

**The London Institute
of Banking & Finance**

BSc (Hons) Banking Practice and Management

(Part-time programmes of study)



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Programme Specification

1. GENERAL INFORMATION

UCAS Code	Award	Programme Title	Expected Duration	Mode of study
N/A	BSc (Hons)	Banking Practice and Management	2 years	Part-time

Credit Count	120 Level 6 Credits
Teaching Institution	The London Institute of Banking & Finance
Awarding Institution	The London Institute of Banking & Finance
Relevant QAA benchmark(s)	Finance; Business and Management

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2. AIMS OF THE PROGRAMME

The programme aims to:

01.	Provide the student with opportunities to investigate and analyse a range of issues relating to the practice and management of banking and the wider financial services sector.
02.	Encourage the student to reflect on and engage in academic and practitioner debate on issues relevant to banking, financial markets and the financial services sector in general.
03.	Enable the student to apply specialised, up-to-date knowledge within specific areas of the banking sector, utilising a work-based learning approach where relevant.
04.	Enable the student to analyse and evaluate business cases in order to make and justify strategic and practical decisions/recommendations relevant to the management of banking services and activity.
05.	Develop the student's ability to identify customer needs and expectations and to manage provision of services to them.
06.	Increase the student's awareness of the importance of strategic, moral/ethical, social, economic and environmental issues within the banking sector in general.
07.	Provide opportunities for the student to develop the necessary skills and competencies to move on to further study within the discipline and to develop professionalism in the context of a banking sector managerial role.

3. PROGRAMME OVERVIEW

Whether you are in, or aspiring to, a middle or senior management position, the BSc (Hons) in Banking Practice and Management will provide you with the expert knowledge and skills required to enhance your career prospects. The degree is Stage 3 / Level 6 programme delivered, assessed and awarded by The London Institute of Banking & Finance.

The core module of the degree, Strategic Management in Financial Services, will take you through a variety of topics, including strategic management concepts and skills with reference to case studies and empirical evidence. The option modules within the degree encompass a wide range of subjects, allowing you to focus your study to support your own career path.

On completion of the programme you will be awarded with the designation: BSc (Hons).

4. INTENDED LEARNING OUTCOMES OF THE PROGRAMME

A. Knowledge & Understanding	
Should have knowledge of:	
A1.	The range of organisations in the banking sector, the wider financial services institutional framework within which they operate, and the products and services they deliver. <i>F3.2 BM 3.4.</i>
A2.	The processes, procedures and practices required for the effective management and governance of banking organisations within the financial services sector. <i>F3.2. BM 3.6.</i>
A3.	Subject-specific theories, empirical evidence and concepts relating to banking and financial services generally and how these apply in a practical work environment. <i>F3.2</i>
A4.	Financial services, markets and banking practice as evolving disciplines that need to respond to the constantly changing legal and regulatory environment. <i>F3.2</i>

Learning & Teaching Processes (to allow students to achieve intended learning outcomes)
<p>A variety of teaching and learning processes is utilised which depends on the nature of the subject matter and learning objectives. A study plan, which is provided to all students, forms the basis of imparting knowledge and understanding.</p> <p>Dispersed campuses are encouraged to supplement lectures and seminars with active teaching and learning processes including group work, presentations and case studies. Distance learning students receive lecturer support and are encouraged to form study groups with their peers.</p> <p>In addition, all students are also expected to undertake independent reading to consolidate and supplement their learning.</p>



Assessment (of intended learning outcomes)
<p>A range of assessments is used within the programme to assess knowledge and understanding including:</p> <p>Examination: A1-A4</p> <p>Summative assessment: Essays, reports and case studies: A1-A4</p> <p>Formative assessment occurs through optional assignments set by The London Institute of Banking & Finance and activities designed by dispersed campus and distance and flexible learning lecturers: A1-A4</p>

B. Intellectual Skills

Should be able to:

- B1.** Apply higher-level cognitive skills of reflective practice, including analysis, synthesis and evaluation. *F4.1 BM 3.9*
- B2.** Utilise qualitative problem solving and decision making skills. *F4.1 BM 3.9*
- B3.** Utilise quantitative problem solving and decision making skills. *F3.2 F4.1 BM 3.9*
- B4.** Critically evaluate statements, arguments and evidence. *F4.1*
- B5.** Understand the inter-relationships between the various subject disciplines within banking and financial services and assimilate these coherently to provide effective solutions. *BM 3.3*

Learning & Teaching Processes

Students' intellectual skills will be developed by self-directed study activities in the study plan.

