



Institute of Risk Management - Exemption guidelines

Exemptions from IRM Diploma

The Institute recognises previous learning. Holders of certain qualifications may be entitled to exemptions from IRM's International Diploma in Risk Management.

Applying for exemptions

Exemptions are granted on a module by module basis. You must supply evidence to prove you have previously studied all material covered by a module syllabus to a level equivalent to the Diploma. Where your existing qualification(s) have not been previously assessed by IRM, it will be considered for approval by the Institute's Exemption Panel.

Exemptions are **ONLY** granted on the basis of completed qualifications.

Types of exemptions

Standard exemptions are qualifications that have been previously approved by the Institute. A list can be found on IRM's website.

Non-standard exemptions are reviewed by IRM's Exemption Panel and will **NOT** be considered without sufficient supporting documentation, a completed exemption application form and the non-standard exemption administration fee.

Supporting documentation for exemptions

All *standard exemption* applications **MUST** include the following:

- A copy of a certificate confirming successful completion of a qualification or a letter from the awarding body on official headed paper, confirming date of completion of qualification and modules passed
- The standard exemption fee(s)

All *non-standard exemption* applicants **MUST** include the following:

- The relevant cross-reference table(s)
- A copy of the qualifications syllabus that supports the exemption application
- A copy of a certificate confirming successful completion of a qualification or a letter from the awarding body on official headed paper, confirming date of completion of qualification and modules passed
- The non-standard exemption administration fee

Detailed cross-referencing for non-standard exemptions

The non-standard exemption process requires applicants to complete the cross-reference table for the module(s) they are seeking exemption from. The tables have already been populated with the module syllabus to facilitate this. Applicants must put their name at the top of each table they're submitting with their application.

To gain exemption, applicants **must** be able to demonstrate and link the relevant content covered in the qualification(s) previously completed against IRM's syllabus. Please provide the appropriate syllabus (which must be detailed enough to provide clear evidence) and make reference using page numbers to assist IRM's Exemption Panel.

Candidates applying for partial exemption – fewer than seven

Exemptions are granted on a module by module basis. Applicants must follow the above procedures and submit a completed exemption application form.

Candidates applying for direct entry to GradIRM or MIRM status through full exemption

If applying for full exemption from the Diploma, applicants must follow *standard* and *non-standard* procedures set out above and attach a full CV.

Candidates applying for MIRM status basing their exemptions on both qualifications and experience **MUST** clearly demonstrate seniority in their position and 10 years of relevant risk management experience. This information must be cross-referenced against the Diploma syllabus. Applicants whose technical or sector skills are not listed, can still submit their application if they believe their areas of knowledge are relevant.

Completing the application form

All applicants must complete **ALL** sections and the cross-reference tables relevant to their application.

Failure to complete and enclose relevant information will delay your application being processed. The onus is on you to prove your eligibility for exemption. IRM's Exemption Panel decision is final.

Assessing exemption application forms

Applicants will normally be notified of the outcome of their application within one month of its receipt by IRM. The exemption will not be recorded until all exemption fees have been received and the applicant has registered with the Institute as a student or joined as a Graduate or Member.