

Recognition of Prior Learning (Experiential)

Credit claim form

For the achievement of credits against the Professional Diploma in Banking & Finance (designation)

GUIDANCE

What do I need to do?

Please complete this form to claim credits towards the Professional Diploma in Banking & Finance (designation). The information that you provide will enable you to have credit value recognised as part of prior experiential learning. You are asked to reflect on the learning and development that has taken place as a result of your prior qualification and/or experiential learning. There are two parts to reflect on:

- How you have applied learning in practice and maintained your knowledge and skills
- How you 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, you will gain credits against the Professional Diploma in Banking & Finance (designation) credit requirement. This also avoids unnecessary duplication of study/assessment.

How long will it take me to complete this claim?

Experience shows it will take approximately 10 hours to prepare and write up this claim to the standard required.

How will credits be awarded?

The Professional Diploma in Banking & Finance designation requires the achievement of 60 credits at Levels 4 or 5. Your submission will be reviewed and if successful you will be advised of the credits awarded to you and the level. Credits will be notional credits. You will then be required to make up any shortfall in credits via formal study of qualifications.

If your experience and claim shows considerable experience you may be eligible to advance directly to the Chartered Associate stage of the Chartered Associate Programme.

Credit that is recognised in this way is likely to be in the form of notional credits where learning is evidenced at the appropriate level. Where similarities exist with the content of qualifications, exclusions may be put in place to prevent duplicate study.

Please note, no qualifications will be awarded on the basis of this credit claim form.

How will I submit my claim?

- Please return your claim to Student and Customer Services (customerservices@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 in Section 6.
- 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 credits you are claiming are positioned at Levels 4 and 5. The table overleaf shows the level you are required to demonstrate. It is imperative that it is 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 on your original credit claim submission. 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 and Customer Services (customerservices@libf.ac.uk) or call if you have any queries about this submission +44(0)1227818609.

Table of knowledge and skills descriptors

Student learning outcomes at Levels 4 and 5 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 and 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.

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: Business Home

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 3 different work situations demonstrate how you achieved the knowledge and skills descriptors on page 2. You might want to consider:

- The nature of the scenario
- The approach you took
- Any models, theories or concepts considered, rejected or employed
- How you evaluated the options available
- Why you chose the approach you took and commentary on its effectiveness
- An evaluation of what went well and what you would do differently next time
- The conclusions you drew on the methods chosen
- Your reflections on the experience

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 scenario.

For each work situation chosen you should demonstrate both the knowledge and skills used. Please use the above narrative and also the knowledge and skills descriptors on page 2 as a guide.

The suggested word count for all examples in total is 1500 words (not including supporting evidence).

Please detail the supporting evidence provided, evidence could include; project report, formal committee minutes, emails from stakeholders involved (anonymised).

Scenario 1

1. Demonstration of knowledge descriptors

2. Demonstration of skills descriptors

Scenario 2

1. Demonstration of knowledge descriptors

2. Demonstration of skills descriptors

Scenario 3

1. Demonstration of knowledge descriptors

2. Demonstration of skills descriptors

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 _____