Teaching and learning processes used by dispersed campuses include lectures, student-led seminars and case studies.

Distance learning students are encouraged to engage in practitioner debate with their module Lecturer and peers.

Assessment

Intellectual skills are assessed throughout the programme by a variety of methods including:

Examination: B1-B5

Summative assessment: Essays, reports and case studies: B1-B5

Formative assessment occurs through optional assignments set by The London Institute of Banking & Finance and activities designed by dispersed campus and distance and flexible learning lecturers: B1-B5

C. Practical Skills

Students should be able to:

- C1.** Conduct meaningful research into issues relating to banking practice and management and the wider financial services sector. *F4.1 BM 3.9*
- C2.** Apply theories, models and frameworks to the management and practice of banking and financial services organisations and reflect upon their effectiveness. *BM 3.6*
- C3.** Understand how organisations respond to the drivers and implications of changes in the wider financial sector and how these changes affect strategic management thinking. *BM 3.2*

Learning & Teaching Processes

Practical skills are developed by self-directed study activities in the study plan.

Teaching and learning processes used by dispersed campus include classroom debate and problem-based scenarios.

Distance learning students are encouraged to engage in practitioner debate with their module Lecturer and peers.

Students are also encouraged to participate in The London Institute of Banking & Finance's Continuing Professional Development (CPD) programme.

Assessment

Assessments require students to integrate theory and practice:

Examination: C1-C3

Summative assessment: Essays, reports and case studies: C1-C3

Formative assessment occurs through optional assignments set by The London Institute of Banking & Finance and activities designed by dispersed campus and distance and flexible learning lecturers: C1-C3

Formative assessment also occurs through CPD certification.

D. Transferable Skills and Personal Qualities

Should be able to:

- D1.** Articulate concepts and arguments with clarity, conciseness and rigour using a range of media. *F4.1*
- D2.** Learn independently and enhance skills of self-reflection and criticality. *F4.1 BM 3.9*
- D3.** Manage time and resources, work with colleagues and prioritise workloads effectively. *BM 3.9*
- D4.** Use appropriate communication and information technology skills effectively. *F4.1 BM 3.9*

Learning & Teaching Processes

Transferable skills are developed throughout the programme and are incorporated within all modules. They are achieved through appropriate assessments and assignment deadlines. Teaching and learning processes are evaluated in terms of the quality of student's output and students' effectiveness in providing and communicating the information that is required.

Students are also encouraged to participate in The London Institute of Banking & Finance's Continuing Professional Development (CPD) programme.

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Assessment

Examination: D1, D3

Summative assessment: Essays, reports and case studies: D1-D4

Formative assessment occurs through optional assignments set by The London Institute of Banking & Finance and activities designed by dispersed campus and distance and flexible learning lecturers: D1-D4

Formative assessment also occurs through CPD certification.

5. SUMMARY OF ASSESSMENT STRATEGY

A range of assessment tools will be used including examinations, written assessments, reports and projects, case studies and business proposals.

All modules, except Advanced Work-Based Learning, are assessed on the basis of a summative assignment(s) and examination. Advanced Work-Based Learning is assessed on the basis of a final, reflective portfolio. Each module specification provides full details of the assessment strategy employed.

During their modules students receive feedback on their progress on completion of the formative assignments. Students receive feedback forms on completion of the summative assignment(s) and after the module exam(s), which include feedback and the mark for the assignment(s) / exam(s).

