



Exemptions Policy



www.step.org/qualifications

Exemptions Policy

Purpose of policy

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

Overview

A maximum of two exemptions may be granted from the four Advanced Certificates studied as part of your STEP Diploma. The Advanced Certificates from which you wish to be exempt may be taken from any Set.

Criteria for exemption

An exemption may be available where you hold a qualification that correlates very closely in both content and level to the Advanced Certificate from which exemption is sought.

For an application to be successful, the qualification upon which the application is based should have:

- been set at a minimum of Level 6 (equal to the STEP Advanced Certificates);
- been completed in full (modules from a part-completed qualification will not be considered);
- been obtained no more than five years ago; and
- at least an 80% match in subject matter content to the syllabus of the Advanced Certificate from which exemption is being claimed. Applications should show that the matching subject matter content has been covered in the same level of detail.

Exemptions Policy

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.

How to apply

To apply for an exemption, please visit the [CLTI website](#) and make the payment required. The documentation for completion will then be forwarded 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.

Review and approval process

You should send your form and supporting evidence to 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.

Exemptions Policy

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.

Version control	
Author:	Amanda Sprawson – Head of Professional Product Development/Peter Wilkins – Academic Director - CLT International
Version:	1.1
Changes in this version:	New policy
Reviewed and approved for publication by:	Peter Wilkins – Academic Director - CLT International
Document status:	Approved May 2024
Update cycle:	CLT International will review and where necessary update this policy every 12 months. Next update May 2025

Contact us

If you have any queries please contact us:

Email: cltinternational@centlaw.com

Phone: +44 (0) 121 362 7733

CLT International Ltd, Wilmington plc

Fort Dunlop | 6th Floor | Fort Parkway

Birmingham | B24 9FD | United Kingdom



www.step.org/qualifications