



# Exemptions Policy

# Contents

<b>1.</b>	<b>Purpose of policy</b>	<b>3</b>
1.1	Overview	3
1.2	Criteria for exemption	3
1.3	How to apply	4
1.4	Review and approval process	4

<b>Policy Ref</b>	CLTIH14
<b>Approval Date</b>	01.11.2025
<b>Document Classification</b>	Public
<b>Policy Owner</b>	Academic Director

# 1. Purpose of policy

The purpose of this policy is to provide guidance to students wishing to seek exemption from a STEP advanced certificate programme.

## 1.1 Overview

A maximum of two exemptions may be granted from the four advanced certificates studied as part of your STEP diploma. You may request exemption from advanced certificates in any set.

## 1.2 Criteria for exemption

An exemption may be granted if you hold a qualification that closely matches both the content and level of the advanced certificate for which the exemption is sought.

To be considered, the qualification must:

- Be at least Level 6 (equivalent to STEP Advanced Certificates);
- Have been completed in full (modules from an incomplete qualification will not be accepted);
- Have been obtained within the last five years; and
- Match at least 80% of the subject matter content of the advanced certificate syllabus.

Applications must demonstrate that the relevant subject matter has been covered in the same level of detail.

## Please note:

The CLTI exemption process is purely qualification based and experience is not taken into account.

It is not possible to receive an exemption from an advanced certificate by using evidence of having previously completed a STEP advanced certificate.

The STEP diploma comprises four advanced certificates, and a student must complete all necessary advanced certificates and/or be granted any relevant exemptions within five years.

## 1.3 How to apply

To apply for an exemption, please visit the [CLTI website](#) and make the required payment. The documentation will then be sent to you for completion. This will include a mapping document where you are required to show how the qualification(s) you are presenting for exemption map to the relevant advanced certificate syllabus.

Submission of this form will also need to be supported by a copy of your qualification certificate(s) and the syllabus for each qualification.

## 1.4 Review and approval process

You should send your form and supporting evidence to [cltinternational@centlaw.com](mailto:cltinternational@centlaw.com).

CLTI will respond within ten working days to confirm that the form has been completed in full and all necessary evidence has been received. The application will then be reviewed internally and will be passed to the exemptions committee for consideration. You will receive notification of the outcome within 20 working days. Where additional information is requested by CLTI, you will receive notification of the final outcome within 20 working days from the date that the additional information was provided.

## Please note:

- Each application will be considered on a case-by-case basis.
- Exemptions are granted entirely at the discretion of the exemptions committee.
- All decisions made by the exemptions committee are based on the contents of the applicant's submission. All relevant information must be provided when the forms are submitted.

If the application is unsuccessful you will be informed of the grounds for rejection. You will have the opportunity to challenge the decision but you must provide a clear rationale for doing so.

CLT International Ltd, Wilmington plc  
Fort Dunlop | 2nd Floor | Suite 215/216  
Fort Parkway | Birmingham | B24 9FD | United Kingdom

