

**The London Institute
of Banking & Finance**

Professional Diploma in Banking Practice and Management

(Full- and part-time programmes of study)



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Programme Specification

1. GENERAL INFORMATION

UCAS Code	Award	Programme Title	Expected Duration	Mode of study
N/A	Professional Diploma	Banking Practice and Management	2 years	Part-time

Credit Count	120 Level 5 Credits
Teaching Institution	The London Institute of Banking & Finance
Awarding Institution	The London Institute of Banking & Finance
Relevant QAA benchmark(s)	Finance (F); Business and Management(BM)

Date of original production: November 2011	Date of current version: November 2018
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2. AIMS OF THE PROGRAMME

The programme aims to:

01.	Provide an up-to-date body of learning in relation to the financial services sector (using UK financial services as a basis for illustrating core concepts), recognising that international students will seek to apply these core concepts to their particular financial services environments.
02.	Enable the student to develop comprehensive knowledge and understanding of key banking and finance practices, theory and application relevant to the management of banking services and activities.
03.	Develop the student's ability to apply specialised, current knowledge of banking and finance concepts, theories and applications using practice-based and \ or work-based learning approaches.
04.	Provide the student with the opportunity to evaluate the impact of the changing regulatory and operating environment, technical change and risk management in order to make and justify decisions and recommendations relevant to the management of banking services and activity.
05.	Develop the student's ability to identify customer needs and expectations and to manage provision of services to them.
06.	Increase the student's awareness of the importance of moral/ethical, social, economic and environmental issues within the banking and financial services sector in general.
07.	Provide opportunities for the student to develop the necessary skills and competencies to move on to further study within the discipline and to develop professionalism in the context of a banking sector managerial role.

3. PROGRAMME OVERVIEW

The Professional Diploma in Banking Practice and Management (PDipBPM[®]), formerly the Foundation Degree / Diploma in Higher Education in Financial Markets and Management, is a professional qualification for people working or aspiring to work in the financial services industry. The PDipBPM[®] is awarded by The London Institute of Banking & Finance.

The PDipBPM[®] comprises two study stages. At FHEQ Level 4 you will need to complete a Professional Certificate programme or equivalent award. Students who hold a relevant degree can enter directly at FHEQ Level 5.

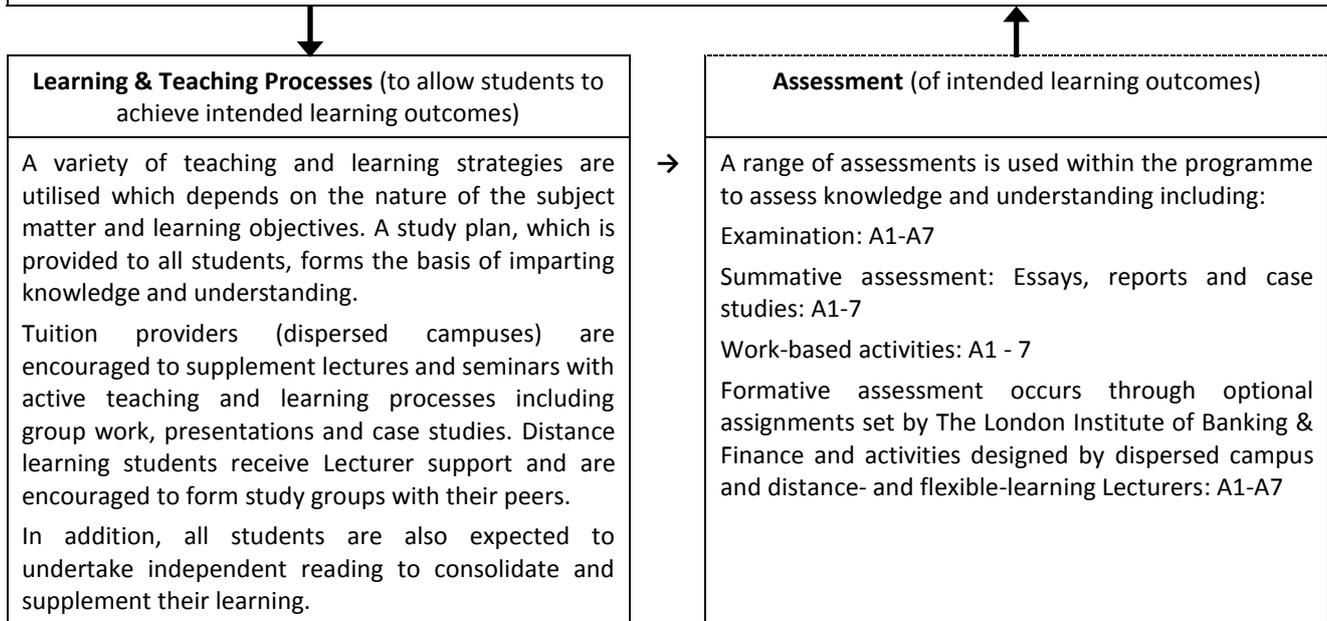
The PDipBPM[®] covers an array of topics that include:

- the relationship between an organisation and its individual stakeholders
- the different roles within the financial services industry
- the needs of customers; and
- how to measure performance effectively

In addition, further modules will examine the principles of organisational management and the commercial environment in the financial services industry, plus other modules that allow you to select a subject that is specific to your needs. You can choose to study the Work-Based Learning module to use the skills you have developed or, if you are unable to do this, you can choose another option module.

4. INTENDED LEARNING OUTCOMES OF THE PROGRAMME

A. Knowledge & Understanding	
Should have knowledge of:	
A1.	The range of financial services organisations, the external environment within which they operate and the products and services they deliver (BM3.2, 3.4 ; F3.2)
A2.	The processes, procedures and practices required for the effective management and governance of banking and financial organisations (BM 3.6; F3.2)
A3.	Subject-specific theories and concepts relating to banking and financial services generally and how these apply in a practical work environment (F3.2)
A4.	Financial services, markets and banking practice as evolving disciplines that need to respond to the constantly changing legal and regulatory environment (F3.2 BM 3.9)
A5.	The sources, uses and management of finance; the use of accounting and other information (BM 3.7; F3.2)
A6.	The analysis of customer expectations and the provision and orientation of services and products to meet these expectations (BM3.7)
A7.	The different types of risk and how these can be managed (BM3.6)



B. Intellectual Skills

Should be able to:

- B1.** Cognitive skills of reflective practice, including analysis, synthesis and evaluation. This include the ability to identify assumptions, evaluate statements in terms of evidence, to detect false logic or reasoning, to identify implicit values, to define terms adequately and generalise appropriately (BM3.9; F4.1)
- B2.** Effective problem solving and decision making – making and using appropriate quantitative and qualitative skills including identifying, formulating and solving business problems. The ability to create, evaluate and assess a range of options together with the capacity to apply ideas and knowledge to a range of situations (BM3.9; F3 & 4.1)
- B3.** Learning through reflection on practice and experience (BM3.9; F4.1)
- B4.** Ability to plan, work and study independently and use resources in a way which reflects best current practice and anticipated future practice (BM3.9;F4.1)

