

LIBF Level 4 CeMAP Diploma

Qualification Specification



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Please Note: uncontrolled document when printed.

Please always review the latest document available through our website.

Purpose of the qualification

Why study the LIBF Level 4 CeMAP® Diploma?

The Level 4 CeMAP® Diploma qualification has been designed by mortgage advisers for mortgage advisers who wish to develop their skills in providing mortgage advice and to demonstrate their commitment to continual learning.

CeMAP® Diploma enables mortgage professionals to set themselves apart from their peers and go beyond the Financial Conduct Authority's (FCA) mandatory Level 3 qualification requirement. It demonstrates to clients and employers that holders have an enriched understanding of the broader financial services environment and the residential lending sector so that they can provide high quality, ethical advice to consumers.

Objectives

CeMAP® Diploma can be taken as a qualification in its own right to meet the FCA requirements to practise, or as a progression route if you have already completed a Level 3 'licence to practise' mortgage advice qualification, for example the LIBF Level 3 Certificate in Mortgage Advice and Practice (CeMAP®).

CeMAP® Diploma develops specialist knowledge and skills relevant to the mortgage industry. It will enable mortgage advisers and supervisors to demonstrate their professionalism and provide a better service to their customers through an enhanced level of knowledge.

Key content areas

- The UK financial services environment and the role of mortgage advisers within it.
- The UK mortgage marketplace, focusing on mortgage and protection products to suit different customers' needs.
- UK financial services regulation, including aspects specific to mortgages.
- The house-buying process including the role of the different parties involved.

Qualification learning outcomes

The learning outcomes for CeMAP[®] can be found within the CeMAP[®] qualification specification.

The learning outcomes for AMA have been developed so that you will be able to:

LO	Detail	Assessment Area
LO1	evaluate the nature and impact of relevant legislation on the mortgage market.	AC2 AC6 AC7
LO2	understand the house-buying process, the role of the different parties involved and the impact on different types of customer.	AC1 AC3 AC4 AC5 AC8
LO3	understand the different types of mortgages and finance available for different customers' needs.	AC10 AC11 AC12 AC13 AC15
LO4	understand the range of fees and charges associated with a mortgage.	AC9
LO5	understand the need for insurances associated with arranging a mortgage and available state benefits.	AC14
LO6	understand the implications for the borrower and lender of the non-payment of mortgages.	AC16
LO7	formulate suitable mortgage advice after gathering customer information.	AC17 AC18

Key skills developed

The qualification will encourage you to:

- develop an understanding of how financial products respond to the drivers and implications of changes in the wider environment and how these changes affect an individual's financial decision-making;
- demonstrate numeracy skills, including the ability to manipulate financial and other numerical data;
- use appropriate data and information from a range of sources to make financial decisions and recommendations; and
- increase your ability to work and learn independently.

Entry requirements

There are no entry requirements for the CeMAP[®] Diploma. However you need to be satisfied of your ability to study in English and perform basic mathematical calculations.

Recognition of prior learning (RPL)

The London Institute of Banking & Finance recognises prior learning in different forms. Potentially 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.

If you already hold the LIBF Level 3 Certificate in Mortgage Advice and Practice (CeMAP[®]), or an equivalent qualification, you can complete the CeMAP[®] Diploma by just completing the second part, AMA.

Progression and preparation for further study

If you wish to develop your skills further in financial advice you can progress to the Level 4 Diploma for Financial Advisers (DipFA[®]). CeMAP[®] Diploma holders can also progress to other London Institute of Banking & Finance qualifications subject to entry requirements.

Apprenticeships

CeMAP[®] Diploma is not currently available for study through an apprenticeship standard.

Preparation for employment

The CeMAP[®] Diploma develops further knowledge and understanding of the mortgage industry and enhances skills that are valued within that sector and others, but it does not qualify you for direct entry to a particular occupational role.

Structure

The CeMAP[®] Diploma is made up of two parts which need to be successfully completed to achieve the qualification. The first part is the 'licence to practise' qualification, the LIBF Level 3 Certificate in Mortgage Advice and Practice (CeMAP[®]). If you complete CeMAP[®] as part of the CeMAP[®] Diploma, you will also be awarded with a CeMAP[®] certificate and be able to use the CeMAP[®] letters after your name.

