The process is flexible and a practical way of learning. Other routes are very theoretical and focus on the ‘book learning’, whereas the DipFA route not only provides the knowledge but requires worked examples.

Darren Scoon
Senior Consultant, Ludlow Wealth Management
We advance careers by equipping people with the skills and capability the sector demands, so they can perform more effectively and responsibly. The result is better professionals and corporations, performing better for customers.

Our range of financial advice programmes give you the qualifications you need to embark upon or develop your career in regulated advice and lead to Chartered status. Whether you are taking the first step in becoming a qualified retail investment adviser, or looking to develop and differentiate yourself; our programmes can help support your career goals and ambitions.

We are The London Institute of Banking & Finance, lifelong partners for financial education.

Your study experience
Our qualifications are designed for distance learning, providing you with the flexibility to study at a time and pace that suits you. Your studies are supported through a range of comprehensive online and/or hardcopy learning materials.

Registration and fees
You can register for a qualification or find out about fees by visiting the relevant pages of our website. If you have any queries, please contact our Student and Customer Services Team on 01227 818609 or email customerservices@libf.ac.uk

Looking to register a team of employees?
We are experienced in supporting organisations to embed our qualifications in their learning and development programmes. For an initial discussion on how we could assist your company, then please contact our Relationship Management Team by email; corporate@libf.ac.uk or phone 01227 828244.

"The study packs are understandable and the Diploma was very well laid out. The qualification is excellent – so much so that several in my office may go onto the Level 6 qualification in due course."

Sean Martin, Managing Director, 2mi Financial Services Limited

Progression
Our professional qualifications are placed within a framework that supports your career development at every stage, providing a pathway to Chartered status. Find out more about our Professional Qualifications Framework at libf.ac.uk/professional-qualifications
Meet the industry standard for providing financial advice in as little as nine months with the high quality, cost-effective and practically orientated DipFA.

The DipFA is an industry benchmark qualification which meets the FCA’s qualification requirement for retail investment advisers. The programme is tailored to reflect the role of an IFA, providing you with both the required knowledge and the practical skills to apply it effectively in the workplace. We use case study-based learning and assessments designed to replicate the real-life activities that advisers undertake.

DipFA is an approved qualification within the Financial Adviser Apprenticeship Standard.

Key Facts:
- FCA approved
- Registration is open year-round
- Registration fee includes:
  - Learning materials
  - Exam fee
  - Online student forum
  - Specimen paper for Unit 1 and exemplar paper and further readings for Unit 2
  - Optional access to experienced web tutors to provide guidance and support
- Upon completion, you are able to use the ‘DipFA’ designation after your name

<table>
<thead>
<tr>
<th>Unit</th>
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<th>Assessment</th>
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| Unit 1 – Financial Services Regulation and Ethics (FSRE) | • The environment of the financial services industry  
• Key components and interrelationships of the financial system  
• Principles of the regulatory framework and the implications for the financial advice process  
• The importance of the concept of risk and how risks relate to institutions and individuals  
• Legal concepts and the interplay between regulation and legislation  
• The FCA’s approach to ethical and unethical behaviours and the Code of Ethics | 2-hour exam comprising:  
• 90 multiple-choice questions  
• 2 case studies each with 5 multiple-choice questions |
| Unit 2 – Advanced Financial Advice (AFA) | • Products, services and legislation that inform the financial planning and advice process  
• Principles, theories and interrelationships of investment, retirement planning and protection  
• The importance of consumer oriented communication and ethical behaviours | • Coursework assignment comprising a written assignment and short answer questions  
• 3-hour written exam based on a pre-released factfind |

"I thought the course was well structured and involved three major tasks to provide a more rounded approach to what an adviser actually does. The coursework and factfind preparation are absolutely central skills to develop."  
Daniel Blandford, IFA, MK Financial Planning

92% of our students would recommend the DipFA to a friend or colleague

libf.ac.uk/dipfa
The Adv DipFA builds upon your Level 4 qualification and experience to equip you with the skills needed to offer complex financial advice and planning services.

