

Chartered Banker

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

November 2021

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For Internal & External use
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Recognition of Prior Learning (RPL) Policy

1. Introduction

The Chartered Banker Institute recognises that knowledge and skills can be attained from a broad range of learning. As this policy concerns the award of credit in respect of the Chartered Banker Institute's professional qualifications, only prior learning applications supported by certificated learning will be considered.

The Institute is therefore committed to ensuring that, where appropriate, knowledge and skills which are gained via the certificated programmes of other recognised awarding bodies can be given credit towards its own qualification programmes.

The Institute's Recognition of Prior Learning (RPL) policy ensures that applications are treated equitably, consistently, timeously, and transparently.

2. What is Prior Learning?

Prior Learning is any learning that is undertaken by an individual prior to enrolling for a qualification made available by the Chartered Banker Institute.

As noted in the Key RPL Recognition Criteria section below, that learning must be relevant to the knowledge, skills and understanding which will be assessed as part of that new qualification.

3. What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (also known as Approved Prior Learning) is the process whereby the Institute can formally recognise previously assessed and certificated learning and make an award of credit.

This award of credit can then be transferred to the qualification being studied with the Institute, which means that the academic and assessment study requirements of the new qualification will be less than that which is normally required.

4. How Can RPL be Used?

Once RPL credit has been awarded, it can be used in two main ways:

1. To provide a specific amount of credit at a specified academic level which can count towards a Chartered Banker Institute qualification

2. To gain a module exemption in respect of one or more specific Chartered Banker Institute qualification modules.

5. Key RPL Criteria

The key criteria for prior learning to be deemed to be RPL is that the learning must:

- (a) be certificated
- (b) have been assessed and passed
- (c) be relevant to the qualification programme about to be studied
- (d) be current
- (e) be at an appropriate academic level
- (f) be evidenced via the production of formal documentation, e.g. transcript / or results letter and qualification certificate
- (g) be approved by the Chartered Banker Institute.

6. General Principles

- Applications are accepted for fully completed and awarded qualifications. The Institute may however, at its discretion, and where the appropriate evidence is provided, consider an award of RPL credit where only individual units / modules have been successfully completed.
- The minimum amount of RPL credit that will be awarded is normally 10 credits (equivalent to 100 notional learning hours) and the normal maximum amount of RPL credit that will be awarded is 30 credits. (See Maximum RPL Award – Section 8).
- RPL credit cannot be awarded unless the prior learning is at least equivalent to Level 8 on the Scottish Credit & Qualifications Framework (SCQF).
- No Chartered Banker Institute qualification can be attained solely on the basis of RPL credit. At least one Chartered Banker Institute module must be completed in respect of any qualification.

7. Prior Learning in respect of other professional body and other academic qualifications

- The qualification module must have at least an 80% match with the learning outcomes of a Chartered Banker Institute module
- The qualification assessment method must be similar in standard, scope and rigour to a Chartered Banker Institute module
- The qualification must be at the appropriate level in a UK national framework, e.g. SCQF; RQF; CQFW; FHEQ; etc. or be referenced to the European Qualifications Framework
- The Institute will consider relevant qualifications awarded by other institutions, such as Universities, e.g., bachelor's or honours degree, and other Professional Bodies for RPL credits towards our qualifications (a fee may be payable). To ensure the content of previous study is a sufficient match against our qualifications, these must have been awarded within the last 10 years.
- If you hold a relevant banking qualification that is over 10 years old, whilst it wouldn't be eligible for RPL credits, it may be that your experience would be suited towards our Chartered Banker by Experience programme. For details of this and the eligibility criteria please see the link below.

<https://www.charteredbanker.com/qualification/chartered-by-experience.html>

8. Maximum RPL Award

There is a normal maximum limit which can be awarded in respect of RPL credit. This limit is dependent mainly on the qualification that is being undertaken as follows:

Qualification	Total No. of Credits Required	Normal Maximum Credit	SCQF Level
Professional Banker Certificate	13	0	7
Professional Banker Diploma*	30	10	8
Associate Chartered Banker Diploma	60	30	9
Advanced Diploma in Banking and Leadership in a Digital Age	120	30	10

The minimum amount of RPL credit that can be awarded is 10 credits.

** The Chartered Banker Institute may accredit in-house training programmes. Where this is undertaken, the maximum number of credits that may be awarded towards the Professional Banker Diploma is 20.*

9. RPL Application Process

STAGE 1 - APPLICATION

RPL applicants should note the following prior to submitting an application.

