

Recognition of Prior Learning (Experiential)

Claim Form

For the recognition of prior learning that can be used against units/awards of the Professional Diploma in Banking & Finance and Advanced Diploma in Banking & Finance (designation). 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](#)

GUIDANCE

What do I need to do?

Please complete this form to claim recognition of the prior learning you wish to count towards the Professional Diploma in Banking & Finance and/or Advanced Diploma in Banking & Finance (designation). The information that you provide will enable us to assess whether your experiential learning can be recognised and therefore contribute towards the Professional Diploma in Banking & Finance or the Advanced Diploma in Banking & Finance.

You are asked to reflect on the learning and development that has taken place as a result of applying in practice your prior formal learning and experiential learning in your work role(s).

There are two parts you need to reflect on:

- How you have applied prior formal learning in practice and learned from professional experience
- How you have maintained your knowledge and skills and keep up-to-date with evolving practices, regulation and products in your business area

Why do I need to complete a claim?

If your claim is successful, your learning will be formally recognised and count towards the requirements of the Professional Diploma in Banking & Finance or the Advanced Diploma in Banking & Finance. This will avoid unnecessary duplication of study and assessment while completing your study of the relevant award.

How long will it take me to complete this claim?

Experience shows it will take approximately 15-20 hours to prepare and write up this claim to the standard required.

How will my prior learning be recognised?

Prior learning that is recognised for the Professional Diploma in Banking & Finance requires the achievement of learning that is equivalent to units/awards at Levels 4 and 5 and is reviewed against learning hours, level, content, learning outcomes and relevance to the banking and finance sector.

Prior learning that is recognised for the Advanced Diploma in Banking & Finance requires the achievement of learning that is equivalent to units/awards at Level 6 and is reviewed against learning hours, level, content, learning outcomes and relevance to the banking and finance sector.

Before preparing to write your responses for pages 9-11 you should familiarise yourself fully with the guidance on page 8 and the level descriptors overleaf. It is very important that your responses demonstrate that you have significant experience at the level for which you wish to have your experiential learning recognised.

Your submission will be reviewed and if successful you will be advised of the amount of recognition awarded to you and at what level. You will then be required to make up any shortfall in the qualification requirements via formal study with The London Institute of Banking & Finance.

Recognition of your prior learning is likely to be described as 'notional' where it is banking and finance-related but the content does not match an entire unit or award. However, where there are

significant content similarities, exclusions on your study options may be put in place to prevent duplicate study.

If your experience and claim shows considerable experience at Levels 4 and 5, you might be eligible to advance directly to the Advanced Diploma in Banking & Finance.

Please note: no qualifications will be awarded solely on the basis of this claim form.

How will I submit my claim?

- Please return your claim to Student Support Services (enquiries@libf.ac.uk) who will also be happy to answer any queries you have regarding completion of this claim.
- Please note that any supporting documentary evidence included to support your claim should appear in appendices that are referenced appropriately on page 12.
- Please note that if you have attained other relevant qualifications from any other awarding body, we will need to see evidence of these in the form of a 'Certified' copy before any exemption can be applied. Similarly, if claiming credits based on a Degree programme then you may be asked to provide a Transcript of your degree and detailed specifications of modules taken.
- If you have completed in house training, we may approach your learning team for confirmation of results achieved.
- It is useful to get your claim in as early as possible in case there is a need to resubmit information.
- You will be advised of the outcome of your claim by email.
- The decision of The London Institute of Banking & Finance is final.
- A fee will be charged for administration and review of your credit claim form.

What is the assessor looking for in this claim?

You are expected to demonstrate your achievement of both knowledge and skills at the appropriate level within the Regulated Qualifications Framework using a balanced dialogue between descriptive and evaluative text. The recognition you are claiming is positioned at Level 4, 5 or 6. The table overleaf shows descriptors for each level and the criteria you are required to fulfil. It is imperative that your responses are all your own work, presented in your own words.

What happens if I fail?

You will have one attempt to re-submit your failed credit claim. You will be provided with feedback if your claim fails and you will have one re-submission attempt. A re-submission fee will apply.

