

**The London Institute
of Banking & Finance**

Put your pupils on the right path

Financial Capability qualifications

libf.ac.uk/fc



About us

We exist for a very simple reason - to advance banking and finance by providing outstanding education and thinking, tailored to the needs of business, individuals, and society. Our focus is on lifelong learning; equipping individuals with the knowledge, skills and qualifications to achieve what they want throughout their career and life.

We provide a balance of experience, insight and thought leadership into today's financial world, delivered by industry leaders, thinkers and members of our community. And because we've been at the heart of the sector since 1879, we create connections and build partnerships between people and business that make banking and finance more accessible and understood, and enhance social inclusion through better financial capability.

We are The London Institute of Banking & Finance, **lifelong partners for financial education.**



Financial Capability

Our qualifications help schools instil the knowledge and confidence their pupils need to make good financial decisions, as well as inspiring the next generation of finance and banking professionals.

Our learning programmes, qualifications and wider community-based initiatives focus on the everyday financial skills needed and essential skills employers say are missing. And through our financial champions in schools, membership and higher education qualifications, we make the banking and finance sector more accessible and attainable.

We must provide students with rigorous qualifications which develop resilient young people who are able to progress into higher education, further education or employment.

Financial Education that is structured and formally assessed can help to ensure that young people leave school with the necessary skills to make informed decisions about saving for later life and managing their finances effectively.

Students not only learn how to manage money effectively, they also learn about income and expenditure, credit and debt, insurance, savings and pensions, financial products, and how public money is raised and spent; helping them prepare for financial independence.

Almost 800 institutions are currently delivering our Financial Capability qualifications across the UK, with over 53,500 teenagers currently studying for them. Over 400,000 students have benefited from them since being made available to all schools and colleges in 2005.

Key Facts

- All qualifications are regulated by Ofqual
- Selected qualifications are **A-level and GCSE equivalent**
- Selected qualifications are included in school **Performance Tables**
- Selected qualifications will count towards **Progress 8 Measures**
- Endorsed as an effective way to use **Pupil Premium**
- CeFS and DipFS can award the **maximum available UCAS points**
- Develop wider skills in literacy and numeracy, evaluating and developing arguments, presentation skills and a range of writing styles
- Employers highly value Financial Capability skills and qualifications



Financial Education in schools: Two years on – job done

According to the findings from The Young Persons' Money Index 2017, only 29% of young people spend an hour or more per week learning about personal finance with 76% saying they would like to learn more about money. It is crucial that we join together to educate young people to manage their money well and make sound financial decisions so they can be certain that they have the required resilience for an unpredictable future.

The latest report from the All Party Parliamentary Group on Financial Education makes several key recommendations:

1. **Ofsted's Common Inspection Framework** should explicitly address the extent to which schools provide young people with financial knowledge and skills.
2. **Statutory Financial Education** should be strengthened in Mathematics, Citizenship and, where possible, should adopt a 'whole-school' approach to financial education to maximise its impact. We have designed rigorous qualifications appropriate for Key Stage 3, 4, 5 and Higher Education thus encouraging progression through a financial education pathway.
3. Schools should be encouraged to **utilise Pupil Premium** funding to further strengthen their focus on financial skills. Our qualifications have been endorsed as an effective way to use Pupil Premium funding.
4. The **DFE should embed financial education** within their new initial Teacher Training framework. Besides offering a personal support network through our Centre Relationship Managers we also hold monthly financial capability CPD sessions for new and experienced teachers.
5. Schools should be encouraged to appoint a **financial education 'champion'** ideally a member of SLT. We welcome nominations for school-based champions who can become the first generation to lead and develop financial education for young people. This role will provide opportunities to network locally and nationally and to share good practice.

“The main curriculum doesn't cover these issues in enough depth. These courses give good opportunities for students to learn valuable life skills and knowledge.”

