Chartered Banker

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

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For External use

Introduction

The Chartered Banker Institute ('the Institute') recognises that knowledge and skills can be attained from a broad range of learning and experience. The Institute is committed to ensuring that, where appropriate, knowledge and skills which are gained via either the certificated programmes of other recognised awarding bodies or gained via relevant banking experience can be considered for enhanced entry towards its programmes.

This policy considers:

- The award of credit &/or exemptions towards the Institute's professional qualifications, where applications supported by evidence of prior certificated learning will be considered.
- The award of Institute professional designations, where applications supported by evidence of prior certificated learning will be considered.
- Entry to the Institute's Chartered Banker by Experience programme, based on evidence of a minimum of 10 Years of Business Experience, including at least 5 Years of Banking Experience.

For banking qualifications an individual might already hold, we provide guidance on the requirements that would support an enhanced route (for example, towards Chartered Banker status, or perhaps a pathway to Associate Chartered Banker Diploma (ACBD) and Associate status, with fewer component qualifications needing to be taken).

It should be noted that the majority of the Institute's qualifications are registered on the Scottish Credit and Qualifications Framework (SCQF). Applicants should ensure that qualifications submitted for consideration can easily be compared against this.

This document solely relates to applications from independent individual applicants. Approaches from a wider corporate, Higher Education Body (such as a university) or Professional Institute perspective, should be directed in the first instance to rpl@charteredbanker.com .

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

What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (also known as Approved Prior Learning) is the process whereby the Institute can assess and recognise previously acquired learning, whether certificated or experiential, within the context of the Institute programme the applicant wishes to join.

Where RPL is awarded, this can then be transferred to the Institute's programme, which means that the academic and assessment study requirements may be reduced.

How Can RPL be Used?

A separate **RPL Guidance** document is available to guide applicants through the various routes, prior learning requirements and the application process.

If RPL is awarded, it can be used in four main ways:

1. To provide a specific amount of credit and a specified academic level which can count towards an Institute qualification.
2. To give a module exemption in respect of one or more specific Institute qualification modules.
3. To gain an enhanced route to either the Associate Chartered Banker (ACBI) or Chartered Banker (MCBI) professional designations.
4. To gain entry to the Institute's Chartered Banker by Experience programme.

Key RPL Criteria

The **RPL Guidance** document provides specific detail on the criteria, however:

1. To provide a specific amount of credit and a specified academic level which can count towards an Institute qualification, learning must:
    - be certificated
    - have been assessed and passed
    - be relevant to the key themes of the Learning Outcomes of the qualification (or programme) to be studied
    - be current i.e. passed within the last 8 years[1]
    - be at an appropriate academic level for the programme applied for
    - be evidenced via the production of formal documentation, e.g. transcript / or results letter and qualification certificate
    - be approved by the Institute.
2. To give a module exemption in respect of one or more specific Institute qualification modules, learning must:
    - be certificated
    - have been assessed and passed
    - be relevant to the key themes of the Learning Outcomes of the qualification (or programme) to be studied

[1] **NB** There ***may*** be instances where we wish to accept qualifications completed over 8 years ago, solely at the Institute's discretion. These are ***likely*** to be those completed through a professional body and if so, are more likely to be valid for an Enhanced Route to either Associate Chartered Banker status or Chartered Banker status.

- be current i.e. passed within the last 8 years [2]
    - be at an appropriate academic level for the programme applied for
    - be evidenced via the production of formal documentation, e.g. transcript / or results letter and qualification certificate
    - be approved by the Institute.
3. To gain an enhanced route to either the Associate Chartered Banker (ACBI) or Chartered Banker (MCBI) professional designations, learning must:
    - be a degree level banking qualification (equivalent to a minimum of SCQF Level 9/ European Qualifications Framework (EQF) Level 6) of at least 60 Credits
    - have been assessed and passed
    - be current i.e. passed within the last 8 years [3]
    - be evidenced via the production of formal documentation, e.g. transcript / or results letter and degree certificate
    - be approved by the Institute.
4. To gain entry to the Institute's Chartered Banker by Experience programme, learning must:
    - be evidenced by documentation such as a Curriculum Vitae / Resume etc.

