

## Financial Education Non-Standard Delivery Guidelines

Financial Education qualifications have been designed to be delivered over a specific period of time:

- Level 2 Certificate in Financial Capability and Careers Development (CeFCCD) – over a 1-year period
- Level 2 Award in Financial Education (AiFE) – over a 1-year period
- Level 2 Certificate in Financial Education (CeFE) – over a 2-year period
- Level 1/Level 2 Technical Certificate in Finance (TCF) – over a 2-year period
- Level 3 Certificate in Financial Studies (CeFS) – over a 1-year period
- Level 3 Diploma in Financial Studies (DipFS) – over a 1-year period

The qualifications run from September to July to coincide with updates to syllabus, learning materials and assessments and The London Institute of Banking & Finance assumes that you will be delivering these qualifications within the specified period of time. If your centre intends to deviate from the standard delivery outlined above, please note the following:

### Level 2 Certificate in Financial Capability and Careers Development (CeFCCD)

We do not require a Non-Standard Delivery application to be submitted if requesting to deliver this qualification over two or three academic years. Registrations can be submitted in the usual way using the bulk registration link on MyLIBF.

### Level 2 Award in Financial Education (AiFE)

We do not require a Non-Standard Delivery application to be submitted if requesting to deliver this qualification over two or three academic years. Registrations can be submitted in the usual way using the bulk registration link on MyLIBF

### Level 2 Certificate in Financial Education (CeFE)

- Approvals for a Non-Standard Delivery for students in Year 9/Year 10/Year 11/Year 12 studying over one academic year must be sought on a case-by-case basis and cannot be transferred to other awards or be automatically renewed.  
Any subsequent applications will be considered based on previous Non-Standard Delivery performance.
- Students need to have had an attempt at Unit 1 and Unit 2 before they can attempt Unit 3.
- Applications must provide a detailed explanation of how the qualification guided learning hours will be met.
- If insufficient information is provided, a member of the Financial Education Operations team may contact you to discuss the application.
- Applications must be received by Friday 11 November 2022. Any applications received after this date may not be accepted.
- Applications to top up the registrations of students from AiFE to CeFE must be received by Friday 24 March 2023. Any applications received after this date may not be accepted.
- Registrations will be processed once approval for Non-Standard Delivery has been granted.
- Once approved, the signatory is responsible for ensuring the qualification is delivered in accordance with the agreed guidelines.

### Level 1/Level 2 Technical Certificate in Finance (TCF)

- Applications for students to be registered for TCF over one academic year will not be accepted.
- Approvals for a Non-Standard Delivery for students studying over three academic years must be sought on a case-by-case basis and cannot be transferred to other awards or be automatically renewed.  
Any subsequent applications will be considered based on previous Non-Standard Delivery performance.
  - For a three year delivery, please provide a short outline of the planned assessment delivery (for example, Unit 1 to be sat in Year 2, Units 2 and 3 to be sat in Year 3)

### Level 3 Certificate in Financial Studies (CeFS) and Diploma in Financial Studies (DipFS)

- We do not require a Non-Standard Delivery application to be submitted if requesting to deliver either of these qualifications over two years.
- Applications for students to study CeFS in Year 10 and DipFS in Year 11 will not be accepted. Qualifications at this level are designed to meet the needs of universities. CeFS/DipFS expects students to develop the core skills of critical analysis, evaluation, synthesis, and written communication skills. Students in year 10 and 11 are not yet equipped with these skills or able to acquire them at a sufficient level in time for assessment. Failure rates with other financial education qualifications when delivered at such an early stage are extremely high and demonstrates that students are unable to cope with the learning required, or the assessment skills required during examinations.
- Applications for students to be registered for both CeFS and DipFS during the same academic year will not be accepted.

**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.**