The Level 4 Advanced Mortgage Advice (AMA) forms the second part of the CeMAP[®] Diploma. When you have completed both elements, you will be awarded the LIBF Level 4 CeMAP[®] Diploma.

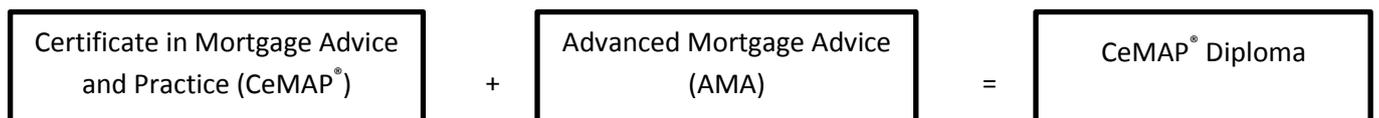


Figure 1 – qualification structure

The detailed unit specifications are available through our website.

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 of 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.

CeMAP[®] Diploma is primarily considered a distance learning qualification with on-demand and coursework sessions.

	CeMAP [®]			AMA	Total
	CeMAP [®] 1 (UKFR)	CeMAP [®] 2 (MORT)	CeMAP [®] 3 (ASSM)		
Guided Learning Hours	0	0	0	8	8
Other hours	86	80	38	256	460
Total Qualification time					460

Learning resources

The following learning resources are provided:

Included within the qualification registration fee

- hard-copy versions of learning materials;
- online access via MyLIBF to learning materials, including activities to help consolidate learning, and to KnowledgeBank (virtual library);
- unit syllabuses;
- an online support service; and
- exemplar papers.

Available to students at an additional cost (for the CeMAP[®] units only)

- revision notes;
- CeMAP[®] Revision Tool (CRT), which enables students to test their knowledge and take mock examinations online;
- 'ask the expert' tutor support; and
- specimen papers.

What to do before the assessment

MCQ assessments are sat electronically at any one of the circa 150 Pearson VUE test centres across the UK. Examinations can be booked over the phone or via the [Pearson VUE website](#). You are responsible for arranging your MCQ assessment.

You will automatically be registered for a specific coursework session.

Full details of the MCQ examination booking and coursework submission procedures can be found in your Student Handbook.

Assessment

All components and modules are mandatory and assessed. The assessment detail for CeMAP[®] can be found within the CeMAP[®] qualification specification.

AMA is assessed by multiple-choice questions (MCQs) and a coursework element. A total of 50 marks are available for the MCQ assessment and the pass mark is 70%. A total of 100 marks are available for the coursework and the pass mark is 50%. The structure of the assessment ensures that all aspects of the course content are subject to external examination.

Assessment	Total Marks	Pass Mark
MCQ	50	70%
Coursework	100	50%

Feedback for MCQ assessments is provided in your analysis sheets (available on www.myLIBF.ac.uk) for the qualification to see your assessment performance.

Qualification grading

The overall qualification is graded pass only.

Registration

For each module within CeMAP[®] you will have a registration period of 12 months. More detailed information can be found within the CeMAP[®] qualification specification.

The AMA registration period is also 12 months.

Resit attempts

There are no restrictions on the number of times you can resit the MCQ assessments or coursework, although a resit will require a re-registration.

Appendices

Appendix 1 – Regulation detail – CeMAP[®] Diploma

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

Qualification title	LIBF Level 4 CeMAP [®] Diploma (CeMAP)
Ofqual qualification number	603/0515/0
Qualification level	4
European Qualifications Framework (EQF) level	5
Qualification Type	Occupational Qualification
Regulation start date	15 September 2016
Operational start date	15 September 2016
Assessment available in English	Yes
Assessment available in Welsh	No
Assessment available in Irish	No
Sector subject area	15.1 Accounting and Finance
Total credits	46
Minimum credits at / above level	26
Guided learning hours	8 hours
Total qualification time	460 hours
Overall grading type	Pass
Assessment methods	Multiple-choice examination, coursework
Qualification description	The CeMAP [®] Diploma consists of eight mandatory units. A total credit value of 46 must be obtained for achievement of the qualification