

## Recognition of Prior Learning (RPL)

Please return this form and your certified certificate(s) to Student Support Services, The London Institute of Banking & Finance, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ. Alternatively, these can be scanned and emailed to [enquiries@libf.ac.uk](mailto:enquiries@libf.ac.uk). 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](#)

### 1. PERSONAL DETAILS

LIBF number \_\_\_\_\_ Title (eg Mr / Mrs / Ms etc) \_\_\_\_\_  
 First name(s) / Given name(s) \_\_\_\_\_ Last name / Family name \_\_\_\_\_  
 Date of birth \_\_\_\_\_ Maiden / previous name \_\_\_\_\_  
 Telephone no. \_\_\_\_\_ Gender Male  Female   
 Contact address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Country \_\_\_\_\_ Preferred email address \_\_\_\_\_

### 2. QUALIFICATION FROM ANOTHER PROVIDER

To be able to award a RPL we need to see **certified** copies of your existing qualifications.  
 Enter below the details of the qualification you wish to use towards a RPL

Awarding Body of Qualification \_\_\_\_\_

Name of Award \_\_\_\_\_

Name of Unit \_\_\_\_\_

Date Awarded Qualification \_\_\_\_\_ Accreditation Number (if known) \_\_\_\_\_

Awarding Body of Qualification \_\_\_\_\_

Name of Award \_\_\_\_\_

Name of Unit \_\_\_\_\_

Date Awarded Qualification \_\_\_\_\_ Accreditation Number (if known) \_\_\_\_\_

Awarding Body of Qualification \_\_\_\_\_

Name of Award \_\_\_\_\_

Name of Unit \_\_\_\_\_

Date Awarded Qualification \_\_\_\_\_ Accreditation Number (if known) \_\_\_\_\_

Awarding Body of Qualification \_\_\_\_\_

Name of Award \_\_\_\_\_

Name of Unit \_\_\_\_\_

Date Awarded Qualification \_\_\_\_\_ Accreditation Number (if known) \_\_\_\_\_

### 3. QUALIFICATION

Please confirm the qualification you wish to have your prior learning considered towards eg CeMAP® / DipFA® etc

State the units of the above qualification that you wish to be considered for your RPL eg UKFR

### 4. YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to process your application. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice**

### 5. DECLARATION

- I declare that the information contained in this form is true and accurate, consent to the processing and use of personal data as outlined in the Privacy Notice and accept our **terms and conditions**.
- I have enclosed certified copies of my qualification and these have been certified by my employer or someone who has known me for two years or more and are signed and dated.
- I have read, understood and agree with the **Recognition of Prior Learning Policy** and that a fee is payable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry

### 6. OFFICE USE ONLY

Date claim received \_\_\_\_\_ Checked by \_\_\_\_\_

Acknowledgment sent \_\_\_\_\_

Date passed to FE Programmes department \_\_\_\_\_

Request checked by \_\_\_\_\_ Date \_\_\_\_\_

RPL granted yes  no  RPL awarded yes  no

Date student informed of outcome \_\_\_\_\_

Letter Code Sent \_\_\_\_\_

# Guidance notes for Recognition of Prior Learning (RPL) Claim Form

## **Section 1 – Contact details**

### **LIBF number**

This number can be found on the confirmation email / letter that you will have received when you initially registered with us. Members of The London Institute of Banking & Finance can find their membership number on their membership card.

### **Date of birth**

Your date of birth must be included on the form so that we are able to confirm your identity when processing your request.

### **Maiden / previous name**

Please include any previous names that you registered with. This information is required for identity verification purposes.

### **Telephone number**

In order for us to deal effectively with your request, a contact telephone number is required. If we do not have this information a delay may occur in us being able to process your application.

### **Preferred email address**

Please provide an email address to enable us to contact you.

## **Section 2 – Qualification from Another Provider**

Please list the qualifications you have completed with another provider you wish us to consider RPL. In order to consider the award for RPL, we require copies of your certificate(s), which must be either:

- Certified as a true copy of the original by either your employer or by another professional such as a Doctor, Teacher, Solicitor, Lawyer, Banker or Police Officer.

To certify a copy the 'certifier' should:

- state the following on the document, 'I have seen the original document and I certify that this is a complete and accurate copy of the original';
- write their name, position and / or capacity (eg lawyer / employer) and a contact address;
- add their signature and date.

or

- Contain a valid digital signature from the issuer (digital certificates only).

## **Section 3 – Qualification**

Please confirm the The London Institute of Banking & Finance qualification that you wish to have your prior learning considered towards eg CeMAP®, DipFA® etc.

Also state the units of the above qualification you wish to be considered for RPL eg UKFR, FSRE etc.

## **Section 5 - Declaration**

A declaration is included at the end of the form to confirm that the information that has been given is correct and true. Please read all statements and tick to confirm you have read them.

**Signature** You must sign the application form. Unsigned forms will be rejected and returned.

**Once completed the form and evidence of prior learning can be returned by:**

**Email** enquiries@libf.ac.uk

**Post** Student and Customer Services  
The London Institute of Banking & Finance  
4-9 Burgate Lane  
Canterbury  
Kent  
CT1 2XJ