Learning & Teaching Processes

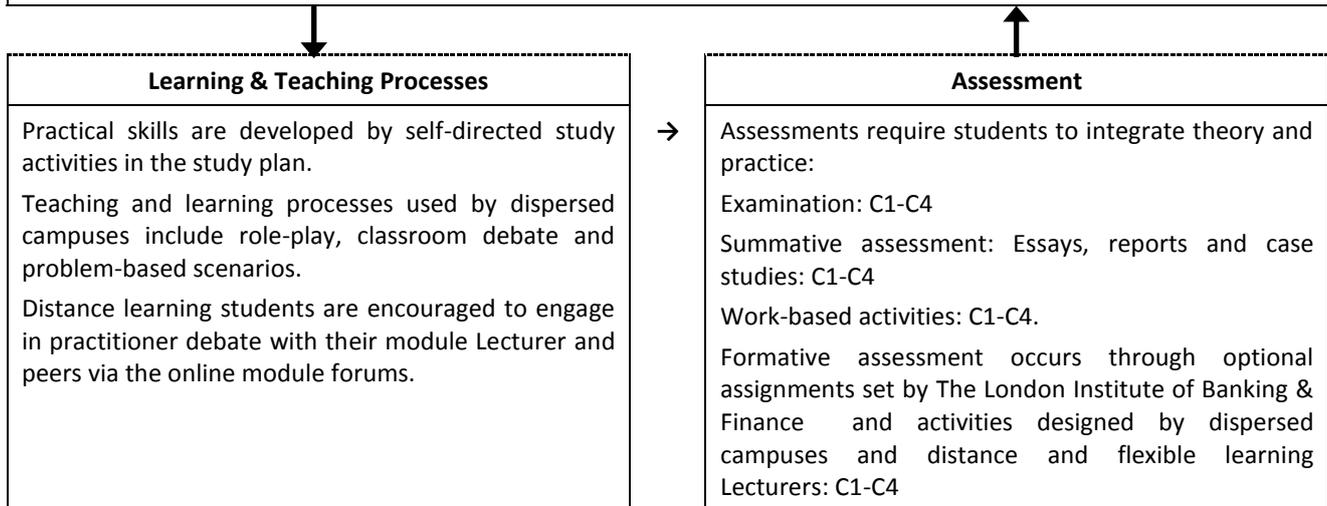
Students' intellectual skills will be developed by self-directed study activities in the study plan.
Teaching and learning processes used by dispersed campuses include lectures, seminars and case studies.
Distance learning students are encouraged to engage in practitioner debate with their module Lecturer and peers.

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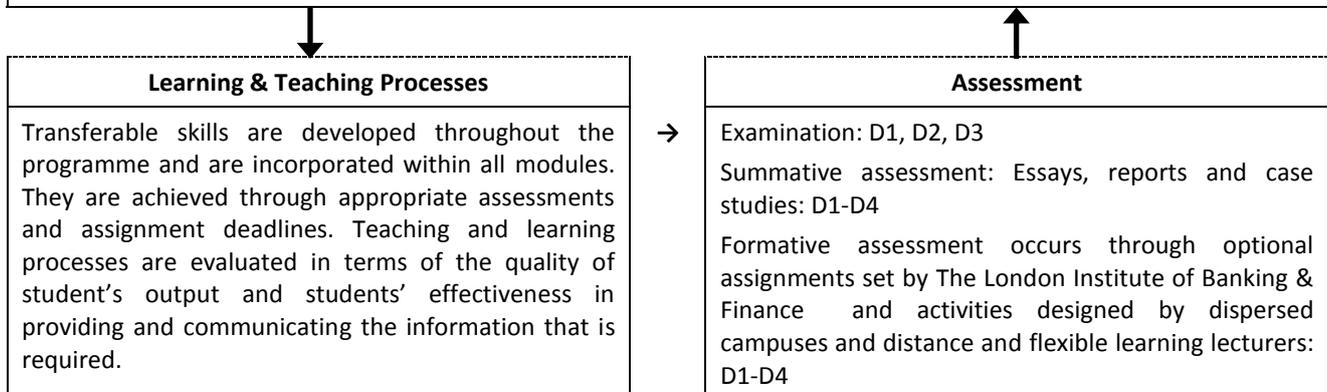
Assessment

Intellectual skills are assessed throughout the programme by a variety of methods including:
Examination: B1-B4
Summative assessment: Essays, reports and case studies: B1-B4
Work-based activities: B1-4
Formative assessment occurs through optional assignments set by The London Institute of Banking & Finance and activities designed by dispersed campuses and distance and flexible learning Lecturers: B1-B4