6. THE STRUCTURE OF THE PROGRAMME

The structure of the programme is set out below. This programme is offered in part-time mode only.

Students on the part-time programme (distance and / or flexible learning) will study on a session basis. Sessions are 24 weeks long and run twice each year in November and May. Flexible learning provides distance learning students with the opportunity to take three one-day workshops during their session of study. Students can complete each Stage/Level over two years or sooner if they follow a more intensive study schedule.

Stage 3 /	Programme structure and credits	Credits	Pre-Requisite
Level 6			

Note: All modules are positioned at Level 6 in the UK framework for higher education qualifications (FHEQ).

Core		
Strategic Management in Financial Services ****	30	
Options (Choice of any of the options below to gain the required 90 credits, subject to the requirements of prerequisite modules)		
Corporate Lending	30	
Globalisation of Financial Markets	30	
Retail Business Strategy*	30	
Risk Management in Banking	30	
Wealth Management	30	
Corporate Finance 1**	30	QUAN
Corporate Finance 2***	30	6CF1
Advanced Work-based Learning*	30	
<p>* Strategic Management in Financial Services must be attempted before studying the following modules: Retail Business Strategy; Advanced Work-based Learning.</p> <p>** As a prerequisite for Corporate Finance 1 students must have taken and passed Quantitative Methods for Finance and Investment (Level 5 module of the Professional Diploma in Banking Practice and Management); or an equivalent module in terms of content and level.</p> <p>*** Students must complete the Corporate Finance 1 course of study before registering for Corporate Finance 2.</p> <p>**** This module is not eligible for condonement</p>		

7. CURRICULUM PROGRESSION: INTENDED LEARNING OUTCOMES

The BSc (Hons) in Banking Practice and Management consists of a core 30 credit module and 90 further credits to be obtained from the option modules. In total candidates must accumulate 120 credits at this level. Each module is positioned at level 6 in the FHEQ and is worth 30 credits.

The core module is intended to provide students with a key analytical framework which can be utilised as a basis for sound management decision making across the broad range of subject disciplines relevant to the banking and financial services industry.

The option modules build upon the underpinning knowledge and skills acquired at levels 4 and 5. The options have a more specialised technical orientation and are designed to specifically apply, reflect upon and evaluate theory and practice relevant to the banking and financial services industry.

8. STUDENT INDUCTION, SUPPORT AND DEVELOPMENT

(in order to deliver the learning outcomes)

The support provided to students will follow The London Institute of Banking & Finance's Code of Practice for Quality Assurance, Chapter 6: Student Support and Guidance, which sets out the teaching and learning responsibilities of the various stakeholders. A summary of the main provision available is set out below:

Student induction

Students enrolled on the programme will be provided with an initial induction / induction materials, including a Programme or Student Handbook, background and structure to the programme and individual modules and supporting learning environment. Integral to the student induction is a student study plan. The student induction materials will be available on-line through the mylibf virtual learning environment.

Tuition support

Part-Time Study

Sessions for programmes running on a part-time (distance and / or flexible learning) basis run twice each year starting in November and May. Sessions are 24-weeks long. Flexible learning provides distance learning students with the opportunity to take a series of workshops during their session of study.

Students can complete each Level / Stage of the programme over two years or sooner if they follow a more intensive study schedule. Guidance is provided by the Student Services and Admissions Team.

Distance Learning

Distance learning allows students to study independently within a clear framework, but at a pace that suits their personal circumstances and study needs. Over the course of study (24 weeks), students will be provided with access to the online course area within mylibf where they can access a comprehensive set of learning materials, their study guide and course forums to interact with the course Lecturer and fellow students. Students will be assigned a lecturer to support them throughout their studies. Distance learners will have regular contact with their lecturer. Making use of available technologies, students will have the opportunity to participate in online face-to-face seminars with their Lecturer and fellow students.

In addition to the regular contact with the module lecturer, other sessions will be arranged to support students to develop academic writing and study skills including research skills. Students will have access to online demonstrations of the e-library KnowledgeBank and how to search for resources relevant for their course of study.