Checklist

Please review your application carefully prior to submission to ensure you have completed all sections of the form, provided the required number of examples and the supporting evidence to demonstrate your knowledge and skills.

Once your application is complete, please return your claim to Student Support Services (enquiries@libf.ac.uk) or call if you have any queries about this submission +44(0)1227 829499.

TABLE OF KNOWLEDGE AND SKILLS DESCRIPTORS

Student learning outcomes at Levels 4, 5 and 6 in the RQF compared

Level	Knowledge descriptor (the holder...)	Skills descriptor (the holder can....)
Level 4	<ol style="list-style-type: none"> 1. Has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined but complex and non-routine. 2. Can analyse, interpret and evaluate relevant information and ideas. 3. Is aware of the nature of approximate scope of the area of study or work. 4. Has an informed awareness of different perspectives or approaches within the area of study or work. 	<ol style="list-style-type: none"> 1. Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined. 2. Review the effectiveness and appropriateness of methods, actions and results.
Level 5	<ol style="list-style-type: none"> 1. Has practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts. 2. Can analyse, interpret and evaluate relevant information, concepts and ideas. 3. Is aware of the nature and scope of the area of study or work. 4. Understands different perspectives, approaches or schools of thought and the reasoning behind them. 	<ol style="list-style-type: none"> 1. Determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems. 2. Use relevant research or development to inform actions. 3. Evaluate actions, methods and results.
Level 6	<ol style="list-style-type: none"> 1. Has advanced practical, conceptual or technological knowledge and understanding of a subject or field of work to create ways forward in contexts where there are many interacting factors. 2. Understands different perspectives, approaches or schools of thought and the theories that underpin them. 3. Can critically analyse, interpret and evaluate complex information, concepts and ideas. 	<ol style="list-style-type: none"> 1. Determine, refine, adapt and use appropriate methods and advanced cognitive and practical skills to address problems that have limited definition and involve many interacting factors. 2. Use and, where appropriate, design relevant research and development to inform actions. 3. Evaluate actions, methods and results and their implications.

YOUR DETAILS

LIBF number (if known) _____ Title (Mr/Mrs/Ms etc) _____

First Name(s) / Given Name(s) _____

Last Name / Family Name _____

Date of birth* _____ Nationality _____

*A date of birth is compulsory to activate your online account.

Gender Male Female

Please complete the below information only if you are a new student or if your contact details have changed

CONTACT DETAILS

Email address* _____

*Please note that having a valid email address is a compulsory requirement of study

Please provide a telephone number we can use to contact you if necessary

Telephone number _____ Mobile tel (if different from telephone number) _____

EMPLOYMENT

Job title _____

Employer / Business name _____

ADDRESS DETAILS

Business address _____

Postcode / Zipcode _____ Country _____

Home address _____

Postcode / Zipcode _____ Country _____

Please indicate which address you would prefer The London Institute of Banking & Finance to use for postal correspondence:

Home Business

Please select an address where your study materials can be delivered or add a delivery address below if it is different from the addresses above: Home Business

Delivery address _____

Postcode / Zipcode _____ Country _____

*Please do not use a UK PO Box number

ACADEMIC QUALIFICATIONS

Highest level of award

Please advise us of the highest level of award that you hold (eg GCSE / A Level / HND / Degree / Post-Graduate).

Subject (if Degree / Master's Degree) _____

University _____ Year awarded _____

PROFESSIONAL QUALIFICATIONS

Qualification name _____

Awarding body _____ Year awarded _____

Qualification/s currently studying _____

INTERNAL TRAINING COMPLETED

Please provide details of internal training programmes you have completed or are currently studying including title, level and year completed. Please outline the content/topics of the in house training completed.