Malcolm White, Deputy Head Teacher, The Leventhorpe School

Our Financial Capability qualifications

<p>Higher Education</p>	<p>Commence study of a course offered through a university or Higher Education institution, including those offered by The London Institute of Banking and Finance www.libf.ac.uk/degrees</p>		
<p>College / Sixth Form</p>	<p>Level 3 Diploma in Financial Studies (DipFS) Maximum UCAS points available, contributing to university entry in the UK</p>		
<p>Secondary School</p>	<p>Level 2 Award in Financial Education (AIFE)</p>	<p>Level 2 Certificate in Financial Education (CeFE)</p>	<p>Level 1/2 Lessons in Financial Education Certificate</p>
	<p>Level 1 Lessons in Financial Education Award</p>		
	<p>Lessons in Financial Education Programme</p>		



62%
of young people worry about money
 Young Persons Money Index 2017

How we support you

We offer a number of additional services to help make delivering financial education easier and more efficient. They are designed to develop best practice, improve understanding and nurture financial education in your institution.

Your local Relationship Manager

To support you in your delivery of our qualifications, our experienced Relationship Managers (RM's) can visit your centre to introduce and develop your knowledge of our qualifications. They can lead staff training sessions to ensure practitioners feel well-informed and supported. And can also run presentations with your students to explore what impact studying Financial Capability can have on them and their future. These sessions can be tailored to suit all student ages and abilities.

Bespoke CPD Sessions

Our experienced teams can support you and your colleague's professional development through the delivery of bespoke CPD sessions at your school or college. These can be on a one-to-one or group basis, including cross curricular delivery.

Teacher training days

These days are designed for teachers who are new to a qualification. It is a great opportunity to learn best practice and new teaching ideas from experts in the Financial Education sector, as well as a chance to network and learn from other teachers.

The aims of these events are to:

- Provide an overview and guidance on the structure and characteristics of our Financial Capability qualifications
- Support teachers to develop a pedagogical approach to Financial Capability education
- Share best practice and expertise in dealing with difficult content and concepts
- Identify materials and resources to support learning
- Describe the assessment methodology used in our examinations and the processes of registration onto examination sessions

New for 2018

Financial Capability CPD for new teachers session in Leeds and additional sessions in London including an additional session on delivering our LiFE programme.

Find out more at libf.ac.uk/fcevents

Careers and Apprenticeships events

Look out for future events, we will be running events with HSBC and UBS which will be invaluable to your students in guiding them through their career options.

Assessment webinars

Assessment webinars are available for CeFE, CeFS and DipFS written examinations. These post-assessment webinars provide an opportunity to discuss student performance. They will also combine the overall performance of the qualification with the Chief Examiner's report and help teachers to make improvements to their teaching and learning ready for the next session.

Live webinars

The content of these changes throughout the year, depending on relevance. Notifications will be sent to tutors before the webinars.

“The LiFE course boost students confidence and develop their life skills.”

LiFE teacher

“The LiFE programme gives real life examples which are a great way to keep people interested and it also makes it easier to understand.”

LiFE student

Financial Education in a curriculum

There are many different options available and our experienced Relationship Managers can tailor make and support a delivery programme that is right for you.

This is an example of a financial education curriculum model.

Year	SEN	Low achiever	Middle achiever	High achiever	Curriculum time
7					<ul style="list-style-type: none"> • Tutor time • Curriculum time (eg Mathematics and Citizenship time helps to focus students on real-life contexts) • Homework • Enrichment • 'Whole School' approach through enrichment time to maximise the impact of financial education across all year groups and subjects. • Endorsed as an effective way to use Pupil Premium funding to further strengthen their focus on financial skills.
8	LiFE Programme	LiFE Programme	LiFE Programme	LiFE Programme	
9					
10	LiFE Programme	LiFE Programme	LiFE Programme or Level 2 Award in Financial Education with a top up option of Level 2 Certificate in Financial Education (Progress 8)	Level 2 Certificate in Financial Education (Progress 8)	<ul style="list-style-type: none"> • Curriculum time • Homework as additional • 'Whole School' approach through enrichment time to maximise the impact of financial education across all year groups and subjects.
11					
12	LiFE Programme	Level 2 Certificate in Financial Education	Level 3 Certificate in Financial Studies	Level 3 Certificate in Financial Studies	<ul style="list-style-type: none"> • Curriculum time • Homework as additional • Post 16 self-study
13			Level 3 Certificate in Financial Studies (Top UCAS points available)	Level 3 Diploma in Financial Studies (Top UCAS points available)	

