

LIBF Level 4 Certificate in Long Term Care and Later Life Planning (CertLTCP®)

Qualification specification



Table of Contents

PURPOSE OF THE QUALIFICATION	3
WHY STUDY LIBF LEVEL 4 CERTIFICATE IN LONG TERM CARE AND LATER LIFE PLANNING (CERTLTCP)	3
OBJECTIVES	3
KEY CONTENT AREAS	3
QUALIFICATION LEARNING OUTCOMES	4
KEY SKILLS DEVELOPED	4
ENTRY REQUIREMENTS	5
RECOGNITION OF PRIOR LEARNING	5
PROGRESSION AND PREPARATION FOR FURTHER STUDY	5
APPRENTICESHIPS	5
PREPARATION FOR EMPLOYMENT / PROFESSIONAL DEVELOPMENT	5
STRUCTURE	5
TOTAL QUALIFICATION TIME (TQT)	6
LEARNING RESOURCES	6
WHAT TO DO BEFORE THE ASSESSMENT	6
ASSESSMENT	7
QUALIFICATION GRADING	7
REGISTRATION PERIOD	7
RE-SIT ATTEMPTS	7
APPENDIX 1 – REGULATION DETAIL	8
APPENDIX 2 – (LTCP)	9

Purpose of the qualification

Why study LIBF Level 4 Certificate in Long Term Care and Later Life Planning (CertLTCP)

The Certificate in Long Term Care and Later Life Planning (CertLTCP) brings together two key areas of later life planning into a single qualification. The Cert LTCP qualification equips you with the skills and knowledge to understand clients' needs and to provide tailored advice to clients to ensure they receive appropriate care and support during their later lives.

CertLTCP is relevant if you work or are aspiring to work within the long term care or later life planning area. In completing this qualification, you will develop an understanding of the long term care and later life planning environment in the UK, including the responsibilities of the NHS and local authorities in the provision of long term care support. You will also learn how to analyse and evaluate clients' needs and understand how financial assessments are undertaken, how eligibility is assessed and the taxation and legal issues arising from different long term care planning solutions.

Objectives

To provide the knowledge and skills required to be an effective long term care and later life planning advice professional.

Key content areas

- the UK long term care environment and its costs;
- the roles and responsibilities of the NHS and Local Authorities for long term care;
- financial assistance and assessment for those requiring long term care;
- long term care insurance advice and eligibility;
- analysing and evaluating clients' needs and care solutions; and,
- taxation and legal issues relating to long term care planning.

Qualification learning outcomes

On completing this qualification you will:

LO	Detail
L01	Understand the background and cost implications of long term care provision in the UK, and the regulator's definition of long term care insurance.
L02	Understand the responsibilities of the NHS for the provision of health care.
L03	Understand the responsibilities of a local authority in enabling access to long term care.
L04	Understand how local authorities make financial assessments for those requiring long term care and any implications for the client.
L05	Be able to apply means-tested and non means-tested state benefits eligibility in the provision of advice on long term care insurance.
L06	Be able to apply relevant considerations relating to the adviser and client relationship when advising on long term care.
L07	Evaluate the taxation and legal issues related to long term care planning.
L08	Analyse the suitability of arrangements available to fund and maintain a client's long term care needs and the level of risk they present to the client.
L09	Identify the eligibility to claim under a long term care insurance contract.
L10	Evaluate situations that might indicate to an adviser that a client's long term care provision needs to be reviewed and the consequences of that review.
L11	Analyse and evaluate clients' needs and demands and recommend suitable and affordable long term care solutions, taking into consideration a client's circumstances.

Key skills developed

The qualification will encourage you to:

- develop your ability to analyse and evaluate later life planning requirements.
- develop your ability to provide tailored strategic later life planning solutions.
- increase your ability to work and study independently and utilise resources effectively.

Entry requirements

Students must also hold the [Diploma for Financial Advisers \(DipFA®\)](#) or an equivalent Level 4 qualification. A working knowledge of the basics of later life planning would be an advantage and you need to be satisfied of your ability to study in English.

Recognition of prior learning

In line with the London Institute of Banking & Finance regulations, as CertLTCP is a single unit qualification, recognition of prior learning does not apply.

