

# **LIBF Level 5 Diploma in Asset Finance (DipAF)**

Qualification Specification



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## Purpose of the qualification

### Why study the LIBF Level 5 Diploma in Asset Finance (DipAF) qualification?

The Diploma in Asset Finance (DipAF) qualification has been developed in collaboration with the Finance and Leasing Association (FLA) and major stakeholders for people working, or aspiring to work, in the asset finance industry.

For those already working within the sector, DipAF provides you the opportunity to gain a recognised qualification that has been specifically designed to support your industry; through this you will be able to demonstrate your professionalism and your understanding of key knowledge which will enable you to differentiate yourself from your peers.

As a newcomer to the asset finance sector, DipAF provides you with the in-depth knowledge you will require to operate effectively as you build your career.

### Objectives

DipAF develops your knowledge of asset finance and how this major industry operates; through this, you will enhance your career potential as an asset finance professional. The qualification is formed of three units taking you from an introduction to asset finance right through to the sales and account-management processes. The three units specifically explore: business management and the provision of asset finance; the legal and regulatory requirements; and, the sales and account-management processes.

### Qualification learning outcomes (LO)

On completing this qualification, you will:

LO	Detail
LO1	Evaluate the need for asset finance across a range of business types
LO2	Analyse the business management and competitive strategy of the different asset finance providers
LO3	Apply your understanding of the options available for providing asset finance
LO4	Analyse the legal and regulatory requirements of asset finance
LO5	Evaluate the asset finance sales process
LO6	Analyse the asset finance account-management process

## Key skills developed

The qualification will encourage you to:

- develop an in-depth understanding of the asset finance industry;
- apply higher-level cognitive skills of reflective practise, including analysis, and evaluation;
- 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;
- structure and communicate ideas logically and coherently; and,
- increase your ability to work and learn independently.

## Entry requirements

There are no specified entry requirements. However, you need to be satisfied of your ability to study in English and perform basic mathematical calculations.

## Registration

The DipAF registration period is 24 months.

## Resit attempts

There are no restrictions on the number of times you can resit the MCQ assessments, coursework or examination, although a resit will require a re-registration.

## Recognition of Prior Learning (RPL)

We recognise prior learning in different forms. 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](#).

## Progression and preparation for further study

DipAF provides a platform for continued study within the financial services sector and a wide range of other business-related disciplines.

Upon successful completion of the Level 5 Diploma in Asset Finance (DipAF) qualification, there are opportunities for further study with The London Institute of Banking & Finance. DipAF forms part of the [Professional Diploma in Banking & Finance](#) designation.

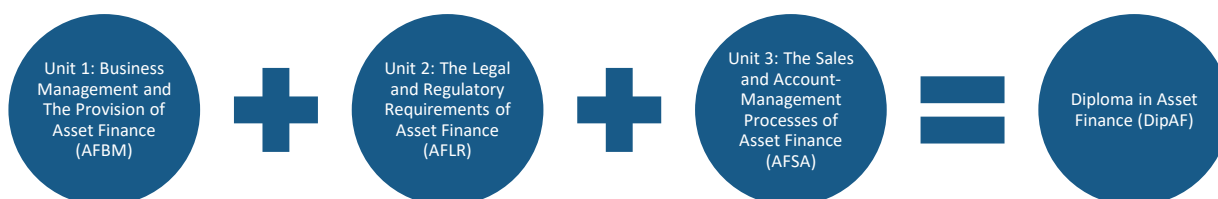
On successful completion of the Professional Diploma in Banking & Finance designation, you will be eligible to apply for Associate membership status of The London Institute of Banking & Finance.

## Apprenticeships

DipAF is not currently available for study through an apprenticeship standard.

## Structure

DipAF is made up of three mandatory units which must be successfully completed to achieve the qualification.



The detailed unit syllabuses are available through “The London Institute of Banking and Finance” 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.

DipAF is primarily considered a distance learning qualification with session-based coursework and examinations.

	DipAF			Total
	Unit 1 (AFBM)	Unit 2 (AFLR)	Unit 3 (AFSA)	
Guided Learning Hours	8	8	12	28
Other Hours	110	124	180	414
Total Qualification Time				<b>442</b>

## Learning resources

The following learning resources are provided as part of the course:

- online access via MyLIBF- [www.myLIBF.com](http://www.myLIBF.com) to weekly study guides, including activities to help consolidate learning, and to KnowledgeBank (virtual library);
- glossary of key terms;
- webinars (recorded and live);
- student handbook;
- live workshop;
- unit syllabuses;
- access to online tutor forum; and,
- specimen/exemplar papers.

## What to do before the assessments

For the multiple-choice question (MCQ) examinations, you must be registered to sit an examination at a centre of your choice; this is managed by yourself. Examinations are sat electronically at any one of the circa 150 Pearson VUE test centres across the UK. We recommend that exams are booked two months 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. Examinations can be booked over the phone or via the [Pearson VUE website](#).