It focuses on developing your expertise in areas such as pensions, taxation, portfolio management and later life planning. Completion of the Adv DipFA enables you to offer a sophisticated service to customers and to contribute to developing the strategic aims of your organisation.

Once you have completed the Adv DipFA, you can become a Chartered Associate of The London Institute of Banking & Finance. This is a mark of senior standing in the industry that demonstrates your commitment to ongoing development and high professional standards.

Key Facts:
- Two study sessions available per year
- Adv DipFA can be completed in 12-18 months
- Registration fee includes:
  - Learning materials
  - Online tutor support
  - Webinars
  - Online student forum and group activities
  - Exemplar coursework and exam papers
- Units can be studied in any order
- 150 CPD hours can be claimed for each Unit studied in Adv DipFA
- Upon completion, you are able to use the ‘Adv DipFA’ designation after your name and obtain Chartered status.

We also offer a ‘Specialist Option Unit’ which can be used as a substitute for one of the Units. This must be from a recognised qualification in a specialist area of financial advice, e.g. mortgages. The unit must carry 10 or more credits on the Regulated Qualifications Framework (RQF).

"The course structure helps you stay on top of your time management and the online material is current, easy to find and plentiful in volume. As an adviser who is relatively new to the industry, I have found the course has given me more confidence in my day-to-day work."

Mark Fryer, Director, Fryer Glass & Co

libf.ac.uk/advdipfa
Level 6 Award in Pension Transfers (AwPETR)

Qualify to advise on Pension Transfers in as little as four months.

This single module qualification provides the required knowledge of the pension transfer marketplace and the practical skills which will enable you to provide guidance and recommendations to clients. Your studies will focus on acquiring a comprehensive understanding of the pension transfer options available and the legislative framework.

When combined with an FCA approved Level 4 qualification, AwPETR meets the examination standards for pension transfer specialists, enabling you to provide advice on both defined benefit and defined contribution schemes. You can also study this unit as part of the Level 6 Diploma in Financial Advice.

Key Facts:
• Two study sessions available per year
• Registration fee includes:
  - Learning materials
  - Online tutor support
  - Webinars
  - Online student forum and group activities
  - Exemplar coursework and exam papers
• 150 CPD hours can be claimed through studying AwPETR
• Upon completion, you are able to use the ‘AwPETR’ designation after your name

Since completing the qualification my confidence in advising clients has increased and I now undertake pension transfer work for other firms. I would recommend the qualification to others looking to gain additional knowledge in the area of retirement planning.

Adam Caga, Director, RV WealthCare Ltd

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| Pension Transfers (PETR) | Interrogation of rules, legislation and regulations in order to recommend appropriate strategies to meet a clients’ pension transfer needs | Assessed through:  
• A coursework assignment 25 marks  
• A written exam consisting of short and long answers 75 marks  
40% pass mark with a maximum of 25% attributed from the coursework and 75% from the exam |
CertPFA® has been designed for professionals working, or aspiring to work, in financial administration and paraplanning roles.

The Certificate is an accessible route for entry level financial services roles which meets the National Occupational Standard (NOS) for paraplanners. You will acquire the expertise to support and maintain appropriate and ethical client relationships and meet clients’ priorities by considering a range of protection, investment and retirement funding products.

The material was clear and well structured and as a result I felt well-prepared for the exam.

— Martin Hammond

Key Facts:
- Registration is open year-round
- Registration fee includes:
  - Learning materials
  - Exam entry
  - Specimen paper
- On-demand examinations in over 150 nationwide locations, with same day results
- Upon completion, you are able to use the ‘CertPFA’ designation after your name