C. Practical Skills	
Should be able to:	
C1.	Numeracy and quantitative skills including the use of models of business situations (BM3.9, BM 3.7 F3.2 & 4.1)
C2.	Integration of theory and practice by a variety of means including the encouragement of reflection on work experience (BM3.3 & 3.9)
C3.	Effective use of communications and information technology for financial services management (BM3.9;F4.1)
C4.	Identify, find, record, organise and manipulate knowledge relevant to the development and management of organisations (BM3.9;F4.1)



D. Transferable Skills and Personal Qualities	
Should be able to:	
D1.	Effective communication using a range of appropriate media that are widely used in business, for example the preparation and presentation of business reports (BM3.9;F4.1)
D2.	Numeracy and quantitative skills including data analysis, interpretation and extrapolation (BM3.9; F4.1)
D3.	Effectively self-manage re time, planning and behaviour, motivation, self-starting, individual initiative and enterprise (BM 3.6, 3.9:F4.1)
D4.	Scan and organise data; abstracting meaning from information and sharing knowledge (BM 3.9;F4.1)



5. SUMMARY OF ASSESSMENT STRATEGY

A range of assessment tools will be used including examinations, written assessments, reports and projects, case studies and business proposals.

All modules, except Work-Based Learning, are assessed on the basis of summative assignment(s) and / or examination. Work-Based Learning is assessed on the basis of a final, reflective portfolio. Each module specification provides full details of the assessment strategy employed.

During their modules students receive feedback on their progress on completion of the formative assignments. Students receive feedback forms on completion of the summative assignment(s) and after the module exam(s), which include feedback and the mark for the assignment(s) / exam(s).

6. THE STRUCTURE OF THE PROGRAMME

The structure of the programme is set out below. This programme is currently offered in part-time mode only.

Students on the part-time programme (distance and / or flexible learning) will study on a session basis. Sessions are 24 weeks long and run twice each year in November and May. Flexible learning provides distance learning students with the opportunity to take three one-day workshops during their session of study. Students can complete each Stage/Level over two years or sooner if they follow a more intensive study schedule.

Stage 2 /	Programme structure and credits	Credits
Level 5		

Note: All modules are at FHEQ Level 5.

Core	
Financial Services: The Commercial Environment *	30
Compulsory	
Organisational Management in Financial Services	30
Option (Choice of any options below to gain the required 60 credits)	
Work-Based Learning	30
Finance of International Trade	30
Commercial and Corporate Financial Services	30
Retail Financial Services	30
Quantitative Methods for Finance and Investment	30

* This module is not eligible for condonement

7. CURRICULUM PROGRESSION: INTENDED LEARNING OUTCOMES

PDipBPM[®] is a Level 5 award within the UK FHEQ. Students are required to achieve 120 Level 5 credits to achieve the award. The programme consists of one core 30 credit module and one compulsory 30 credit module with students obtaining the remaining 60 credits from the option modules available. Each module is positioned at Level 5 in the FHEQ and is worth 30 credits.

The core / compulsory modules are intended to provide students with a key analytical framework which can be utilised as a basis for sound management decision making across the broad range of subject disciplines relevant to the banking and financial services industry.

The option modules build upon the underpinning knowledge and skills acquired at Level 4. These provide a more specialised technical orientation and are designed to specifically apply, reflect upon and evaluate theory and practice relevant to the banking and financial services industry.

8. STUDENT INDUCTION, SUPPORT AND DEVELOPMENT

(in order to deliver the learning outcomes)

The support provided to students will follow The London Institute of Banking & Finance's Code of Practice for Quality Assurance, Chapter 6: Student Support and Guidance, which sets out the teaching and learning responsibilities of the various stakeholders. A summary of the main provision available is set out below:

Student induction

Students enrolled on the programme will be provided with an initial induction / induction materials, including a Programme or Student Handbook, background and structure to the programme and individual modules and supporting learning environment. Integral to the student induction is a student study plan. The student induction materials will be available on-line through the mylibf virtual learning environment.

