

**The London Institute  
of Banking & Finance**

# **LIBF Level 4 CeMAP<sup>®</sup> 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.

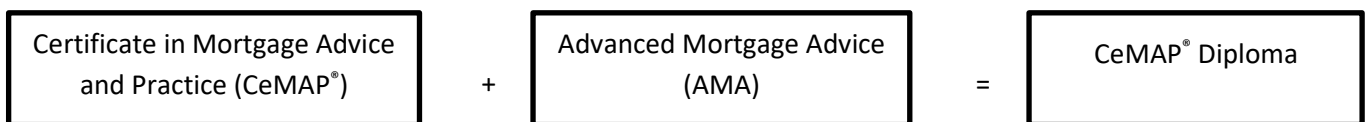


Figure 1 – qualification structure

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<sup>®</sup> Diploma is primarily considered a distance learning qualification with on-demand and coursework sessions.

	CeMAP <sup>®</sup>			AMA	Total
	CeMAP <sup>®</sup> 1 (UKFR)	CeMAP <sup>®</sup> 2 (MORT)	CeMAP <sup>®</sup> 3 (ASSM)		
Guided Learning Hours	2	2	2	8	14
Other hours	84	78	36	256	446
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<sup>®</sup> units only)

- revision notes;
- CeMAP<sup>®</sup> 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<sup>®</sup> can be found within the CeMAP<sup>®</sup> 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. 85 marks are awarded for content and 15 marks are awarded for communication. The pass mark for the coursework 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](http://www.myLIBF.ac.uk)) for the qualification to see your assessment performance.

### Qualification grading

The overall qualification is graded pass only.

Grade classifications are pre-determined and align to the published grade descriptors available to learners.

However, the grade classifications may be subject to change under the jurisdiction of the assessment board where this is necessary to maintain standards of validity.

### Registration

For each module within CeMAP<sup>®</sup> you will have a registration period of 12 months. More detailed information can be found within the CeMAP<sup>®</sup> 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.

<b>Qualification title</b>	LIBF Level 4 CeMAP® Diploma (CeMAP®)
<b>Ofqual qualification number</b>	603/0515/0
<b>Qualification level</b>	4
<b>European Qualifications Framework (EQF) level</b>	5
<b>Qualification Type</b>	Occupational Qualification
<b>Operational start date</b>	15 September 2016
<b>Available in</b>	England
<b>Qualification for ages</b>	19+
<b>Sector subject area</b>	15. Business, Administration, Finance and Law
<b>Sub SSA</b>	15.1 Accounting and Finance
<b>Total credits</b>	46
<b>Guided learning hours</b>	14 hours
<b>Total qualification time</b>	460 hours
<b>Overall grading type</b>	Pass
<b>Assessment methods</b>	Multiple-choice examination, coursework
<b>Qualification description</b>	The CeMAP® Diploma consists of eight mandatory units. A total credit value of 46 must be obtained for achievement of the qualification

## Appendix 2 – CeMAP®

The CeMAP® unit descriptions and syllabuses can be found within the CeMAP® qualification specification.

## Appendix 3 – AMA – Unit details

Advanced Mortgage Advice (AMA)

### Unit description

This unit broadens your knowledge of the mortgage advice process and introduces you to more specialist mortgage products. The unit also develops your understanding of the importance of consumer-oriented communication and ethical behaviours through the practical application of accumulated knowledge and skills through the advice process.

<b>Unit title</b>	Advanced Mortgage Advice (AMA)
<b>Ofqual unit reference number</b>	
<b>Unit level</b>	4
<b>Unit credit value</b>	26
<b>Typical study hours</b>	256

### Unit 1 assessment methodology

The assessment of AMA will have two components:

Part a. An electronic assessment with 50 multiple choice questions. This component is assessed out of 50 marks.

Part b . Coursework assignment. This component is assessed out of 100 marks.

## Unit 1 assessment criteria

Assessment criteria	Assessment content	
The learner when awarded credit for this unit will:	Assessment will require a learner to demonstrate that they can:	
1. Understand the house-buying process	1.1 1.2	Explain the role of various parties involved in the property transaction Describe the impact on the vendor and purchaser if the process breaks down
2. Examine the economic and regulatory context	2.1 2.2 2.3 2.4	Analyse the current economic environment and its impact on the mortgage market Analyse sources of finance Evaluate the different sources of advice and finance Analyse the regulatory and legislative environment
3. Examine the principal types of property defect that surveys can identify and other factors that can affect the value of the property	3.1 3.2 3.3 3.4 3.5	Describe the main property defects and how property defects may affect the lending decision Explain how different factors can affect the valuation Compare the different guarantees available with new-build properties Discuss potential issues with buying new builds Discuss the implications of buying 'off plan'
4. Evaluate the different forms of valuation and survey	4.1 4.2 4.3	Analyse the different forms of valuation Explain the need for specialist reports recommended by surveyors Compare types of survey against client circumstances
5. Understand the different types of borrower	5.1 5.2 5.3 5.4 5.5 5.6	Analyse the different lenders' requirements Differentiate between mortgage customers, high-net-worth customers and mortgage professionals Vulnerable customers and how they are affected when borrowing Explain why some customers are unable to borrow Explain the need for regular reviews
6. Evaluate the nature and impact of relevant legislation on the mortgage market	6.1 6.2	Differentiate between freehold, leasehold and commonhold properties Explain the different types of property ownership