### Unit Learning Outcomes Assessment

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<tr>
<th>Unit</th>
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<th>Assessment</th>
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<tbody>
<tr>
<td>Unit 1 - Understanding the Financial Services Industry (UFSI)</td>
<td>The regulatory and legal framework underpinning the UK financial services industry</td>
<td>Single 2-hour exam split into the four units:</td>
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<td></td>
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<td>• Unit 1 - 25 multiple-choice questions</td>
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<td>Unit 2 - Understanding the Financial Services Environment (UFSE)</td>
<td>The main financial priorities of consumers and the range of financial products that could meet these priorities. As well as the impact of socio-economic factors and taxation on consumers</td>
<td>• Unit 2 - 25 multiple-choice questions</td>
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<tr>
<td>Unit 3 - Understanding Financial Services Products (UFSP)</td>
<td>The purpose and associated considerations of the different types of financial products, with a particular emphasis on protection, investment and retirement funding products</td>
<td>• Unit 3 - 25 multiple-choice questions</td>
</tr>
<tr>
<td>Unit 4 - Working with Clients in a Financial Planning Environment (WCFP)</td>
<td>The skills for supporting and maintaining appropriate client relationships and the ethical considerations to take into account</td>
<td>• Unit 4 - 3 case studies each with 5 multiple-choice questions</td>
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</table>
CeLTCI meets the regulatory requirement for advising on long-term care.

This qualification allows you to develop the knowledge and practical application of the different types of long-term care solutions and offer high-quality and appropriate advice to customers. The programme focuses on the regulatory environment and the tools and techniques required to analyse a clients’ needs.

In order to attain the Certificate, students must also hold the Diploma for Financial Advisers (DipFA®) or equivalent Level 4 qualification.

Key Facts:
- Registration is open year-round
- Registration fee includes:
  - Learning materials
  - Exam entry
  - Specimen paper is also available to purchase
- On-demand examinations in over 150 nationwide locations, with same day results
- Upon completion, you are able to use the ‘CeLTCI’ designation after your name

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<tbody>
<tr>
<td>Long-Term Care Insurance Module (LTCI)</td>
<td>• The background to long-term care provision&lt;br&gt;• Different types of long-term care available&lt;br&gt;• The impact of current legislation&lt;br&gt;• The relationship complexities between adviser and client</td>
<td>2-hour objective exam comprising:&lt;br&gt;• 50 multiple-choice questions&lt;br&gt;• Three case studies each with 10 linked questions</td>
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</table>

“The London Institute of Banking & Finance was the natural choice for me because of its reputation as a world class centre of excellence. The material was both easy to follow and informative. For a busy professional it offers maximum flexibility. Overall, the learning experience was positive for me and for my future studies. Recommended.”

Steve Harknett, Financial Services Training Consultant
The FCA requires that any individual operating as a retail investment adviser needs to be in possession of a Statement of Professional Standing (SPS) from an FCA Accredited Body.

Whether you are applying for the first time, renewing, or replacing an expired SPS, we offer a cost-effective and flexible service for your SPS application.

As a FCA Accredited Body, we also offer a number of complementary services to both individual advisers and firms to help them meet the necessary requirements for achieving and maintaining competence.

libf.ac.uk/sps

Key Benefits:
- Quick and easy online application
- Fast response rates – confirmation normally provided within five working days
- Available to members and non-members
- Non-members have the opportunity to become members in the SPS application process and immediately benefit from discounted products and services
- Access to CPD services and tools

Membership

Membership of The London Institute of Banking & Finance provides you with access to a range of benefits that help you to maintain your skills and knowledge, support your development and enable you to demonstrate your professional credentials.

Our membership framework is straight forward. Whether you are starting out in your career or a senior leader, we have a number of membership categories available which guide you throughout every stage.

Membership Benefits:
- Access to our CPD scheme and logging tool
- Discounted Statement of Professional Standing
- CPD events and webinars
- Routes to achieve Chartered status
- Careers and employability advice
- Jobs board
- eMentoring programme
- Access to our industry magazine online

For further information about joining, and the benefits we offer visit libf.ac.uk/membership

Chartered status

Chartered status is a mark of senior standing in the banking and finance industry. It combines with either the Associateship or Fellowship membership categories to form a professional designation of distinction.

As a result, holders are able to effectively demonstrate that they are operating to the highest standards of conduct and ethics.

We offer a number of routes for members and industry professionals to achieve Chartered status, full details can be found at libf.ac.uk/becomechartered