

Recognition of Prior Learning (RPL)

Please send this form and your certified certificates by email to support@libf.ac.uk. All claims for Recognition of Prior Learning are processed in accordance with our [RPL policy and procedures](#). Please note that an RPL claim is subject to a fee, details of which can be found [here](#)

1. PERSONAL DETAILS	
LIBF number _____	Title (eg Mr / Mrs / Ms etc) _____
First name(s) / Given name(s) _____	Last name / Family name _____
Date of birth _____	Maiden / previous name _____
Telephone no. _____	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Contact address _____	Preferred email address _____
Postcode _____ Country _____	

2. QUALIFICATION FROM ANOTHER PROVIDER	
To be able to award a RPL we need to see certified copies of your existing qualifications. Enter below the details of the qualification you wish to use towards a RPL	
Awarding Body of Qualification _____	
Name of Award _____	
Name of Unit _____	
Date Awarded Qualification _____	Accreditation Number (if known) _____
Awarding Body of Qualification _____	
Name of Award _____	
Name of Unit _____	
Date Awarded Qualification _____	Accreditation Number (if known) _____
Awarding Body of Qualification _____	
Name of Award _____	
Name of Unit _____	
Date Awarded Qualification _____	Accreditation Number (if known) _____
Awarding Body of Qualification _____	
Name of Award _____	
Name of Unit _____	
Date Awarded Qualification _____	Accreditation Number (if known) _____

3. QUALIFICATION
Please confirm the qualification you wish to have your prior learning considered towards eg CeMAP® / DipFA® etc _____
State the units of the above qualification that you wish to be considered for your RPL eg UKFR _____

4. YOUR PERSONAL DATA
We will use and protect your personal data in accordance with current data protection legislation to process your application. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our Privacy Notice

5. DECLARATION
<input type="checkbox"/> I declare that the information contained in this form is true and accurate, consent to the processing and use of personal data as outlined in the Privacy Notice and accept our terms and conditions .
<input type="checkbox"/> I have enclosed certified copies of my qualification and these have been certified by my employer or someone who has known me for two years or more and are signed and dated.
<input type="checkbox"/> I have read, understood and agree with the Recognition of Prior Learning Policy and that a fee is payable.
Signature _____
Date _____
Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry

6. OFFICE USE ONLY
Date claim received _____ Checked by _____
Acknowledgment sent _____
Date passed to FE Programmes department _____
Request checked by _____ Date _____
RPL granted yes <input type="checkbox"/> no <input type="checkbox"/> RPL awarded yes <input type="checkbox"/> no <input type="checkbox"/>
Date student informed of outcome _____
Letter Code Sent _____

Guidance notes for Recognition of Prior Learning (RPL) Claim Form

Section 1 – Contact details

LIBF number

This number can be found on the confirmation email / letter that you will have received when you initially registered with us. Members of The London Institute of Banking & Finance can find their membership number on their membership card.

Date of birth

Your date of birth must be included on the form so that we are able to confirm your identity when processing your request.

Maiden / previous name

Please include any previous names that you registered with. This information is required for identity verification purposes.

Telephone number

In order for us to deal effectively with your request, a contact telephone number is required. If we do not have this information a delay may occur in us being able to process your application.

Preferred email address

Please provide an email address to enable us to contact you.

Section 2 – Qualification from Another Provider

Please list the qualifications you have completed with another provider you wish us to consider RPL. In order to consider the award for RPL, we require copies of your certificate(s), which must be either:

- Certified as a true copy of the original by either your employer or by another professional such as a Doctor, Teacher, Solicitor, Lawyer, Banker or Police Officer.

To certify a copy the 'certifier' should:

- state the following on the document, 'I have seen the original document and I certify that this is a complete and accurate copy of the original';
 - write their name, position and / or capacity (eg lawyer / employer) and a contact address;
 - add their signature and date.
- or
- Contain a valid digital signature from the issuer (digital certificates only).

Section 3 – Qualification

Please confirm the The London Institute of Banking & Finance qualification that you wish to have your prior learning considered towards eg CeMAP®, DipFA® etc.

Also state the units of the above qualification you wish to be considered for RPL eg UKFR, FSRE etc.

Section 5 - Declaration

A declaration is included at the end of the form to confirm that the information that has been given is correct and true. Please read all statements and tick to confirm you have read them.

Signature You must sign the application form. Unsigned forms will be rejected and returned.

Once completed the form and evidence of prior learning should be sent by email to **support@libf.ac.uk**