LiFE – a new way to create financially capable young people

Lessons in Financial Education (LiFE) is an accessible e-learning programme which allows students to experience financial education on a 'learning by doing' basis. It is the perfect way to ensure more students leave school with financial awareness.

Schools continue to experience difficulty in allocating time and space in the curriculum to deliver formal financial education. This flexible programme, accessible in school via MyLIBF, from home or even on the go, helps to meet the current restraints on teacher's time and resources.

LiFE does not rely on timetabled teaching time, requiring minimal intervention by teaching/support staff; in fact, students will be able to use tutor/mentor time, after school clubs and enrichment opportunities to access the learning. Students can study at their own pace on an online learning platform that really engages students with the content.

Lessons in Financial Education (LiFE)

£10 per unit

The LiFE programme is broken down into three units. Students can make their way through them at their own pace, slowly building their financial knowledge and confidence. At the end of each unit, students will receive a certificate of completion.

This programme is designed to be studied independently. The programme can be paused at any time and will restart where students left off. Teachers will also be able to monitor and review a learner's progress.

LiFE Programme		LiFE Qualifications	
Unit 1 - Your personal finances Money Sources of money Storing money safely Spending and budgeting Saving and selling Borrowing What is insurance How do we keep our money safe?	£10 per unit Certificate of Completion awarded after each unit	Level 1 Award assessment	£10
Unit 2 - Money management for your generation Modern banking Pay and pay calculations Types of payment card The cost of borrowing Using money abroad Financial difficulties and their consequences Financial advice and protection		Level 1/2 Certificate assessment Students must pass the Level 1 Award before progressing to the Certificate (Students can achieve a Level 1 or Level 2 Pass)	£20 (£10 per unit)
Unit 3 - Your future, your career Employability: applying for a job Roles and career paths The financial services industry Routes into financial careers and other industries			

Lessons in Financial Education Award

£10 per student

QN 601/8967/8

Once your students have completed LiFE Unit 1, they can achieve a Level 1 qualification. All they need to do is register for the LiFE Award which will assess them on the knowledge they have gained throughout the programme. No further study is required as the programme has already covered the key learning points. The LiFE Award is a Level 1 assessment containing 30 multiple choice stand alone questions and is assessed via our electronic testing system. To pass, students are required to achieve 50% of marks available. Students are allowed up to two resits. The Total Qualification Time (TQT) for the LiFE Award is 48.5 hours.

**E-Test
only**

Lessons in Financial Education Certificate

£20 per student

QN 603/1933/1

For students who want to take the next step and challenge themselves for a Level 1/2 qualification with a more mathematical feel. This is the formal assessment for Units 2 and 3. The assessment fee is £10 per unit, meaning a combined cost of £20. Students must pass the Level 1 Award before progressing to the Certificate. Students must pass the assessment for all three units to gain the Certificate. The LiFE Certificate is graded pass / fail and is a Level 1/2 qualification. This flexible grading approach allows assessment of students who are at different levels of skill in an overall area. Students are allowed up to two resits. The Total Qualification Time (TQT) for the LiFE Certificate is 179 hours.

Your future, your career

If you want to support your students with outstanding career provision. Why not use Unit 3 as a standalone unit?



Designed to prepare students to take their place in society as responsible citizens. It develops the skills and knowledge needed to manage their money well and make sound financial decisions. It is also an excellent foundation to progress to the full Certificate in Financial Education (CeFE).

