

## The London Institute of Banking & Finance Professional Qualifications Framework:

### Outline requirements for the achievement of the Professional and Advanced Diploma designations

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*Valid from 1 May 2019*

#### 1. Awards

- 1.1 The London Institute of Banking & Finance can confer academic awards and academic credit. The Professional Qualifications Framework (PQF) consists of qualifications validated in the Regulated Qualifications Framework (RQF), which provide recognised credits towards professional designations.
- 1.2 The London Institute of Banking & Finance, as a professional body, is also able to confer professional body designations. In the Professional Qualifications Framework these are:
  - The Professional Diploma in Banking & Finance (PDipB&F)
  - The Advanced Diploma in Banking & Finance (AdvDipB&F)

#### 2. Admissions and Registrations

- 2.1 Entry to the Professional and Advanced Diploma stages of the PQF will be based on meeting the stated entry criteria of the component qualifications. The entry requirements for qualifications are set out in the qualification specification.
- 2.2 In some circumstances, HE modules are taken on a CPD basis with the credits contributing towards achievement of the Professional and Advanced Diploma requirements. For HE modules at Level 4, 5 & 6, students are registered on a CPD basis and should satisfy themselves of the ability to study at this level. This will normally require the minimum entry of GCSE at Grade C or above in English and Maths.
- 2.3 Students will be subject to the General and Academic Regulations if they are studying on a Higher Education module or to the Terms and Conditions and associated policies if they are studying on a qualification in the Regulated Qualifications Framework (RQF). Visit the policies and regulation section of the [website](#) for more information.

#### 3. Credits within a programme

- 3.1 Credit is awarded to students who have demonstrated that they have attained the specified learning outcomes either through achievement of RQF qualifications, the study of HE modules and/or a combination thereof.
- 3.2 The status of qualification elements within the PQF shall be option or mandatory.

3.3 Mandatory content in relation to the Professional Diploma in Banking & Finance and the Advanced Diploma in Banking & Finance shall be the Professionalism, Conduct and Ethics (5PCE) qualification. Other RQF qualification elements and/or HE modules (if applicable) shall be classed as 'option'.

3.4 Credit retains a limited currency when counted towards an award unless the learning is updated through further study or continuing professional development. As such, credits are typically accepted if they have been achieved in the last ten years.

#### 4. Award of the Professional and Advanced Diplomas in Banking & Finance

4.1 To be awarded the Professional Diploma in Banking & Finance (PDipB&F), students need to pass two specialist qualifications at Stage 1 as well as pass the Professionalism, Conduct and Ethics (5PCE) qualification. Holders of the Professional Diploma in Banking & Finance will then also be eligible to apply for Associate Member status of The London Institute of Banking & Finance.

4.2 To be awarded the Advanced Diploma in Banking & Finance (AdvDipB&F), students will need to have successfully completed the Professional Diploma in Banking & Finance (PDipB&F) and then complete two specialist qualifications at Stage 2. **Note that the two Risk units must both be taken and passed to count as one specialist component.** A pass in the Professionalism, Conduct and Ethics (5PCE) qualification is also required at Stage 2 if this was not achieved as part of Stage 1 studies.

4.3 Holders of the Advanced Diploma in Banking & Finance meet the qualification requirements for Chartered status of The London Institute of Banking & Finance. In addition to meeting the qualification requirements for Chartered status, candidates are required to demonstrate three years of relevant industry experience and commit to annual CPD and the Institute's Code of Ethics.

#### 5. Recognition of External Credit

5.1 Three forms of external credit are recognised:

- Accreditation of prior certificated learning
- Accreditation of prior experiential learning
- Accreditation of in-house corporate education programmes

5.2 On the Professional and Advanced Diplomas in Banking & Finance, at least 50% of the credit at each Stage must be accumulated as a result of learning assessed by The London Institute of Banking & Finance.

5.3 Applications for the recognition of prior certificated and / or experiential learning should be made using the appropriate application form. Please see the Recognition of Prior Learning [policy and procedures](#) for further information and the appropriate application form.

5.4 A fee will be charged to review applications for external credits. Guidance will be provided.

## 6. Granting awards

### *Grades*

- 6.1 The grades of HE modules and RQF qualifications are calculated from the assessment marks gained in accordance with the rules governing them. These will be shown on the transcript.
- 6.2 The Professional Diploma in Banking & Finance and the Advanced Diploma in Banking & Finance are not graded. They are achieved once the stated requirements have been met.

### *Certification*

- 6.3 Successful achievement of the requirements for each Stage of the PQF will be recognised with a Certificate from The London Institute of Banking & Finance. This certificate will confirm the title of the award achieved and will describe this achievement.

## 7. Student complaints, academic appeals and malpractice

### *Student complaints*

- 7.1 The London Institute of Banking & Finance recognises that its students may not always be satisfied with the service they receive and is committed to ensuring that complaints are dealt with effectively and consistently and in a timely manner with due regard to potential conflicts of interest.
- 7.2 Information and guidance on the process for making a complaint for students registered on HE modules as CPD can be found in the Code of Practice [Chapter 10: Student Complaints and Appeals](#).
- 7.3 Information and guidance on the process for making a complaint for students registered on RQF qualifications can be found in the [Appeals Policy](#) and Procedures for Corporate & Professional Qualifications.

### *Academic Appeals*

- 7.4 Appeals in relation to learners registered on HE modules as CPD, may only be made on specific grounds and criteria. Information and guidance on the process for making an academic appeal can be found in the Code of Practice [Chapter 10](#) on Student Complaints and Appeals.
- 7.5 Appeals, in relation to learners registered on RQF qualifications can be found in the [Complaints Policy](#) and Procedure for Corporate & Professional Qualifications.

### *Malpractice*

- 7.6 Student malpractice can relate to registrations, assessments, coursework assignments, examinations, reasonable adjustments, special considerations, certification and student conduct.
- 7.7 For students on HE modules taken as CPD, such matters are defined in more detail in the Code of Practice [Chapter 9](#) on Malpractice.
- 7.8 For students on RQF qualifications, such matters are defined in more detail in the Student [Malpractice Policy](#) and Procedure for Corporate & Professional Qualifications.