Progression and preparation for further study

CertLTCP is a stand alone qualification but can also form part of the Level 6 Diploma in Financial Advice (Adv DipFA).

Whichever route you choose to follow, there are opportunities for further study with The London Institute of Banking & Finance. Our [Professional Qualifications](#) cover a wide range of topics and areas including banking, trade finance, financial advice, mortgage advice, complaints handling and other specialist qualifications.

Apprenticeships

CertLTCP is not currently available through an apprenticeship standard.

Preparation for employment / professional development

If you are working or aspiring to work within the later life planning, advice or insurance field; CertLTCP has been designed to develop knowledge and understanding and enhances skills that are valued within the later life planning and advice sector.

Structure

CertLTCP is made up of **one mandatory unit** which must be successfully completed to achieve the qualification:



The detailed unit syllabus is available as an Appendix to this document and the latest version is always available through our course site.

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 or supervision of a teacher.
- All other hours include hours spent unsupervised in research, learning, e-learning, e-assessment, exam preparation, and formal assessments.

CertLTCP is primarily considered as a distance learning qualification with an on-demand examination through Pearson VUE.

Guided Learning Hours	2 hours
Other hours	148 hours
Total Qualification Time	150 hours

Learning resources

CertLTCP is available as a distance learning qualification, it allows you to study independently with comprehensive online learning materials. Practical (non-academic) support is available from The London Institute of Banking & Finance Student Services.

You are provided with the following learning resources:

- online access to the core text through **MyLIBF**- www.myLIBF.com;
- access to KnowledgeBank (e-library) through **MyLIBF**;
- online study course;
- unit syllabus;
- study planner;
- specimen examination paper;
- student handbook; and,
- student led forum.

What to do before the assessment

Examinations are sat electronically at any one of the Pearson VUE test centres worldwide. You must be registered to sit an examination at a centre of your choosing (subject to demand / availability); this is managed by you. It is recommended that you book your exam three weeks in advance of the

date you wish to sit. However, subject to availability, an examination can be booked as little as two working days in advance, this may vary if you have reasonable adjustments that need to be put in place before your sitting. Examinations can be booked via the [Pearson VUE website](#) or by [phone](#). To prepare for the assessment, you should make use of all learning resources.

Assessment

CertLTCP is assessed by a multiple-choice questions (MCQs) examination. The examination consists of a combination of standalone MCQs and case studies with attached MCQs.

The structure of the assessment ensures that all course content is subject to assessment.

Qualification grading

The overall qualification will be graded pass / distinction. To achieve a pass, you must achieve at least 70% overall.

Grade	Pass mark (%)
Pass	70–94
Distinction	95–100

Feedback is provided via analysis sheets (available on www.MyLIBF.com) in order for you to see the relative strength of assessment performance.

Registration period

CertLTCP has a twelve month registration period.

Re-sit attempts

There are no restrictions on the number of times you can resit the unit, although each resit will require a new registration and payment of the appropriate fee.

Appendices

Appendix 1 – Regulation detail

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

Qualification title	Level 4 Certificate in Long Term Care and Later Life Planning (CertLTCP)
Ofqual qualification number	603/3435/6
Regulated Qualifications Framework (RQF) level	4
European Qualifications Framework (EQF) level	5
Qualification Type	Occupational Qualification
Guided learning hours	2 hours
Total qualification time	150 hours
Total credits	15
Sector Subject Area	15. Business, Administration, Finance and Law
Sub SSA	15.1 Accounting and Finance
Overall grading type	Pass / Distinction
Assessment methods	Multiple-choice examination
Regulated in	England
Operational start date	23/7/18
Qualification description	CertLTCP consists of one mandatory unit. A total credit value of 15 must be obtained for achievement of the qualification.

Appendix 2 – (LTCP)

A description of LTCP that provides detail on syllabus content, learning outcomes and assessment criteria.

Unit Profile

This unit introduces you to long term care and later life planning. You will gain an appreciation of the background and cost implications of providing care into later life. You will learn how to identify the responsibilities of the NHS and local authorities for providing long term care. You will also learn how to define and assess clients' needs and structure and implement appropriate long term care and later life planning solutions.

Unit title	Long Term Care and Later Life Planning (LTCP)
Ofqual unit reference number	J/617/1510
Unit level	4
Unit credit value	15
Typical study hours	150

Assessment method

CertLTCP is assessed by a multiple-choice questions (MCQs) examination. The examination consists of a combination of standalone MCQs and case studies with attached MCQs.