**E-Test
available****Unit 1 - Finance, the Individual and Society**

Students will understand the role of the citizen in the UK, the values held by citizens and the impact they have on personal finance. The unit will also provide students with an understanding of the following:

- The difference between money and income
- The contribution of individuals and organisations to the economy of a country
- The external factors that can impact on personal financial plans
- Tax and the concept of foreign exchange
- The concept of the personal life cycle

Unit 2 - Practices of Managing Money

Students will understand the concept of financial planning and personal financial budgets, along with the following:

- The key features of, and behaviours associated with, a balanced personal budget
- The link between personal financial budgets and spending choices
- The impact of spending and borrowing on both the individual and society
- The tools used in managing money
- Documentation for pay and pay calculators
- What the true cost of spending is
- The different types of borrowing products

Assessment

Unit 1 - 45 minute test with 20 MCQ's and five sets of stimulus material each with three associated questions

Unit 2 - 45 minute test with 15 MCQ's and five sets of stimulus material each with four associated questions

Pass mark 50% graded as Pass, Merit

Resits £12 per student (1 per unit)

Guided Learning Hours 90

Certificate in Financial Education (CeFE)

QN 601/1239/6

£39 per student

Provides students with an understanding of the economy, financial management skills, employability and enterprise. CeFE introduces the student to the impact of finance on the economy and encourages them to consider how this can affect business and the individual. It is **included in school Performance Tables and counts towards Progress 8 measures.**

Details of units 1 and 2 are included in the AiFE programme.

**Progress 8
to 2019**

Unit 3 - Financial Capability, Work and Enterprise

This unit has been designed to provide learners with an understanding of how a business manages money and the relationship between personal money management and business money management. It also provides knowledge on the inter-relationship between the individual and business, along with the ability to understand the following:

- The characteristics of a successful entrepreneur
- How a business manages their money
- The impact of an individual on a business
- The impact of business on an individual
- How business decisions have an impact on society
- The impact of an individual's employment and consumer choices on society

Assessment

Unit 3 - 1 hour exam comprising of written response questions relating to a pre-released case study

Pass mark 50% graded as A*-C

Resits £15 per student (1 per unit)

Guided Learning Hours 130
(including Units 1 & 2 of AiFE)



63% of those who receive financial education feel they have enough knowledge to manage their own money

Young Persons Money Index 2017

Encouraging students to become responsible borrowers, sensible savers, and to appreciate the need for financial planning throughout their life. CeFS is included in school Performance Tables and can attract the maximum UCAS points available.

**E-Test
available
Part A**

Unit 1: Financial Capability for the Immediate and Short Term

Students will gain an appreciation of why money is important through focusing on what money is; attitudes to it; and how it can affect life choices. The unit introduces students to the financial services industry by focusing on the interaction between money, personal finance and the financial services market place. They will also learn about:

- The characteristics of financial products for managing money
- The impact of poor decision making and unforeseen circumstances
- Impact of legislation and regulation on earnings and the key features of income tax and National Insurance
- How individual's financial needs change through the various life stages

Unit 2: Financial Capability for the Medium and Long Term

Students will have the ability to plan and manage their financial needs in the medium and long-term, with particular reference to the importance of the need to budget for future aspirations and life events. Learners will consider the changing priorities attached to needs, wants and aspirations as individuals progress through the personal life cycle and the role of financial services in assisting lifelong financial planning. Students will gain an understanding of:

- The key steps in financial planning
- The consequences of an individual's financial footprint on future financing
- Risk and Return terms of impact, severity and probability
- The key features of Islamic banking
- How to evaluate and critically compare individual circumstances and attitudes

Assessment

Units 1 & 2, Part A - 45 minute MCQ exam

Units 1 & 2, Part B - 1 hour 45 minute exam requiring essay responses to five questions relating to a pre-released case study

Pass mark 40% graded as A*-E

1 resit is permitted for each component

Guided Learning Hours 187

DipFS will enable students to make informed and confident decisions by developing the knowledge and skills gained by achieving the CeFS. DipFS is included in school Performance Tables and can attract the maximum UCAS points available.

Units 1 and 2 would have been covered by the CeFS and DipFS cannot be started until the completion of the CeFS.

