FAQs – Recognition of Prior Learning (RPL) Guidance

1. How to Apply

Q1. What is Recognition of Prior Learning (RPL)?
RPL allows you to gain exemptions or recognition based on existing qualifications or professional experience.

Q2. How do I know if my prior learning matches a module?
You should review the module specifications on the Institute website's Qualifications page and compare your previous learning against the learning outcomes.

Q3. Do I need additional documentation for overseas qualifications?
Yes, you must provide a UK ENIC Statement of Comparability for qualifications obtained outside the UK.

Q4. Can I apply based on work experience instead of qualifications?
Yes, our Chartered Banker by Experience (CBBE) programme is suitable for applicants with substantial banking experience.

Q5. What experience is required for the Chartered Banker by Experience route?
You need at least 10 years' business experience, including 5 years in banking, with significant exposure to key banking areas.

Q6. What documents do I need to submit with my application?
Supporting documents for applications relating to prior learning include certificates and transcripts. Applicants wishing to use their work experience to apply to the Chartered Banker by Experience programme will be asked to provide a copy of their CV or Resume.

Q7. Is there a fee to apply?
Yes, there is a £250 application fee, which may be deducted from additional programme fees if your application is successful.

2. Initial Assessment

Q8. What happens after I submit my application?
Your application undergoes an initial review (triage) by the Recognised Prior Learning (RPL) team.

Q9. What criteria are used to assess my prior learning?
The RPL team considers documentation, relevance, recency (within 8 years), and academic level.

Q10. Are older qualifications accepted?
Typically, qualifications must be completed within the last 8 years, though exceptions may be made at the Institute's discretion.

Q11. What experience criteria are assessed?
The Chartered Banker by Experience programme requires individuals to have a minimum of 10 years industry experience, 5 of which should be in the banking sector.

3. Documentation Check and Attestation

Q12. What does "attested documentation" mean?
It means your documents must be certified as true copies by a qualified professional.

Q13. Who can attest my documents?
A professional such as an accountant, solicitor, doctor, or a recognised employer representative.

Q14. What must the attester include?
They must confirm the document is a true copy, provide their details, and sign and date it.

Q15. What happens if my documentation is incomplete?
You may be asked for further information or redirected to another route.

4. Assessment Pathways

A. Banking Qualification

Q16. How are UK qualifications assessed?
The Institute checks the academic level, number of credits and reviews transcripts etc. for alignment against learning outcomes.

Q17. How are overseas qualifications assessed?
A UK ENIC Statement of Comparability is required for qualifications obtained outside the UK.

Q18. What are SCQF levels and why are they important?
They indicate the academic level of qualifications used to benchmark your learning against Institute programmes.

Q19. What outcomes can result from qualification assessment?
Possible outcomes include exemptions, entry to enhanced routes, or recommendation to enrol in a full qualification.

Q20. What if my qualification is not banking-related?
You may be directed to the Institute's suite of qualifications to start your journey into banking.

Internal

B. Experience-Based Route

Q21. What is Chartered Banker by Experience (CBBE)?
It is a route recognising extensive professional experience in banking.

Q22. Who is eligible for the CBBE route?
Individuals with at least 10 years' experience, including 5 years in banking.

Q23. Is CBBE the same as RPL?
It is related but distinct, focusing on professional experience rather than academic qualifications.

C. Non-Banking Related Qualification or Experience

Q24. What if my experience or qualification is not related to banking?
You may be directed to appropriate Institute qualifications instead.

5. **Enhanced Route to Chartered Status**

Q25. What is the Enhanced Route to Chartered Status?
A pathway allowing eligible applicants to achieve Associate Chartered status or Chartered Banker status based on prior learning.

Q26. What happens if I have completed an ethics component?
Depending on the whole of your prior learning, the inclusion of specific banking related Ethics content with considerable similarity to the Institute's own Ethics learning may lead to the award of Chartered Banker Status.

Q27. What if I have not completed an ethics component?
Depending on the whole of your prior learning you may be awarded with Associate Chartered Banker status.

Q28. How do I progress from Associate Chartered Banker to Chartered Banker status?
By completing the Enhanced Route to Chartered Banker (ERCB) requirements, including a Professional Ethics essay and professional discussion. Please note that for applications for the ERCB, learners will also be required to submit an up-to-date CV or Resume.

6. Exemptions Toward Associate Chartered Banker Diploma (ACBD) or Chartered Banker Diploma (CBD) Modules

Q29. Can I receive exemptions from modules?
Yes, if your prior learning aligns sufficiently with the key themes of the learning outcomes for the relevant Institute programme. Details of the Institute qualifications can be found here.

Q30. How are exemptions determined?
They are based on the academic level and content of your prior learning compared against the Institute's ACBD or CBD programmes.

Q31. Do exemptions cost extra?
Yes, exemption fees apply. Full details of these costs are available in the RPL Guidance.

Q32. What qualification levels are considered?
Qualifications are typically expected to be at a minimum of level 8 on the Scottish Credit and Qualifications Framework (SCQF), depending on the programme. The SCQF provides information about qualification levels and themes on its website.

7. Fees

Q33. What is the initial RPL application fee?
The initial application fee is £250.

Q34. Is the application fee refundable?
It is not refundable but may be deducted from the overall fee payable for RPL.

Q35. What other fees might I need to pay?
Additional fees apply for exemptions, the award of Associate Chartered Banker or Chartered Banker status, and enhanced progression routes.

Q36. How much does the Chartered Banker by Experience (CBBE) programme cost?
The total cost is £2,495. Applicants who have already paid the £250 application fee pay an additional £2,245.

Q37. What if my RPL application is unsuccessful and I do not receive an RPL award?
The £250 application fee is not refunded. However, if you enrol on an Institute programme within six months, it may be credited towards your studies.

Q38. How much does Associate Chartered Banker (ACBI) status cost? The award fee is £995. After the £250 application fee, the additional amount payable is £745. Annual membership after the first year is currently £150.

Internal

Q39. How much does Chartered Banker (MCBI) status cost? The award fee is £1,495. After the £250 application fee, the additional amount payable is £1,245. Annual membership after the first year is currently £210.

Q40. What if I have not completed a suitable ethics module? You may be awarded Associate Chartered Banker status and then can progress through the Enhanced Route to Chartered Banker (ERCB).

Q41. How much does the ERCB route cost? The ERCB costs £995 and includes a Professional Ethics assignment and professional discussion.

Q42. What are the fees for ACBD module exemptions? One module exemption costs £250; two module exemptions cost £500. After the application fee, the additional amount is £0 for one exemption or £250 for two exemptions.

Q43. What are the fees for CBD module exemptions? One module exemption costs £650; two module exemptions cost £1,300. After the application fee, the additional amount is £400 for one exemption or £1,050 for two exemptions.

Q44. Where can I find further information?
Further information is available via our website or by emailing info@charteredbanker.com