To achieve an overall pass, you must achieve a minimum mark of 70%.

Unit learning outcomes / assessment criteria

Learning outcome (LO) The learner will:	Assessment criteria (AC) The learner can:
<p>1. Understand the background and cost implications of long term care provision in the UK, and the regulator's definition of long term care insurance.</p>	<p>1.1 Definition of long term care insurance. 1.2 Differences between pre-funded insurance and immediate needs. 1.3 Background to current provision in UK. 1.4 How care is delivered and the cost implications to the client. 1.5 Levels of client dependency. 1.6 Types of care and cost implications: care in own home, residential care, private sector, voluntary sector. 1.7 Standards of care and the Care Quality Commission.</p>
<p>2. Interpret the responsibilities of the NHS for the provision of health care.</p>	<p>2.1 Legal responsibility of the NHS. 2.2 Eligibility criteria and assessment for continuing care & NHS funded care. 2.3 The National Framework.</p>
<p>3. Identify the responsibilities of a local authority in enabling access to long term care.</p>	<p>3.1 Assessments of client care needs. 3.2 Delivery of care: Domiciliary / Residential. 3.3 The impact of legislation and case law relevant to long term care as applies in England, N. Ireland, Wales and Scotland. 3.4 Local authority and state provision. 3.5 Department of Health guidelines. 3.6 Funding levels including National variations.</p>
<p>4. Evaluate how local authorities make financial assessments for those requiring long term care and any implications for the client.</p>	<p>4.1 Domiciliary care / Residential care. 4.2 Charging Residential Accommodation Guidelines; CRAG. 4.3 Notional capital. 4.4 Beneficial ownership of capital. 4.5 Capital disregard. 4.6 Charging procedures and implications for the client. 4.7 Treatment of the client's home.</p>

<p>5. Be able to apply means-tested and non means-tested state benefits eligibility in the provision of advice on long term care insurance.</p>	<p>5.1 Means-tested benefits including Pension Credit. 5.2 Non means-tested benefits. 5.3 Access and application processes.</p>
<p>6. Identify relevant considerations relating to the adviser and client relationship when advising on long term care.</p>	<p>6.1 Identifying from whom to take and receive instruction. 6.2 Legal capacity of the client. 6.3 Vulnerable clients. 6.4 Substituted decision making. 6.5 Confidentiality; data protection. 6.6 Extent of family involvement and potential conflicts of family interests. 6.7 Access to medical records.</p>
<p>7. Evaluate the taxation and legal issues related to long term care planning.</p>	<p>7.1 Tax position of premiums. 7.2 Tax position of payments of benefits. 7.3 IHT considerations and estate planning. 7.4 Impact of future changes in client's tax position. 7.5 Will/intestacy. 7.6 Deeds of variation. 7.7 Use of trusts.</p>
<p>8. Analyse the suitability of arrangements available to fund and maintain a client's long term care needs and the level of risk they present to the client.</p>	<p>8.1 Stand alone pre-funded LTC insurance with life cover. 8.2 LTC bonds. 8.3 Insurance – underwriting considerations; morbidity and mortality. 8.4 Equity release including lifetime mortgages and home reversion plans. 8.5 Savings and investments. 8.6 Pensions. 8.7 Immediate needs annuities.</p>
<p>9. Identify the eligibility to claim under a long term care insurance contract.</p>	<p>9.1 ADL definitions. 9.2 Cognitive impairment. 9.3 Assessment of ADL failure. 9.4 Assistive devices. 9.5 Making the claim.</p>

<p>10. Evaluate situations that might indicate to an adviser that a client's long term care provision needs to be reviewed and the consequences of that review.</p>	<p>10.1 Changes in personal circumstances. 10.2 Change in need, including partial claim (ADL criteria). 10.3 Change of client's mental capacity. 10.4 Changes in taxation, legislative framework, investment conditions and inflation.</p>
<p>11. Interpret and evaluate clients' needs and demands and recommend suitable and affordable long term care solutions, taking into consideration a client's circumstances.</p>	<p>11.1 Gather and analyse client information, providing suitable client recommendations; ethical considerations.</p>