**Unit 3: Sustainability of an Individual's Finances**

This unit highlights the importance of financial sustainability and develops key skills to ensure that an individual's financial capability is sustained over a period of time, taking into consideration the personal and external factors that lead to change.

When studying this unit, students will explore how external factors affect the financial services industry's products and services and how these factors can impact upon consumer choice. It will enable students to make informed financial judgements within given situations. Learners will gain an understanding of the impact of global events, developments and ethical considerations that impact on the financial services industry and the consumer

Unit 4: Sustainability of the Financial Services System

This unit explores the financial services system and looks at how financial services providers work and compete with one another, their priorities and responses to external influences in maintaining financial sustainability.

Students will analyse the impact of marketing techniques employed by financial services providers and the impact of changes in the financial services market and the effect this has on consumers. Learners will gain an understanding of how financial services providers use marketing methods and approaches to attract, retain and satisfy their customers.

Assessment

Unit 3 & 4, Part A - 1 hour MCQ exam.

Units 3 & 4, Part B - 2 hour exam requiring essay responses to five questions relating to a pre-released case study

Pass mark 40% graded as A*-E

1 resit is permitted for each component

Guided Learning Hours 374 (including Units 1 & 2 of CeFS)

Examinations

We know how precious a teacher's time can be; with our on demand electronic testing system, exams can be sat at a time that is convenient for you. This flexible and secure platform eliminates paperwork and delivers results immediately. It's had over 422,000 exams taken on it to date. Our dedicated team will be able to support the use of LIBF e-test. They can be contacted via telephone and email.

libf.ac.uk/resources

MyLIBF Online resources

To support teaching and learning needs, we provide you and your students with access to our learning platform, MyLIBF. This means teacher and student resources are available 24/7, 365 days a year and can be accessed at school, college or home. Our platform not only hosts all the essential documents for each qualification but also provides access to:

- Teacher guides and syllabus for each units
- Specimen examination papers and justifications
- Feedback on objective tests
- Extensive online student and tutor resources
- KnowledgeBank, an online information service and e-library where a wide range of resources including databases, full text journals, reference sources and books can be accessed to support students' studies

MyLIBF.com



12%

of 17/18 year olds say they have gambled

Young Persons Money Index 2017



Helping prepare your students for higher education and the world of work

Student Investor Challenge

The Student Investor Challenge is the UK's premier trading competition and attracts in excess of 40,000 competitors every year trading millions of virtual pounds of stocks and shares. This free online share trading game enables students to develop skills in teamwork, time management, decision making and problem solving, as well as gain a comprehensive understanding of how the stock market functions.

Teams are required to invest £100,000 of virtual money in the stock market for the chance to win an all expenses paid educational trip to New York, where they will even have the once in a lifetime chance to visit the New York Stock exchange.

studentinvestor.org

Group Open Days at our London Campus

Visits to our campus are informative and engaging days for Year 11 and Year 12 students who have an interest in the financial services and are considering higher education. Our Full-time Programme team provide students with information about studying with us and advice on careers in the financial services sector. Guidance on applying to study higher education through UCAS is also provided to ensure candidates are well equipped to deal with the application process. Your group will also get the chance to meet current university students and experience a taster of life at university in the heart of London.

libf.ac.uk/londontours

44%

of young people now say they receive financial education - 5% more than in 2016

Young Persons Money Index 2017



Careers and University Presentations

We can also provide careers presentations, a more interactive way to help students take control of their future. Delivered by experienced professionals who have extensive knowledge in the field, students are provided with the support and expertise needed to make the right decisions about the world of work and in particular opportunities in financial services. We also run presentations that are delivered by our Higher Education team. These presentations will help students explore university options and the UCAS process, demonstrating how they can enhance their own applications and choose the course and university best suited to them.

Support on Open Days & Evenings (Subject to availability)

Our RMs can attend and support your open days and evenings by providing information for teachers, parents and students. Meeting the students and parents is a good way for us to support your staff when advising on our qualifications and explaining the benefits and future opportunities.

