

# **LIBF Level 6 Professionalism, Conduct and Ethics (PCE)**

Qualification Specification



## Table of Contents

<b>PURPOSE OF THE QUALIFICATION</b>	<b>3</b>
<b>WHY STUDY LIBF LEVEL 6 PROFESSIONALISM, CONDUCT AND ETHICS (6PCE)?</b>	<b>3</b>
<b>OBJECTIVES</b>	<b>3</b>
<b>KEY CONTENT AREAS</b>	<b>3</b>
<b>QUALIFICATION LEARNING OUTCOMES</b>	<b>4</b>
<b>KEY SKILLS DEVELOPED</b>	<b>4</b>
<b>ENTRY REQUIREMENTS</b>	<b>4</b>
<b>RECOGNITION OF PRIOR LEARNING (RPL)</b>	<b>4</b>
<b>PROGRESSION AND PREPARATION FOR FURTHER STUDY</b>	<b>5</b>
<b>APPRENTICESHIPS</b>	<b>5</b>
<b>PREPARATION FOR EMPLOYMENT / PROFESSIONAL DEVELOPMENT</b>	<b>5</b>
<b>STRUCTURE</b>	<b>5</b>
<b>TOTAL QUALIFICATION TIME (TQT)</b>	<b>6</b>
<b>LEARNING RESOURCES</b>	<b>6</b>
<b>WHAT TO DO BEFORE THE ASSESSMENT</b>	<b>6</b>
<b>ASSESSMENT</b>	<b>7</b>
<b>QUALIFICATION GRADING</b>	<b>7</b>
<b>RESUBMISSION AND RESIT ATTEMPTS</b>	<b>7</b>
<b>APPENDICES</b>	<b>8</b>
<b>APPENDIX 1 – REGULATION DETAIL</b>	<b>8</b>

**Please note:** This document is uncontrolled when printed.

Please always review the latest document available through the website

## Purpose of the qualification

### Why study LIBF Level 6 Professionalism, Conduct and Ethics (6PCE)?

The LIBF Level 6 Professionalism, Conduct and Ethics (6PCE) qualification has been designed to provide a recognised qualification for you, as a financial services manager, to demonstrate your professionalism and understanding of how ethical issues affect decision-making. Building on existing knowledge of the Financial Conduct Authority (FCA) conduct rules and focusing on personal professionalism, professional identity and accountability within the finance sector. You will also develop the skills to understand the significance of ethics, to ensure effective compliance with FCA rules and regulations as they impact on your business area. Enabling you to acquire leadership skills and the ability to manage and ensure effective compliance with FCA rules and regulations.

6PCE enhances your understanding of the often challenging concepts involved within the areas of Professionalism, Conduct and Ethics and considers how this is applied at a personal and managerial level.

To highlight the importance of these topics to today's banking and financial services 6PCE has been deemed a mandatory requirement within The London Institute of Banking & Finance's Professional Qualifications Framework.

### Objectives

As a comprehensive course focusing on professionalism, conduct and ethics, the qualification develops specialist knowledge and skills by introducing you to the application of these concepts within the financial services industry. As part of this, it provides an insight into the application and review of professionalism at a personal (unit 1) and managerial (unit 2) level.

### Key content areas

- The issues surrounding professionalism within the financial services industry.
- Personal performance in the sense of personal accountability, responsibility, behaviours and values.
- How the individual accountability regime and conduct rules can affect personal behaviours.
- The management of support for those working in financial services.
- Issues surrounding ethics within the financial services industry.
- The ethical dilemmas facing leaders and managers.

## Qualification learning outcomes

On completing this qualification you will understand:

LO	Detail	Level
LO1	Ethics and the role of ethical decision-making within the finance sector	5 / 6
LO2	Professionalism, professional identity and professional accountability	5 / 6
LO3	Impact of leadership and management on professionalism, conduct and ethics in financial services	6
LO4	Organisational culture	6
LO5	Impact of regulation and legislation on the individual accountability regime and conduct rules	5 / 6

## Key skills developed

The qualification will encourage you to:

- develop a critical appreciation of professionalism, conduct and ethics and the implications on the financial services industry;
- understand the distinction between leadership and management, in relation to professionalism, conduct and ethics, and the requirements for management and leadership at a managerial or strategic level;
- develop an understanding of current technical language and conduct regulation; and,
- increase your ability to work and learn independently.

## Entry requirements

There are no specified entry requirements. However, prior knowledge of the Financial Conduct Authority's conduct rules is assumed.

## Recognition of prior learning (RPL)

We recognise prior learning in different forms. This means that you may not be required to register for every unit. Details of how to apply for recognition of prior learning are available on our [website](#).

## Progression and preparation for further study

This qualification provides a platform for continued study within the financial services sector and a wide range of other business-related disciplines. The qualification can be studied as a standalone award or as part of our Professional Qualifications Framework with credits counting towards achievement of Chartered status with The London Institute of Banking & Finance.