Upon registration you are allocated to a session for the coursework. Your coursework assignment and submission dates are made available on your course site.

You must select the venue you wish to sit your paper-based final examination at the point of registration.

To prepare for the assessments, you should make use of all learning resources and study guides.

## Assessments

Units 1 and 2 are each assessed by a multiple-choice question (MCQ) examination and coursework.

Each unit of the examination comprises 30 MCQs. You will need to achieve at least 21/30 (70%) to pass each unit.

Each coursework is a written piece of between 2,000 and 2,500 words. You will need to achieve at least 40/100 (40%) to pass each unit.

You must pass the MCQ examination and the coursework to achieve an overall pass of the unit. Unit 1 and Unit 2 have the same assessment structure as noted below.

#### Units 1 and 2 assessment detail

Assessment	Total Marks	Pass Mark
MCQ	30	70%
Coursework	100	40%

Unit 3 is assessed by an MCQ examination and typed examination.

The MCQ examination comprises 50 MCQs. You will need to achieve at least 35/50 (70%) to pass this unit.

The typed examination is an examination drawing upon assessment criteria across all three DipAF units. You will need to achieve at least 40/100 (40%) to pass.

You must pass the MCQ examination and the written examination to pass this unit.

#### Unit 3 assessment detail

Assessment	Total Marks	Pass Mark
MCQ	50	70%
Written examination	100	40%

The structure of the assessments ensures that all aspects of the course content are subject to external examination.

You only have to resit the assessments you fail.

To complete the DipAF qualification, you must achieve a pass in all three units.

#### **Qualification grading**

The overall qualification is graded pass / fail.

Feedback for the MCQ examinations is provided in students' analysis sheets (available on MyLIBF) to see your assessment performance. Individual feedback will be provided for the coursework assignments. You will have access to a Chief Examiner report based on the overall student performance of the Unit 3 examination.

## Re-sit attempts

There are no restrictions on the number of times you can resit, although each resit attempt will require a new registration.



## Appendices

### Appendix 1 – Regulation detail – LIBF Level 5 Diploma in Asset Finance (DipAF)

This describes the regulation detail applicable to the qualification.

<b>Qualification title</b>	LIBF Level 5 Diploma in Asset Finance (DipAF)
<b>Ofqual qualification number</b>	603/0614/2
<b>Qualification level</b>	5
<b>European Qualifications Framework (EQF) level</b>	5
<b>Qualification Type</b>	Vocationally-Related Qualification
<b>Regulation start date</b>	15 September 2016
<b>Operational start date</b>	15 September 2016
<b>Offered in</b>	England, Wales and Northern Ireland
<b>Assessment available in English</b>	Yes
<b>Assessment available in Welsh</b>	No
<b>Assessment available in Irish</b>	No
<b>Sector subject area</b>	15.1 Accounting and Finance
<b>Total credits</b>	44
<b>Minimum credits at / above level</b>	44
<b>Guided learning hours</b>	28
<b>Total qualification time</b>	442
<b>Overall grading type</b>	Pass
<b>Assessment methods</b>	Multiple-choice examination, coursework, written examination.
<b>Qualification description</b>	The Diploma in Asset Finance qualification consists of three mandatory units. A total credit value of 44 must be obtained for achievement of the qualification.

## Appendix 2 – Unit 1 – Business Management and The Provision of Asset Finance (AFBM)

### 2.1 AFBM description

The unit provides an introduction to the asset finance industry and looks at the business management and competitive strategy of asset finance providers. The unit covers the background and evolution of the asset finance industry and goes on to analyse the strategies adopted by different asset finance providers and the options available for providing asset finance.

<b>Unit title</b>	Unit 1: Business Management and the Provision of Asset Finance (AFBM)
<b>Ofqual unit reference number</b>	K/615/2707
<b>Unit level</b>	5
<b>Unit credit value</b>	12
<b>Typical study hours</b>	118

### 2.2 AFBM assessment methodology

The AFBM unit has two assessment components:

- a. 30 standalone MCQs. The examination is to be completed in one hour. The examination is worth 30 marks and has a 70% pass mark.
  - MCQ exam - 30 questions.
  - Covers all 7 assessment criteria.
  - Pass mark 70% (21/30) - each question worth 1 mark.
  
- b. Coursework task comprising a written piece of between 2,000 and 2,500 words. The coursework is worth 100 marks and has a 40% pass mark.
  - Coursework covers the following assessment criteria:
    - i. AC 1.3 - Evaluate the financial products offered by the asset finance industry
    - ii. AC 2.1 - Analyse business management and competitive strategy
    - iii. AC 3.1 - Evaluate accessing finance and fund raising including Government schemes and the British Business Bank
  - Pass mark 40%.
  - Typical word count 2,000 – 2,500 words.