Banking & Finance Careers Conference

Many young people are interested in careers in banking and finance but it's such a large, diverse and competitive sector that it can be very difficult to know where to start.

This one-day event is designed for students who are thinking about a career in financial services and will support your school in providing them with appropriate and impactful guidance. Students will be able to gain insight on a wide range of careers and routes into the sector and meet existing banking and finance professionals.

Autumn University

Our Autumn University is an exciting three day non-residential programme for Year 12 students who are thinking about banking and finance as a career and are interested in studying one of these subjects at university. Students will attend a series of fast paced, interactive sessions that will introduce them to the financial services sector and the various other career opportunities that are available in the industry. In addition students will be able to visit the Bank of England, go on a walking tour of the City of London and hear about career opportunities in finance, whilst also learning about the different degrees that we offer.

libf.ac.uk/autumnuni

Progression

Successful students who wish to study financial services at a higher level may be interested in applying for one of our undergraduate programmes. Offering specialist degrees in banking and finance, these unique professional programmes help students gain a competitive edge and provide unparalleled exposure to the financial services industry.

Our degree programmes ensure that students leave university with a deep theoretical understanding and with the practical knowledge needed to apply that theory in the workplace.

Students can gain valuable exposure to potential employers through our active alumni network of industry professionals, many of whom regularly attend our various alumni events and professional networking groups. A number of first year scholarships are available to recognise and reward the highest achieving CeFS and DipFS students.

Scholarships

A number of first year cash achievement awards of up to £750 are available to recognise and reward high academic achievement by students that have taken our CeFS and DipFS qualifications. Even though we are able to keep our fees lower than most other institutions, these cash awards can help towards paying for things like a laptop, travel costs or socialising with friends.

libf.ac.uk/degrees



Contact us

Every school delivering our qualifications is provided with a dedicated Relationship Manager (RM). Our RMs have first-hand experience of teaching our qualifications and are able to support your implementation and delivery.

They are well positioned to demonstrate the importance of Financial Capability, to inspire students to engage and progress academically, as well as to give careers advice and support based on our strong links to the financial services industry. They will also be able to give further information on all the extra services offered.

To find out more or to arrange a visit, please contact:

e. fccrm@libf.ac.uk

t. 01227 828234

w. libf.ac.uk

Or register your interest online at libf.ac.uk/fcregister



Cross-curricular links to Mathematics and Citizenship

The latest report from the All Party Parliamentary Group on Financial Education makes several key recommendations one of which was that statutory financial education should be strengthened in Mathematics and Citizenship. Below our suite of qualifications have been mapped to the coverage of financial education within the Mathematic and Citizenship National Curriculum.

Opportunities to develop	LIFE Programme	LiFE Award Level 1	LIFE Certificate Level 1/2	AiFE Level 2	CeFE Level 2 (Progress 8)	CeFS Level 3	DipFS Level 3
The functions and uses of money	✓	✓	✓		✓	✓	✓
The importance and practice of budgeting	✓	✓	✓	✓	✓	✓	✓
Managing risk			✓		✓	✓	✓
Income and expenditure	✓	✓	✓	✓	✓	✓	✓
Credit and debt	✓	✓	✓	✓	✓	✓	✓
Insurance, savings and pensions			✓	✓	✓	✓	✓
Financial products and services	✓	✓	✓	✓	✓	✓	✓
How public money is raised and spent			✓		✓		✓
Develop their use of formal mathematical knowledge to interpret and solve problems, including in financial mathematics	✓	✓	✓	✓	✓	✓	
Use standard units of money	✓	✓	✓	✓	✓	✓	✓
Solve problems involving percentage change, including: percentage increase, decrease and original value problems and simple interest in financial mathematics	✓ simple interest only	✓ simple interest only	✓			✓	
Use compound unit pricing			✓			✓	
Develop a use of formal mathematical knowledge to interpret and solve problems, including in financial contexts			✓			✓	
Convert between related compound units (rates of pay, prices)			✓			✓	