1. Supporting documentary evidence must be in English. Where this is not the case, the Institute will insist on an **attested** translation of the documentation.
2. Where attested documentary evidence is submitted to the Institute either online or by email, the files must be in **PDF** format. Other file formats will **not** be accepted.
3. Where the required documentary evidence is not properly attested; or where one or more documents are missing; or where the evidence is not in PDF format, the application will **not be assessed** and will be **returned to the applicant**.
4. The specific qualification for which applicants are seeking credit against must be clearly stated on the application form.

Process

Students wishing to apply for RPL credit can:

(a) complete and submit the online RPL Application Form along with the following required evidence.

- An **attested** copy of **each** relevant award certificate, and
- An **attested** copy of the relevant transcript of studies **or** results letter.

or

(b) Can download the RPL Application Form, complete it and then email it to qualityandstandards@charteredbanker.com along with the evidence noted at **(a)** above.

ATTESTATION OF QUALIFICATIONS / TRANSCRIPTS

The attestation (certification) of each document must be made by an individual of professional standing. For example, this could be an accountant, notary public, solicitor or doctor. Alternatively, your employer may attest the document(s) if you are employed by a major bank or other major and **widely recognised** employer.

To attest a copy, the individual should:

- state the following on the document: 'I have seen the original document and certify that this is a complete and accurate copy'
- write their name, position and / or capacity, e.g. solicitor, employer, etc. and a contact address and an official stamp wherever possible
- add their signature and the date.

In order to make a valid decision on the potential award of RPL credit, the Institute may, at its discretion, also require students to provide further details of their prior learning, including, for example, one or more of the following:

- learning outcomes
- syllabus
- assessment criteria
- assessment materials.

STAGE 2 - DECISION

The Quality Assurance & Standards Team of the Institute will, on receipt of the full requirements as noted above, review the application to determine if the applicant is eligible to receive any RPL credit. The applicant will normally be advised of the RPL decision by email within 10 working days. ***It should be noted that the award of RPL credits will always be at the Institute's discretion.***

Where an application for RPL credit is granted, this will be stated as a specific number of SCQF credits at a specific SCQF level, e.g. 10 credit points at SCQF Level 8. The equivalent European Qualifications Framework (EQF) Level may also be noted on the student communication. Where a fee is payable, this will also be confirmed to the applicant.

No RPL credit will be applied to a student / prospective student's educational record until the requisite fee has been paid in full.

Where an application for RPL credit is declined, the reason(s) for the application will be stated.

10. Notification of RPL Decisions

Students who have made application for RPL credit will normally receive email feedback on their application from the Institute's Head of Quality Assurance & Standards (or nominee) within 10 working days of their application being received.

11. Validity of RPL Offers

Offers of RPL must be exercised within **six months** of the date of the notification of the RPL decision.

Where a student has not had the RPL credits applied to their academic record within this period, the original RPL award can no longer be guaranteed and may be subject to change. Students may also be required to submit a new application and re-submit their documentary evidence.

12. Fees Payable

Application

No fees are incurred where a student / prospective student applies for the award of RPL credit.

However, where an application for the award of RPL credit is successful, a fee will normally be payable.

On Award of RPL Credit

The fee payable in respect of each successful RPL application is dependent upon the **number of credits** awarded. Each credit attracts a fee of £10, irrespective of the academic level.

As an example, if 10 credit points are awarded, the fee payable is £100.

The maximum fee payable in respect of the award of RPL credit is **£600**.

13. Appeals and Complaints

Appeals against RPL decisions can only be made if they are based on the likelihood that a material administrative error or other material irregularity has occurred. Any such appeals must be made within **14** days of the student receiving the original RPL decision.

Appeals will be dealt with by the Institute's Chief Executive (or nominee) and an appeal decision will be sent to the student within 14 days of the appeal being received. Students should note that the appeal decision is **final**.

Complaints in respect of procedural matters may only be made through the Institute's normal complaints process. Students should review the Customer Service section of the Institute's website <http://www.charteredbanker.com/utilities/customer-service.html> where the full Customer Complaints Procedure can be viewed or downloaded.

On receipt of a complaint, we will acknowledge this promptly, and advise you how we are dealing with it, and who to contact directly should you have any further questions.

14. Approval Process

All decisions on whether prior learning may be accepted towards the credit requirements for award are academic decisions.

The Institute's Head of Quality Assurance & Standards (or nominee) is responsible for considering and approving RPL.

15. Monitoring and Review

The Institute's Chief Executive (or nominee) is responsible for monitoring all RPL applications and for ensuring that all applications are treated equitably.

The Institute's RPL policy is regularly reviewed and, where appropriate, it is amended as required.

END OF POLICY