## Apprenticeships

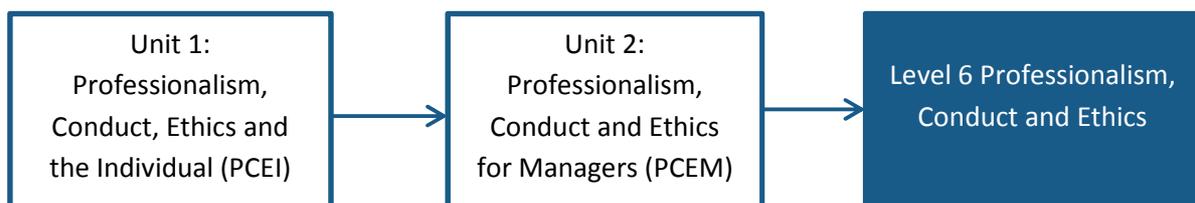
6PCE is a professional development qualification designed to develop the skills, knowledge and understanding required of a practitioner. It is not currently available through an apprenticeship standard.

## Preparation for employment / professional development

This qualification is designed for you if you work, or are aspiring to take on a more senior management role within the financial services industry; it has been designed to develop knowledge and understanding of professionalism, conduct and ethics and to enhance skills that are valued within the finance sector and others.

## Structure

Level 6 Professionalism, Conduct and Ethics (6PCE) comprises two mandatory units which need to be successfully completed to achieve the qualification:



## Total qualification time (TQT)

Total Qualification Time (TQT) is a prediction of the total time a student with no prior knowledge might need to complete the course.

TQT consists of two elements: guided learning (GL) and all other hours:

- GL is time spent studying under the immediate guidance or supervision of a teacher.
- All other hours include hours spent unsupervised in research, learning, e-learning, e-assessment, completing coursework, completing homework, exam preparation, and formal assessments.

6PCE is primarily considered a distance-learning, session-based qualification.

Guided learning hours	24 hours
Other hours	166 hours
Total qualification time	190 hours

## Learning resources

You will be provided with the following learning resources:

- online access via **MyLIBF** to learning materials and to KnowledgeBank (virtual library);
- study text (online only);
- specimen coursework assignment;
- unit syllabuses;
- webinar / e-quizzes;
- ask the expert forum; and,
- study plan.

## What to do before the assessment

On registration, you will be automatically allocated to a specific coursework session. Coursework is submitted via the course site; once submitted, all assignments are automatically checked by TurnitinUK. TurnitinUK is the leading originality checking and plagiarism prevention service in the world. Guidance on the submission process, TurnitinUK and referencing is provided on the course site.

To prepare for all assessment elements, you should make use of all learning resources.

## Assessment

All components are mandatory and assessed. The units are assessed via the following method:

- i. PCEI: assessed through one coursework assignment.
- ii. PCEM: assessed through one coursework assignment.

To pass each unit you must achieve the minimum pass mark of 50%. The structure of the assignments ensures that all learning outcomes are subject to external assessment.

## Qualification grading

The qualification will be graded pass / distinction. To pass the qualification you must achieve the pass standard (50% of the marks) for each unit.

Unit 1 (PCEI) – is worth 40% of the overall qualification.

Unit 2 (PCEM) – is worth 60% of the overall qualification.

The qualification grade boundaries are as follows:

Grade	Percentage mark
Pass	50–69
Distinction	70–100

Individual feedback is provided for the coursework assignments to allow you to see the relative strength of your performance. A chief examiner's report is also provided to highlight general areas of strength and weakness noticed within the submitted coursework, as well as to provide guidance for future students.

Grade classifications are pre-determined and align to the published grade descriptors available to learners.

However, the grade classifications may be subject to change under the jurisdiction of the assessment board where this is necessary to maintain standards of validity.

## Resubmission and resit attempts

If you fail a coursework you can have one attempt to resubmit your assignment within a specific timeframe and subject to paying the appropriate fee. The mark for resubmitted coursework will be capped at the pass mark.

If you fail with the resubmitted assignment you can re-register, there are no restrictions on the number of times you can re-register.

## Appendices

### Appendix 1 – Regulation detail

This document describes the regulation detail that is applicable to the qualification.

<b>Qualification title</b>	LIBF Level 6 Professionalism, Conduct and Ethics (6PCE)
<b>Ofqual qualification number</b>	603 / 0715 / 8
<b>Regulated Qualifications Framework (RQF) level</b>	6
<b>European Qualifications Framework (EQF) level</b>	6
<b>Qualification type</b>	Vocationally-Related Qualification
<b>Guided learning hours</b>	24
<b>Total qualification time</b>	190
<b>Total credits</b>	19
<b>Sector subject area (SSA)</b>	15. Business, Administration, Finance and Law
<b>Sub SSA</b>	15.3 Business Management
<b>Overall grading type</b>	Pass / Distinction
<b>Assessment methods</b>	Coursework
<b>Regulated in</b>	England
<b>Qualification for ages</b>	19+
<b>Operational start date</b>	14 November 2016
<b>Qualification description</b>	Level 6 Professionalism, Conduct and Ethics consists of two mandatory units. A total credit value of 19 must be obtained for achievement of the qualification.