## 2.3 AFBM learning outcomes and assessment criteria

<b>Learning Outcome</b> <b>The learner will:</b>		<b>Assessment Criteria</b> <b>The learner can:</b>
1. Evaluate the need for asset finance across a range of business types	1.1	Analyse the background, evolution and future of the asset finance industry
	1.2	Analyse the range of business types and their differing needs
	1.3	Evaluate the financial products offered by the asset finance industry
2. Analyse the business management and competitive strategy of the different asset finance providers	2.1	Analyse business management and competitive strategy
	2.2	Analyse funding contract hire and spot hire companies
3. Apply your understanding of the options available for providing asset finance	3.1	Evaluate accessing finance and fund-raising including Government schemes and the British Business Bank
	3.2	Analyse block discounting

## Appendix 3 – Unit 2 – The Legal and Regulatory Requirements of Asset Finance (AFLR)

### 3.1 AFLR description

The unit explores the legal and regulatory landscape of asset finance. The unit focuses on the roles and powers of the regulators as well as the key acts and the FLA's Business Finance Code.

<b>Unit title</b>	Unit 2: The Legal and Regulatory Requirements of Asset Finance (AFLR)
<b>Ofqual unit reference number</b>	T/615/2709
<b>Unit level</b>	5
<b>Unit credit value</b>	13
<b>Typical study hours</b>	132

## 3.2 AFLR assessment methodology

The AFLR unit has two assessment components:

- a. 30 standalone MCQs. The examination is to be completed in one hour. The examination is worth 30 marks and has a 70% pass mark.
  - MCQ exam - 30 questions.
  - Covers all 9 assessment criteria.
  - Pass mark 70% (21/30) - each question worth 1 mark.
  
- b. Coursework task comprising a written piece of between 2,000 and 2,500 words. The coursework is worth 100 marks and has a 40% pass mark.
  - Coursework covers the following assessment criteria:
    - iv. AC 1.6 - Analyse treating customers fairly and the Consumer Credit sourcebook
    - v. AC 1.7 - Analyse the FLA's Business Finance Code
    - vi. AC 1.9 - Evaluate conduct expectations and ethical considerations
  - Pass mark 40%.
  - Typical word count 2,000 – 2,500 words.

## 3.3 AFLR learning outcomes and assessment criteria

<b>Learning Outcome</b> <b>The learner will:</b>		<b>Assessment Criteria</b> <b>The learner can:</b>
1. Analyse the legal and regulatory requirements of asset finance	1.1	Understand the roles of the FCA and PRA
	1.2	Understand the regulatory compliance requirements that apply to asset finance providers
	1.3	Analyse the statutory powers of the regulators and their sanctions for non-compliance
	1.4	Understand the rules of capital adequacy and liquidity
	1.5	Understand the Consumer Credit Acts
	1.6	Analyse treating customers fairly and the Consumer Credit sourcebook
	1.7	Analyse the FLA's Business Finance Code
	1.8	Analyse the legal terms and conditions to consider in asset finance agreements
	1.9	Evaluate conduct expectations and ethical considerations

## Appendix 4 – Unit 3 – The Sales and Account-Management Processes of Asset Finance (AFSA)

### 4.1 AFSA description

The unit explores the sales process and account management process within asset finance, analysing and evaluating the key aspects and considerations of these processes.

<b>Unit title</b>	Unit 3: The Sales and Account-Management Processes of Asset Finance (AFSA)
<b>Ofqual unit reference number</b>	K/615/2709
<b>Unit level</b>	5
<b>Unit credit value</b>	19
<b>Typical study hours</b>	192

### 4.2 AFSA assessment methodology

The AFSA unit has two assessment components:

- a. 50 standalone MCQs. The examination is to be completed in two hours. The examination is worth 50 marks and has a 70% pass mark.
  - MCQ exam - 50 questions.
  - Covers all 12 assessment criteria.
  - Pass mark 70% (35/50) - each question worth 1 mark.
  
- b. Examination drawing upon assessment criteria from all three units of DipAF. The format will be a combination of questions requiring short and long form (essay style) answers. The exam will typically contain five questions (three long form responses and two short form responses) and should be conducted over three hours. The examination is worth 100 marks and has a 40% pass mark.

### 4.3 AFSA learning outcomes and assessment criteria

<b>Learning Outcome</b> <b>The learner will:</b>		<b>Assessment Criteria</b> <b>The learner can:</b>
1. Evaluate the asset finance sales process	1.1	Evaluate credit analysis
	1.2	Evaluate operational risk
	1.3	Evaluate cash flow analysis, key ratios and debt serviceability
	1.4	Analyse pricing (yield/rental calculation)
	1.5	Analyse residual values
	1.6	Analyse the role of credit reference agencies and how to use their reports
	1.7	Analyse lease accounting and evaluation
2. Analyse the asset finance account-management process	2.1	Analyse the key aspects of the account management process
	2.2	Analyse collections and arrears
	2.3	Analyse defaults and default management (regulated, unregulated, including financial restructuring and recovery)
	2.4	Analyse imports/exports, including EU imports, invoicing and VAT
	2.5	Analyse the termination implications of a business for asset finance providers