

Transfer of Credits and Recording of Exemptions and Withdrawals Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE

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TRANSFER OF CREDITS AND RECORDING OF EXEMPTIONS AND WITHDRAWALS POLICY

1. POLICY STATEMENT

Hatfield Wick Education (HWE) recognises that learners may require credit transfers, exemptions, or withdrawals during their academic journey. This policy outlines the processes to ensure these actions are equitable, transparent, and consistent while complying with awarding body requirements.

Our approach prioritises the integrity of qualifications and provides clear guidance to learners regarding their rights, responsibilities, and the implications of credit transfers, exemptions, or withdrawals. The policy aligns with the **Equality Act 2010**, the **SEND Code of Practice**, and safeguarding standards under **Keeping Children Safe in Education (KCSIE)**. This policy also operates in line with relevant **Department for Education** statutory guidance and awarding organisation regulations where applicable.

2. AIMS

This policy aims to:

- 2.1 Facilitate fair and consistent processes for transferring credits, recognising prior learning, and recording exemptions.
- 2.2 Ensure withdrawals are managed transparently, considering the academic and personal needs of learners.
- 2.3 Maintain compliance with accreditation requirements of awarding bodies, including NCFE.
- 2.4 Safeguard the welfare and rights of learners during any credit, exemption, or withdrawal process.

3. SCOPE

This policy applies to:

- **Credit Transfers:** Recognition of equivalent learning completed at other accredited institutions.
- **Exemptions:** Granting of waivers for specific course modules based on prior learning or experience.
- **Withdrawals:** Learners who formally discontinue their enrolment at HWE.

4. DEFINITIONS

4.1 Credit Transfer

A process allowing learners to use credits earned from another accredited institution toward a course or programme at HWE.

4.2 Exemption

A waiver granted for specific modules or units where prior learning demonstrates equivalent knowledge, skills, or competencies.

4.3 Withdrawal

A learner's decision to formally leave a course or programme before completion.

5. RESPONSIBILITIES

5.1 Course Leaders

- Review credit transfer and exemption applications to ensure equivalency with course outcomes.
- Provide guidance to learners on the implications of exemptions or withdrawals.

5.2 Examinations Officer

- Maintain accurate and secure records of credit transfers, exemptions, and withdrawals.
- Communicate with awarding bodies regarding learner status changes.

5.3 Learners

- Submit necessary documentation to support applications for credit transfers or exemptions.
- Notify HWE in writing of their intent to withdraw and understand the implications of their decision.
- Decisions relating to credit transfers, exemptions, or withdrawals must not disadvantage learners with protected characteristics and must reflect the Public Sector Equality Duty under the Equality Act 2010.

6. PROCEDURES

6.1 Credit Transfers and Exemptions

- **Eligibility:** Learners must provide evidence of prior learning, such as transcripts or certificates, from an accredited institution.
- **Equivalency Assessment:** Course leaders review submitted evidence to ensure alignment with learning outcomes of the relevant module or unit.
- **Approval and Record Keeping:** Approved transfers or exemptions are recorded and communicated to the learner within 10 working days. Credit transfer and exemption decisions must not compromise the integrity, validity, or standards of regulated qualifications and must comply with awarding organisation guidance (including NCFE where applicable).

6.2 Withdrawals

- **Notification:** Learners must notify HWE in writing of their decision to withdraw.
- **Counselling and Guidance:** Learners are offered guidance on the implications of withdrawal, including financial and academic considerations.
- **Effective Date:** Withdrawal takes effect on the date the notification is received.
- Where withdrawal may create safeguarding risk or increased vulnerability, the matter will be referred to the Designated Safeguarding Lead (DSL) and managed in accordance with the Safeguarding and Child Protection Policy.

6.3 Refund Policy

- Refunds are processed in accordance with HWE's refund policy, which is communicated to learners during enrolment.

7. SAFEGUARDING AND SEND CONSIDERATIONS

7.1 Safeguarding Compliance

- Withdrawal or exemption processes involving vulnerable learners are managed in consultation with the **Designated Safeguarding Lead (DSL)** to ensure their well-being.

7.2 SEND Support

- Reasonable adjustments are made for learners with SEND to ensure equitable access to exemptions and credit transfers.
- Support plans are reviewed and adapted as necessary to minimise disruption to learning.
- Where applicable, the graduated approach (Assess, Plan, Do, Review) will be followed to ensure appropriate transition planning.

8. DATA MANAGEMENT

- Records of all credit transfers, exemptions, and withdrawals are securely maintained in compliance with the **UK GDPR**.
- Access to sensitive data is restricted to authorised personnel only.
- Information may be shared without consent where required to safeguard learners or comply with statutory duties.

9. APPEALS PROCESS

Learners who are dissatisfied with a decision regarding their credit transfer, exemption, or withdrawal may appeal in writing. Appeals are reviewed by the Senior Leadership Team, and a

decision is communicated within 10 working days. Appeals will be managed in line with the HWE Appeals Policy.

10. MONITORING AND REVIEW

- 10.1 **Annual Review:** This policy is reviewed annually to reflect legislative updates, feedback, and institutional priorities.
- 10.2 **Compliance Audits:** Regular audits ensure adherence to awarding body standards and internal procedures.

11. COMMUNICATION AND TRAINING

- 11.1 **Staff Training:** Staff involved in credit transfers, exemptions, and withdrawals receive regular training on policy updates and safeguarding responsibilities.
- 11.2 **Learner Communication:** This policy is included in learner handbooks and accessible through the HWE website.

This policy ensures fairness, transparency, and compliance in managing credit transfers, exemptions, and withdrawals, safeguarding the interests of all learners and stakeholders.