## 3.0 Apply to be an approved AIA Study Provider

AIA's Approved Study Provider<sup>3</sup> scheme is open to any study provider teaching AIA qualifications.

The scheme is designed to recognise study providers meeting a set of quality criteria, and to promote these institutions to students. The scheme allows best practice to be shared thereby improving the services offered to students. The Study Provider is allowed to develop cost effective arrangements for the delivery of the AIA qualification, using the resources which would be expected to be in place for the delivery of a professional qualification.

<sup>3</sup> <https://www.aia worldwide.com/study/study-providers/>

To find out more please email [membership@aia worldwide.com](mailto:membership@aia worldwide.com).

## 4.0 Further Information

If you required further information on the application process or need help completing the application form, please contact us.

E: [membership@aia worldwide.com](mailto:membership@aia worldwide.com)

T: +44 (0)191 493 0277

**DATA PROTECTION** Any personal data collected will be treated in accordance with current data protection legislation. We may use your personal data for administration, communication, research and to monitor compliance with our regulations. In order for us to meet our regulatory obligations, we may share your personal data to comply with the requirements of government departments, agencies and regulators. For more information about AIA's data protection policy please visit [www.aia worldwide.com/privacy](http://www.aia worldwide.com/privacy)



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