Tuition support

Part-Time Study

Sessions for programmes running on a part-time (distance and / or flexible learning) basis run twice each year starting in November and May. Sessions are 24-weeks long. Flexible learning provides distance learning students with the opportunity to take a series of workshops during their session of study.

Students can complete each Level / Stage of the programme over two years or sooner if they follow a more intensive study schedule. Guidance is provided by the Student Services and Admissions Team.

Distance Learning

Distance learning allows students to study independently within a clear framework, but at a pace that suits their personal circumstances and study needs. Over the course of study (24 weeks), students will be provided with access to the online course area within mylibf where they can access a comprehensive set of learning materials, their study guide and course forums to interact with the course Lecturer and fellow students. Students will be assigned a lecturer to support them throughout their studies. Distance learners will have regular contact with their lecturer. Making use of available technologies, students will have the opportunity to participate in online face-to-face seminars with their Lecturer and fellow students.

In addition to the regular contact with the module lecturer, other sessions will be arranged to support students to develop academic writing and study skills including research skills. Students will have access to online demonstrations of the e-library KnowledgeBank and how to search for resources relevant for their course of study.

Flexible Learning

Flexible learning allows distance learners to opt for three face-to-face workshops of approximately six hours each, evenly spread at appointed dates in each session (24 weeks).

Dispersed campuses

Dispersed campus students will have regular face-to-face sessions over each course of study. The timing will depend upon local timetabling arrangements (e.g. via evening classes).

Work-Based learning

Work-based Learning module: For this module students will undertake learning within the workplace and are required, in consultation with their chosen placement provider, to undertake a variety of activities and keep a personal reflective journal. Students will be allocated an appointed Work-Based Learning Lecturer and a workplace supervisor from The London Institute of Banking & Finance.

Academic / vocational experience

We ensure a blend of academic and vocational experience within our lecturing team. Many of our lecturers have themselves worked in the financial services industry and this enables them to help students understand how the theory relates to practice.

Learning Materials

A core text and a list of recommended reading will be provided for each module together with additional web-based learning resources. However, in recognition of the rapidly changing environment that encapsulates the financial services sector it is noted that resources are subject to update and review at the discretion of the module team. Students are advised to refer to the module study guide for the most up-to-date reading resources.

Students will be provided with access to the Virtual Learning Environment (VLE) containing the learning materials and access to KnowledgeBank, which includes links to appropriate module readings. In addition, students will have (telephone and email) access to their module lecturer, Student Services and KnowledgeBank staff.

9. CRITERIA FOR ADMISSION

Students must be able to satisfy the general admissions criteria of The London Institute of Banking & Finance.

Entry requirements for the **Professional Diploma in Banking Practice and Management** are:

- 120 credits at FHEQ Level 4 through completion of a professional Certificate, or equivalent, award;
OR
- a UK honours degree or equivalent. If awarded more than seven years before the application to join the programme, evidence that the learning and skills have been maintained to support study must be provided.

Students not progressing from the PCertB[®] are required to hold:

- GCSE Mathematics at minimum grade C (or equivalent) **and**
- GCSE English Language at minimum grade C (or equivalent) or an IELTS score of 6.5 or above with no element below 6.0

Students may also register for the PDipBPM[®] if they can demonstrate through prior certificated and / or experiential learning that they have achieved the learning outcomes for the Professional Certificate in Banking (PCertB[®]) or Professional Certificate in Financial Services (PCertFS[®]). Please complete the Accredited Prior Learning claim form. Students applying for entry through this route must hold English and Mathematics qualifications as above.

10. ASSESSMENT

Assessment strategies have followed The London Institute of Banking & Finance's Code of Practice for Quality Assurance, Chapter 7: Assessment.

To support and maximise student engagement reflecting the academic / practitioner blend of the programme, assessments are designed to be as 'authentic' as possible to the kind of tasks students may be expected to undertake when joining a financial services organisation in the future.

A range of assessment tools will be used including examinations, written assessments, reports and projects, case studies and business proposals.

