

# Chartered Banker

## Recognised Prior Learning

### Guidance Notes for Uploading Evidence

1. Wherever possible, all attested qualification documentation should be uploaded as **one continuous PDF document**.
2. **All** documents submitted **must** be in **PDF** format – documents received in any other format, e.g. jpg; bmp, tiff; etc. are not acceptable.
3. Ensure that **each document** is properly **attested** as follows.

The attestation (certification) of each document must be made by an individual of professional standing. 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.

*Please note that your claim for recognised prior learning credit may be delayed if you do not adhere to the above requirements.*

4. When submitting degree qualification information, this must include both the qualification and the relevant transcript.
5. Please **do not** send degree qualification certificates / transcripts where the degree was completed over 10 years ago – no credit can be awarded for such qualifications.
6. Please **do not** send documentation relating to qualifications obtained at school; evidence of attendance at training courses; or other CPD-related evidence, etc.

Chartered Banker Institute

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