Flexible Learning

Flexible learning allows distance learners to opt for three face-to-face workshops of approximately six hours each, evenly spread at appointed dates in each session (24 weeks).

Dispersed campuses

Dispersed campus students will have regular face-to-face sessions over each course of study. The timing will depend upon local timetabling arrangements (e.g. via evening classes)

Work-Based learning

Advanced Work-based Learning module: For this module students will undertake learning within the workplace and are required, in consultation with their chosen placement provider, to undertake a variety of activities and keep a personal reflective journal. Students will be allocated an appointed Work-Based Learning Lecturer and a workplace supervisor of The London Institute of Banking & Finance.

Academic / vocational experience

We ensure a blend of academic and vocational experience within our lecturing team. Many of our lecturers have themselves worked in the financial services industry and this enables them to help students understand how the theory relates to practice. In addition, throughout the duration of their studies students will have the opportunity to hear from a variety of guest lecturers, many of whom hold senior positions within the industry and as such are able to provide unrivalled insight and understanding of the subjects under discussion.

We strongly encourage work-based learning, either as part of the course itself or as a complimentary activity to support students' studies and future employment prospects. The course team can provide assistance to you in

identifying and securing suitable placements and works with employers to ensure that any placements are adding genuine value to students' studies and experience.

Throughout their course of study, students will have the opportunity to join (online) seminars in academic writing with integrity and research skills. Students will also have sessions on CV writing skills and interview techniques.

Learning Materials

A core text and a list of recommended reading will be provided for each module together with additional web-based learning resources. However, in recognition of the rapidly changing environment that encapsulates the financial services sector it is noted that resources are subject to update and review at the discretion of the module team. Students are advised to refer to the module study guide for the most up-to-date reading resources.

Students will be provided with access to the Virtual Learning Environment (VLE) containing the learning materials and access to KnowledgeBank, which includes links to appropriate module readings. In addition, students will have (telephone and email) access to their module lecturer, Student Services and KnowledgeBank staff.

9. CRITERIA FOR ADMISSION

Students must be able to satisfy the general admissions criteria of The London Institute of Banking & Finance.

Entry requirements for the **BSc Banking Practice and Management** are:

- Foundation Degree in Financial Markets and Management, or the Foundation Degree in Banking Practice and Management, or the Diploma of Higher Education in Financial Markets and Management, as validated by the University of Kent at FHEQ Level 5
- OR
- The Professional Diploma in Banking Practice and Management awarded by The London Institute of Banking & Finance at FHEQ Level 5
- OR
- a UK Honours degree or equivalent that meets the learning outcomes at FHEQ Level 5 and was awarded no more than seven years prior to the application to joining the programme, plus evidence that the learning and skills have been maintained in the intervening period.

Students may also register for the BSc (Hons) in Banking Practice and Management if they can demonstrate through prior certificated and / or experiential learning that they have achieved the learning outcomes for the PDipBPM[®]. Please complete the Accredited Prior Learning claim form. Students entering via this route are required to hold:

- GCSE Mathematics at minimum grade C (or equivalent) **and**
- GCSE English Language at minimum grade C (or equivalent) **or** an IELTS score of 6.5 or above with no element below 6.0.

10. ASSESSMENT

Assessment strategies have followed The London Institute of Banking & Finance's Code of Practice for Quality Assurance, Chapter 7: Assessment.

To support and maximise student engagement reflecting the academic / practitioner blend of the programme, assessments are designed to be as 'authentic' as possible to the kind of tasks students may be expected to undertake when joining a financial services organisation in the future.

A range of assessment tools will be used including examinations, written assessments, reports and projects, case studies and business proposals.

Advanced Work-based Learning: For this module student performance, as demonstrated in their final reflective report, will be assessed against the module learning outcomes and the assessment criteria published in the AWBL guidelines.

The regulations for generic assessment strategies are defined within The London Institute of Banking & Finance's [General and Academic Regulations for Students](#).