	6.3	Explain buy-to-let and consumer buy-to-let mortgages
	6.4	Explain second-charge lending and bridging finance
	6.5	Explain the impact of taxes on property ownership, buy-to-let investment and capital gains tax
	6.6	Differentiate between individual ownership and ownership through a limited company or SPV
	6.7	Discuss the effects of divorce on property ownership
	6.8	Appraise the use of different forms of power of attorney, wills and implications of a borrower dying intestate
7. Understand the regulatory requirements of the mortgage market	7.1	Explain the implications for the lender and borrower of the Mortgages and Home Finance: Conduct of Business rules
	7.2	Explain the implications for the lender and borrower of the EU Mortgage Credit Directive
	7.3	Describe the impact of regulatory and commercial trends
8. Understand the purpose of additional security	8.1	Explain the purpose, process, types and levels of additional security
	8.2	Explain the process and the requirements for guarantors and the issues surrounding the use of guarantees
	8.3	Explain the process and the requirements for those who offer a surety arrangement or a personal guarantee
	8.4	Discuss why, how and when MIG / higher-lending charges are used
	8.5	Explain the process and the implications of offering a second charge to a lender
9. Evaluate the fees and charges involved in arranging a mortgage	9.1	Critically compare charging structures against consumer objectives
	9.2	Analyse, interpret and communicate to consumers the terms and conditions of a mortgage offer
10. Analyse how finance and planning for self-build projects is arranged	10.1	Discuss the market for self-build projects
	10.2	Explain lenders' requirements
	10.3	Describe the use of stage payments
	10.4	Appraise the options for project management and site management responsibilities
	10.5	Differentiate the risks for lender and borrower

<p>11. Understand customer needs and choices for second properties</p>	<p>11.1 11.2 11.3 11.4 11.5</p>	<p>Explain the principle of primary residence</p> <p>Discuss the market for residential lending for investment purposes</p> <p>Discuss the market for residential lending for lifestyle purposes</p> <p>Analyse the key considerations for buying property overseas</p> <p>Explain the principles of the different forms of buy-to-let property ownership</p>
<p>12. Appraise the different types of mortgages and finance</p>	<p>12.1 12.2 12.3</p>	<p>Discuss the conforming lending market</p> <p>Evaluate the considerations for lenders and borrowers</p> <p>Analyse risk-based pricing</p>
<p>13. Evaluate the lending practices and products for non-standard mortgages available to different types of customer</p>	<p>13.1 13.2 13.3 13.4 13.5 13.6 13.7 13.8 13.9</p>	<p>Discuss the non-conforming lending market</p> <p>Assess the considerations and risks for lenders and borrowers</p> <p>Describe the market and features of Sharia-compliant home purchase plans</p> <p>Describe the market for ethical and green mortgages</p> <p>Analyse the factors for property or mortgage-trapped individuals</p> <p>Describe the options available in the equity release market</p> <p>Describe the options available for consumer buy-to-let mortgages</p> <p>Describe the options available for second-charge loans and bridging finance</p> <p>Describe the options available for directors of limited companies for investment properties</p>
<p>14. Understand the need for insurances associated with arranging a mortgage and available state benefits</p>	<p>14.1 14.2 14.3 14.4</p>	<p>Describe the different types of protection arrangements used for the protection of a mortgage</p> <p>Describe the use of protection arrangements for the protection of a mortgage</p> <p>Describe how permanent health insurance policies can be used in relation to a mortgage</p> <p>Explain the need for buildings and contents, professional indemnity or other specialist insurances</p>

	14.5	Explain the range and limitations of state benefits
15. Evaluate the options for raising additional money	15.1	Discuss how further advances and second charges can be used to raise additional funds
	15.2	Explain how release of part security (ie selling land) can be used to raise additional funds
	15.3	Explain the procedures and implications of open and closed bridging loans
16. Understand the implications for the borrower and lender of the non-payment of mortgages	16.1	Describe the possible courses of action available to a lender when a borrower misses a mortgage payment(s)
	16.2	Discuss the FCA requirements regarding the fair treatment of those in arrears
	16.3	Explain the legal remedies for the lender on default
	16.4	Explain the insolvency options for those in financial difficulty

Part b

17. Be able to gather, and use appropriately, client information for mortgage advice	17.1	Analyse clients' situations and identify gaps in information Synthesise the range of client information
	17.2	Differentiate between subjective and objective factors
	17.3	Evaluate clients' needs, wants and values
	17.4	Identify any ethical dilemmas and discuss the steps
	17.5	involved in managing these
	17.6	Assess clients' risk profiles and the procedure for assessing risk profiles
18. Formulate suitable mortgage advice	18.1	Analyse clients' situations and provide solutions to achieve objectives
	18.2	Explain and justify recommendations
	18.3	Communicate solutions effectively to the target audience, including the need for periodic review
	18.4	Communicate any ethical considerations effectively to the target audience