Work-based Learning: For this module student performance, as demonstrated in the final reflective report, will be assessed against the module learning outcomes and the assessment criteria published in the WBL guidelines. The regulations for generic assessment strategies are defined within The London Institute of Banking & Finance's [General and Academic Regulations for Students](#).

11. CREDIT AND AWARD

Requirements for successful completion, classification rules; procedures for the finalisation of results at module and programme level:

The **Professional Diploma in Banking Practice and Management** is made up of 120 credits. 1 credit approximates to 10 student effort hours, and the total course thus requires an average of 1,200 hours effort. The course consists of 120 credits at Level 5. On successful completion of the full programme, students will be awarded the **Professional Diploma in Banking Practice and Management**.

Grades for the **Professional Diploma in Banking Practice and Management** are awarded in accordance with The London Institute of Banking & Finance's General and Academic Regulations for Students. Students should be aware of the regulations governing the award of credit and the arrangements for compensation, condonement and the capping of marks. Students should also be aware of the regulations relating to the resitting of assessment components and / or the retaking of modules. This information is contained sections 7, 8 and 9 of The London Institute of Banking & Finance's [General and Academic Regulations for Students](#). Students may also be able to take individual modules of the course as a part of executive education programmes.

The **time limit** for each level of study on undergraduate programmes, for registrations after 1 September 2011 will be:

- two years for full-time study
- three years for part-time study

12. PROGRESSION AND ASSESSMENT REGULATIONS

Progression and Assessment regulations are as set out in The London Institute of Banking & Finance's General and Academic Regulations for Students. Students should also familiarise themselves with The London Institute of Banking & Finance's Code of Practice for Quality Assurance and the Student Charter.

Details of procedures and deadlines for submission of assessed assignments, penalties applied for late submission and the procedure for requesting an extension to an assignment submission deadline are all published in the Programme / Student Handbook.

Students who successfully complete the PDipBPM[®] can progress to Level 6 of BSc (Hons) in Banking Practice and Management.

13. COURSE DISTINCTIVENESS

The PDipBPM[®] provides the critical combination of knowledge, practical skills and understanding that can be applied in the professional world and covers the essential understanding that students need for a successful career in financial services. The programme reflects what employers look for from potential recruits and future leaders and major banks include The London Institute of Banking & Finance *qualifications* within their management development programmes.

14. GRADUATE DESTINATIONS

Holders of this qualification will be well placed to enter or progress in roles in retail financial services or corporate banking including on management and executive trainee schemes. Typical roles include leadership positions in the central functions of large institutions or areas such as branch or regional management, corporate lending and credit, relationship management and product development. The programme is also an excellent foundation for higher level study, for example at Honours level.

15. CURRICULUM MAP OF MODULES AGAINST INTENDED LEARNING OUTCOMES OF THE PROGRAMME

Module Title and Code	Knowledge & Understanding	Intellectual Skills	Practical Skills	Transferable Skills & Personal Qualities
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Yr	Code	Module title	C/O	A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	C1	C2	C3	C4	D 1	D 2	D 3	D 4
Year 2	COEN	Financial Services: The Commercial Environment	C	DA	D A		D A															
	5ORM	Organisational Management in Financial Services	CP	DA	DA	D A	DA	D A	D A	D A		D A	D A	D A	D A	D A						
	FINT	Finance of International trade	O	DA		D A				D A	D A	D A	DA	D A	D A	D A			D A	D A	D A	D A
	5COM	Commercial and Corporate Financial Services	O	DA	DA	D A	DA		D A	D A	D A		D A	D A	D A	D A						
	RETA	Retail Financial Services	O	DA	DA	D A			D A	D A	D A	D A										
	QUAN	Quantitative Methods for Finance & Investment	O	DA	DA	D A	D A	D A				D A	D A	DA	D A	D A	D A		D A	D A	D A	D A
	WBL	Work-based Learning	O		DA	D A	D A				D A	D A	D A	DA	D A							

Legend for cells

D = skills are taught or developed by students within this module
A = skills are assessed within this module

C = core module
O = option module

CP = compulsory module