11. CREDIT AND AWARD

Requirements for successful completion, classification rules; procedures for the finalisation of results at module and programme level:

The **BSc Banking Practice and Management** is made up of 120 credits. 1 credit approximates to 10 student effort hours, and the total course thus requires an average of 1,200 hours effort. The course consists of 120 credits at Level 6. On successful completion of the full programme, students will be awarded the **BSc (Hons) Banking Practice and Management**.

Grades for the **BSc Banking Practice and Management** are awarded in accordance with The London Institute of Banking & Finance's General and Academic Regulations for Students. Students should be aware of the regulations governing the award of credit and the arrangements for compensation, condonement and the capping of marks. Students should also be aware of the regulations relating to the resitting of assessment components and / or the retaking of modules. This information is contained within section 7, 8 and 9 of The London Institute of Banking & Finance's [General and Academic Regulations for Students](#). Students may also be able to take individual modules of the course as a part of executive education programmes.

The **time limit** for each level of study on undergraduate programmes, for registrations after 1 September 2011 will be three years for part-time study.

12. PROGRESSION AND ASSESSMENT REGULATIONS

Progression and Assessment regulations are as set out in The London Institute of Banking & Finance's General and Academic Regulations for Students. Students should also familiarise themselves with The London Institute of Banking & Finance's Code of Practice for Quality Assurance and the Student Charter.

Details of procedures and deadlines for submission of assessed assignments, penalties applied for late submission and the procedure for requesting an extension to an assignment submission deadline are all published in the Student Handbook.

Holders of The London Institute of Banking & Finance BSc Honours qualifications are eligible to apply for Chartered Associateship of The London Institute of Banking & Finance upon demonstration of two years relevant work experience in financial services and maintained CPD.

13. COURSE DISTINCTIVENESS

The London Institute of Banking & Finance has made employability a cornerstone of all our programmes and is focused on producing graduates that have the critical combination of knowledge, practical skills and understanding that can be applied in the professional world.

The BSc Banking Practice and Management programmes cover the essential understanding that students need for a successful career and crucially reflect what employers look for from potential recruits and future leaders. Work-based learning is strongly encouraged. Many major banks include The London Institute of Banking & Finance qualifications within their management development programmes.

14. GRADUATE DESTINATIONS

Graduates of this course would normally go on to careers in retail financial services or corporate banking and would be particularly well placed to enter executive and management trainee schemes. Typical future roles for graduates include leadership positions in the central functions of large institutions or areas such as branch or regional management, corporate lending and credit, relationship management and product development. The programme is also an excellent foundation for postgraduate study.

15. CURRICULUM MAP OF MODULES AGAINST INTENDED LEARNING OUTCOMES OF THE PROGRAMME

Module Title and Code			Knowledge & Understanding				Intellectual Skills					Practical Skills			Transferable Skills & Personal Qualities				
Yr	Code	Module title	C/O	A1	A2	A3	A4	B1	B2	B3	B4	B5	C1	C2	C3	D1	D2	D3	D4
Year 3	SMIF	Strategic Management in Financial Services	C	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA
	6CAL	Corporate Lending	O	DA		DA		DA	DA	DA	DA	DA	DA	DA		DA	D	D	DA
	6CF 1	Corporate Finance 1	O	DA		DA		DA	DA	DA	DA	DA	DA	DA		DA	D	D	DA
	6CF 2	Corporate Finance 2	O	DA		DA		DA	DA	DA	DA	DA	DA	DA		DA	D	D	DA
	REBS	Retail Business Strategy	O	DA	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	D	D	DA
	6RSK	Risk Management in Banking	O	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA		DA	D	D	DA
	6GFM	The Globalisation of Financial Markets	O	DA		DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA
	WEMA	Wealth Management	O	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	D	D	DA
AWBL	Advanced Work-based Learning	O		DA	DA		DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA

Legend for cells

D = skills are taught or developed by students within this module

A = skills are assessed within this module

C = core module

O = option module

CP = compulsory module