**The London Institute of Banking & Finance**

## Recognition of Prior Learning Policy

The purpose of the Recognition of Prior Learning (RPL) policy is to advise students of the process and procedures for recognising prior learning. The policy sets out information relating to the types of learning that can be recognised and examples of credits that can be provided by The London Institute of Banking & Finance.

Through the Recognition of Prior Learning policy, we ensure that requests for recognising prior learning are treated fairly, consistently, transparently, in a timely manner and in accordance with the regulator's General Conditions of Recognition, specifically E10 – Recognition of Prior Learning.

Within our approach to RPL, we recognise that skill, knowledge and understanding can be developed and evidenced in many different ways. Through the application of this policy we approach diversity in an unbiased manner.

**1.      Definition**

1.1      RPL is interpreted as encompassing a student's previous **non-certificated** achievements, and **certificated** achievements obtained through another awarding organisation. This has previously been known as an exemption.

1.2      Certificated learning is defined as learning that has been assessed through a formal examination by an awarding organisation that is recognised by a national examinations regulator.

1.3      In order to be eligible for RPL via certificated learning, there must usually be an 80% syllabus match to a current unit awarded by us.

1.4      Non-certificated learning is learning attained by a student through a course of study that meets our RPL requirements. This could include learning that is not formally certificated, for example learning achieved via an accredited programme of study, or appropriate experiential learning that has been validated with appropriate evidence.

1.5      A claim for RPL should be submitted in advance, but no later than four weeks after registration. It should be noted, however, that if a subsequent request is received to cancel the registration, a refund of registration fees can only be given within 14 calendar days of the course start date. A claim for RPL cannot be made against any of our qualifications that a student has already completed.

**2.      Recognition of prior learning through academic qualifications**

2.1     We will take account of the following information as part of the decision making process to determine whether to award any credit[1] toward a given qualification:

- The academic qualification, for example, university degree, must have been completed within the last 10 years;
- The assessment or qualification must normally have at least an 80% match with the learning outcomes of a current unit awarded by us;
- The assessment approach of the exam or qualification must be of a similar standard, scope and rigour to our unit;
- The qualification must be equivalent to the appropriate level in a UK national framework, for example, RQF, SCQF, CQFW or FHEQ.
- Where an entire qualification has not been achieved, units of learning will be considered provided appropriate evidence, as described above, is provided; an example here may be a university transcript for a module of learning when the student did not complete the degree qualification.

**3.     Recognition of prior learning through professional body qualifications**

3.1     We will take account of the following information as part of the RPL decision making process:

- The qualification must normally have at least an 80% match with the learning outcomes of our unit;
- The assessment method of the exam or qualification must be of a similar standard, scope and rigour to our unit;
- The qualification must be equivalent to the appropriate level in a UK national framework, for example, RQF, SCQF, CQFW or FHEQ.
- Applications may be accepted for part completed qualifications only where they are based on common sets of formally recognised standards, for example, the UK Financial Services regulatory exam standards.

**4.     Recognition of prior learning through completed accredited/approved programmes of learning**

4.1     We will review the following information as part of the RPL decision making process:

- Whether the programme aligns with the learning outcomes of our unit;
- Information on how the programme is assessed (e.g. end of course assessment, coursework etc.);
- Information on how learning is delivered;
- Information on the management procedures and policies that support the programme.

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[1] The credit for a unit of study will be awarded on the student's record in our management information system in order for the overall qualification to be completed.

**5**. **Recognition of prior learning through experiential learning**

5.1 Recognition of prior learning through experiential learning is the recognition of an individual's previous experience and practice.

5.2 Credits towards a professional designation can be gained through the recognition of an individual's previous experience and practice on submission of an Experiential Learning Credit Claim form and supporting evidence (see section 6 below).

5.3 Applications for RPL through experiential learning are considered on a case by case basis. It is the responsibility of the applicant to provide sufficient information to enable our qualification team to formulate a decision on the RPL application. This information may include but is not limited to:

- Job description, including roles and responsibilities
- Annual appraisal reports
- Manager assessment reports
- Project meeting evaluations, minutes, actions etc
- Reflective statements on experiential learning
- Evidence of non accredited CPD activities
- Period of role tenure

5.4 Credit that is recognised in this way is likely to be in the form of notional credits where learning is evidenced at the appropriate level. Where similarities exist with the content of qualifications, exclusions may be put in place to prevent duplicate study. Note that no qualifications will be awarded against this application route.

**6.** **Process to claim recognition of prior learning**

6.1 A fully completed claim form must be submitted for each application. For recognition of prior learning using certificated learning please use this [form](). For recognition of prior experiential learning please use this [form](). The application for RPL must include the certificate (or other confirmation of) of completion and the qualification results transcript where appropriate. By completing the application form the applicant expressly consents to us contacting any awarding body, employer, or third party to verify the applicant's qualification status. The typical response time for a decision on RPL is 10 working days, however, if further research is required before being able to reach a decision, the student will be informed.

6.2 The fee for an RPL application is available through our website.

6.3 We may require students to provide full details of the learning outcomes (syllabus), assessment criteria, learning content and assessment method; this is applicable where the details of the qualification are not already held on record. This is required so that the qualification and syllabus can be mapped against our units and testing standards. Applications will be held open for a period of

three months to allow for the information to be provided. This information is only required if specifically requested by us.

6.4     The applicant is responsible for submitting all necessary documents with the application form in a timely manner. For example, if additional information is required it must be received by us within three months of the application date. We will not reimburse costs associated with the provision of any information required to support applications.

6.5     Applications must be made in English. Where the original language of the documentation is not English, we will require an official translation into English before a review is completed.

6.6     Certified copies of documents are accepted. Each examination document will need to be certified as a true copy of the original.  Photocopies of originals may be certified as authentic by:

- Company Director
- Senior Manager
- Financial Advisor
- Mortgage Advisor
- Other professionally qualified individual

6.7     The decision on whether to grant an RPL application will be based upon the information submitted at the time of the application and the decision made will be final.

6.8     Once a decision has been made no subsequent application or request for a change in the RPL for the same examination/qualification will be considered.

6.9     We will only review the potential for an RPL application based on the original qualification.

6.10    RPL will not be granted for full qualifications. The proportion of a qualification that can be granted RPL is considered on a case by case basis. Students will be required to complete a substantial part, typically 50% or greater, of the qualification. For example, a student can be awarded recognition of prior learning against one of two units in a qualification but would still be expected to sit and pass the second unit.  Certificates are not issued against exempted qualifications.

6.11    Recognition of prior learning will be withdrawn if fraudulent documentation or misleading information is submitted; and this may result in disciplinary action from us.

6.12     Recognition of prior learning is awarded according to the eligibility criteria in place at the time of the application decision.

**7.      Quality assurance, monitoring and review**

7.1     Records of all applications for recognition of prior learning, and their outcomes, are maintained by us for a period of at least five years.

7.2     This policy is formally approved in line with our processes, and is subject to regular review.

7.3     This policy has been developed to comply with all relevant legislation, including the Equality Act 2010, and has been externally benchmarked to be in line with recognised best practice.

7.4     We are subject to regulation by the qualifications regulatory authorities, Ofqual, Qualifications Wales and CCEA.

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