General Principles

- Applications for credits, exemptions and enhanced routes 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 where only individual units/modules have been successfully completed.

- The minimum amount of RPL credit that will be awarded is normally 6 credits (equivalent to 60 notional learning hours, towards our ACBD qualification) and the normal maximum amount of RPL credit that will be awarded is 40 credits (equivalent to 400 notional learning hours, towards our Chartered Banker Diploma (CBD) qualification).

- Applications for credits, exemptions and enhanced routes require prior learning to be at a minimum academic level, appropriate to the Institute programme being applied for. Please see the separate **RPL Guidance** document for information.

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- No Institute qualification can be attained solely on the basis of RPL credit. At least one Institute module must be completed in respect of any qualification.

Prior Learning in respect of relevant qualifications awarded by other institutions, such as Universities and other Professional Bodies

- The qualification module submitted by the applicant must have at least an 80% match with the key themes of the Learning Outcomes of an Institute module.

- The qualification assessment method must be similar in standard, scope and rigour to an Institute module.

- The qualification must be at the appropriate level in a UK national framework, e.g. SCQF; Regulated Qualifications Framework (RQF); Credit and Qualifications Framework for Wales (CQFW); Framework for Higher Education Qualifications (FHEQ); etc. or be referenced to the EQF. For applicants with a banking degree or other relevant qualification gained from an institution based outside the UK, the UK equivalency should be provided by the applicant **before the Institute's evaluation process can begin**. If the applicant doesn't have this, they should obtain a Statement of Comparability from the UK National Information Centre (UK ENIC). *Please note that a separate fee will need to be paid to UK ENIC for this.* The **RPL Guidance** document provides details about this.

- The Institute will consider relevant qualifications awarded by other institutions, such as Universities, e.g., bachelors, honours or masters degrees, and other Professional Bodies for RPL towards our qualifications (fees will apply). To ensure the content of previous study is a sufficient match against our qualifications, these must have been awarded within the last 8 years[4].

- If the applicant does not hold a relevant banking qualification that is less than 8 years old, it may be that their banking experience would be suited towards our Chartered Banker by Experience programme. For details of this and the eligibility criteria please see the link below.

  Chartered Banker by Experience

RPL Application Process

Details of the application process, and applicable fees, can be found within the **RPL Guidance** document.

[4] **NB** There ***may*** be instances where we wish to accept qualifications completed over 8 years ago, solely at the Institute's discretion. These are ***likely*** to be those completed through a professional body and if so, are more likely to be valid for an Enhanced Route to either Associate Chartered Banker status or Chartered Banker status.

Upon receipt of the full requirements and application fee, the RPL team will review the application. The applicant will normally be advised of the RPL decision by email within 10 working days. ***The award of RPL will always be at the Institute's discretion.***

Where an application for RPL is granted, it will be clearly stated which programme this is towards and what fees are applicable.

No RPL will be applied to an applicant's educational record until the requisite fees have been paid in full.

Where an application for RPL is declined, the reason will be given.

Validity of RPL Offers

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

Where an applicant has not had the RPL applied to their academic record within this period, the original RPL award can no longer be guaranteed and may be subject to change. Applicants may also be required to submit a new application form, application fee and documentary evidence.

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 applicant receiving the original RPL decision.

Appeals will be dealt with by the Institute's Quality Assurance & Standards Lead or their nominee and an appeal decision will be sent to the applicant within 14 days of the appeal being received. Applicants 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. Applicants should review the Customer Service section of the Institute's website CBI | Customer Service (charteredbanker.com) where the full Customer Complaints Procedure can be viewed or downloaded.

On receipt of a complaint, it will be acknowledged within 3 working days. We will advise the complainant how this will be dealt with and provide a contact point.

END OF POLICY

Chartered Banker Institute
Email: info@charteredbanker.com Website: www.charteredbanker.com Charitable Body No SC013927.