

Non-standard delivery request form

Before completing and submitting this form, please make sure that you have read the **Non-Standard Delivery Guidelines** document

Centres are required to complete this form in as much detail as possible. Learners will not be registered for a course using non-standard delivery until this application has been approved.

Please return this form to **fcexams@libf.ac.uk**

SECTION 1 – CENTRE DETAILS

Centre name _____ Centre number _____

Centre address _____

Qualification _____ Approx number of learners _____ Year group _____

SECTION 2 – NON-STANDARD DETAILS

Type of Non-Standard Deliver

Alternative academic years:

Non-standard learning hours:

Please explain how you plan to deliver the qualification and why you think it will be of benefit to your learners.

Full details of how the Guided Learning hours will be met must be provided. If needed, please continue on a separate sheet.

SECTION 3 – YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim. 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** (www.libf.ac.uk/privacy)

SECTION 4 – TUTOR'S DECLARATIONS

All tutors **MUST** complete the this section:

- I have read and understood the **Non-Standard Delivery Guidelines**.
- I have read and understood the required guided learning hours from this qualification.
- I confirm learners will not be disadvantaged by the proposed method of delivery.
- By ticking this box and submitting this form you are, with the support of your management and Head of Department, taking responsibility, if approved by The London Institute of Banking & Finance, for the delivery of The London Institute of Banking & Finance qualification in a non-standard way. You are aware of the operational challenges involved and the possible impact of changes to the syllabus and text.

Your full cooperation will be expected by The London Institute of Banking & Finance and your centre will be required to adhere to any additional conditions (ie timeframes, exam dates, learner numbers, resit dates etc.) established by The London Institute of Banking & Finance as part of the conditions of approval of this non-standard delivery.

Tutor name _____

Tutor signature _____ Date _____

Exam officer name _____

Exam officer signature _____ Date _____

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

PLEASE NOTE: There is no guarantee that an application for non-standard delivery will be approved. All applications will be considered on an individual basis and will be based on a centre's previous performance (where applicable). There is also no guarantee that if an application is approved in one year that it will be automatically approved in subsequent years.