Title _____
Level (if known) _____
Date awarded _____
Duration of course _____
Method of assessment _____
Outline content _____

Title _____
Level (if known) _____
Date awarded _____
Duration of course _____
Method of assessment _____
Outline content _____

Title _____
Level (if known) _____
Date awarded _____
Duration of course _____
Method of assessment _____
Outline content _____

Title _____
Level (if known) _____
Date awarded _____
Duration of course _____
Method of assessment _____
Outline content _____

OUTLINE CV

Please provide details of your experience to date. We recommend you focus on the details of your roles/responsibilities over the past five years and achievements in role. Please include responsibility you have for systems, staff and budgets. You should consider your experience in terms of the autonomy you have (ie accountability for your work); responsibility and influence with customers, colleagues, peers, and business and technical skills. Please also set out all banking qualifications obtained not listed elsewhere, membership of Professional Bodies or committees.

You may wish to start with a brief personal statement about your broad experience to-date, length of time in banking, personal authority limit,

for example: **Brief Personal Statement**

Professional Experience

OUTLINE CV (CONT)

Qualifications/Awards/Achievements/Membership of Professional Bodies (not listed elsewhere on this form)

Other information you would like us to consider

PROFESSIONAL KNOWLEDGE, SKILLS AND APPLICATION IN THE WORKPLACE

Considering at least three different work situations, demonstrate how you achieved the knowledge and skills in the relevant level descriptor on page 2.

You should cover all seven of the following criteria in each of your responses:

1. The nature of the scenario
2. The approach you took and why you chose it
3. Any models, theories or concepts considered, rejected or employed
4. How you evaluated the options available and the reasons for your chosen option
5. Commentary on what challenges, complexities and issues you faced: were they as expected?
6. An evaluation of what went well, what didn't go so well, and how a different or better outcome could have been achieved
7. Your overall reflections on the experience, including what you learned from it and what you will do differently in future if a similar situation occurs

Examples of work situations could include: undertaking a project, responding to a significant change in the workplace, forming a relationship with a new client, implementing a new system or process, dealing with a complex or challenging issue or problem.

For each work situation chosen, you should demonstrate both the knowledge and skills used and their level (4, 5 or 6). Each scenario should have an introductory section that sets the scene. This should include an overview of the what the situation was, what tasks were involved, what role you played and what the expected outcome was. You are recommended to write 300-400 words.

The recommended minimum and maximum word count for each scenario is 750-1,000 words (not including the introduction and supporting evidence).

Please detail the supporting evidence provided. Evidence could include: project report, formal committee minutes, emails from stakeholders involved (anonymised), feedback and testimonials, survey results. Confidential or sensitive information can be redacted.

For pages 9-11, if necessary you may continue your scenarios in separate documents and submit them with your application and supporting evidence.

PROFESSIONAL KNOWLEDGE (CONT)

Evidence Provided (Please detail the scenario, evidence attached and what it is demonstrating - eg Scenario 1 – project work-plan, demonstrating I led the project and its challenging timescale)

1.

2.

3.

4.

5.

6.

7.

8.

USING YOUR PERSONAL INFORMATION

We will use your personal information to process this application and your examination entry. We will share details, as necessary, with the organisations that deliver our examinations and manage the delivery of your study materials.

We may release your examination results and details of qualifications gained, at the request of your employer. In addition, your details may be included in statistical data reported to UK bodies such as Ofqual and the Department for Education.

You can access information we hold about you, and update that information if necessary, by logging onto our secure website www.mylibf.com.

Additional details of how personal information is used can be found within the Data protection / privacy statement on our website (www.libf.ac.uk).

DECLARATION

I confirm that the information given on this form is correct and that I consent to the processing of my personal data. I also confirm that the work is my own work.

Signed* _____ Date _____

*Please note that all unsigned forms will be returned and will cause a delay in the processing of your claim..

From time to time, The London Institute of Banking & Finance may wish to send you information on its products and services that may be relevant to you. If you do not wish to receive further information, please tick this box.

LINE MANAGER'S STATEMENT

Line Manager's comments (comment in support of this application):

Line Manager's declaration:

Signed: _____ Date: _____

Print name: _____ Position: _____

TO BE COMPLETED BY THE LONDON INSTITUTE OF BANKING & FINANCE

Date received	Checked by	CPQ Entry Level	Provisional exemptions
Acknowledgment sent	Further information required (if applicable)	LIBF number allocated	Date student/sponsor informed of outcome