Recognition of Prior Learning (RPL) Guidance

Contents

This document solely relates to applications from independent individual learners. 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.

If you have relevant banking qualifications gained from another awarding body or experience, you may be eligible for Recognition of Prior Learning (RPL).

1. How to Apply

- **If Using Prior Learning:**
  If seeking exemption from a module from the Associate Chartered Banker Diploma or from the Chartered Banker Diploma, review the module specification via the Institute website. Ensure your prior learning closely aligns with the module specification of the course from which you wish to be exempted.
  - If your qualification was obtained at a university or Professional Body not based in the United Kingdom, you **must** provide a Statement of Comparability which can be completed on the UK ENIC website.
- **If Using Work Experience:**
  The Chartered Banker by Experience course requires individuals to have a minimum of 10 years industry experience, 5 of which should be in the banking sector. Your CV will be reviewed as part of this process, so ensure it is up to date and reflects your relevant experience. We will be looking for substantial experience in at least one key area of banking (e.g. retail, commercial/corporate, wholesale, wealth, financial planning, payments, operations, credit, risk, banking operations, international, technology); and significant experience or exposure to credit and/or risk functions.
- **Complete the RPL Application Form:**
  Fill out the online application form on our website. Include all relevant, properly attested documents (see "Attestation Guidelines" below). If seeking the experiential route please attach your CV. At this stage you will be prompted to submit the administration fee of £250 (this fee will be deducted from programme fees if successful). The application will then undergo a triage review by the RPL Team.

2. Initial Assessment

We will check your application for the following:

- **Prior Learning**
  - Formal documentation (transcript/results letter and qualification certificate) that has been adequately attested.
  - Relevance to the qualification programme you wish to be exempt from.
  - Completion within the last 8 years (in some cases, older qualifications may be considered at the Institute's discretion).
  - Appropriate academic level.

OR/AND

- **Banking Experience**
  - At least 10 years of business experience, 5 of which must be in the banking sector, with significant experience as detailed above.

3. Documentation Check and Attestation Guidelines

All evidence of prior learning documents must be attested by a professional, such as an accountant, solicitor, doctor, or your employer (if employed by a major recognised organisation).

To certify a document, the attester must:

- State: "I have seen the original document and certify that this is a complete and accurate copy."
- Provide their name, position, and contact address (and official stamp, if available).
- Sign and date the copy.

If your application is incomplete, outdated, or unverified, you may be asked to provide further details or be redirected to an alternative route.

4. Assessment Pathways

A. Banking qualification

- **Where was your qualification obtained?**
    - *UK university or UK Professional Body:* The Institute will check if your qualification holds Chartered Banker approved status via a collaboration with your university, or review your transcripts.
    - *Overseas Qualifications:* A Statement of Comparability **must** be provided for the learning. This can be found on the [UK ENIC] website.
- Your qualification will be compared against the key themes of the Learning Outcomes (LOs) of our Associate Chartered Banker Diploma (ACBD) or Chartered Banker Diploma (CBD) programmes, which have been officially rated against the requirements of the Scottish Credit and Qualifications (SCQF) Framework:
    - ACBD: SCQF Level 8[1], EQF 5, 24 credits.
    - CBD: SCQF Level 10, EQF Level 6, 60 credits.
- **Possible outcomes:**
    - Degree-level and banking-related: May qualify for the Enhanced Route to Chartered status (see Section 5 below).
    - Not degree-level but banking-related: Exemption/s against one of the ACBD or CBD modules may be offered.
    - Degree-level and not banking related: Application to one of the Institute qualifications may be the most suitable route.
    - Lower than SCQF Level 8: Application to one of the Institute qualifications may be the most suitable route.

B. At Least 10 years' business experience, including 5 years' banking experience

- You may be suitable for the Chartered Banker by Experience (CBBE) route.

[1] Whilst the majority of the Institute's ACBD component modules are rated at SCQF Level 8 (EQF Level 5 equivalent), one of them – the Professional Banking Certificate (PBC) – is rated at SCQF Level 6 (EQF Level 4 equivalent). Only a qualification that matches against 80% of the key themes of the learning outcomes of the Institute's PBC can be equivalent to SCQF Level 6. Any other qualifications submitted for RPL towards ACBD must be at a minimum of SCQF Level 8.

C. Qualification or experience is not banking related

- The Institute has a variety of excellent educational options that can be found on our website.

5. Enhanced Route to Chartered Status

The Institute will check to see whether your prior studies included successful completion of an Ethics in Banking component, which must align with at least 80% of the key themes of the learning outcomes of the Institute's Ethics qualifications.

- **With Ethics:** Eligible for Chartered Banker status (£1,495 fee)
- **Without Ethics:** Eligible for Associate Chartered Banker status (£995 fee).
    - Full Chartered Banker status can then be achieved via the Enhanced Route to Chartered Banker (ERCB) (additional £995 fee; requires completion of 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

- Qualifications may be matched to ACBD (SCQF Level 6 or 8 as appropriate) or CBD (SCQF Level 10) themes.
- Suitable applicants may receive exemptions for certain modules (exemption fees apply). Exemptions are determined based on alignment of prior learning with Institute learning outcomes.
- Information regarding the SCQF levels and themes can be found on their website.

7. Fees and Further Information

- Application fee: £250. If successful, your application fee will be deducted from the overall fee you pay for RPL recognition.
- Additional fees apply for different status, awards and exemptions.
- Offers of RPL must be exercised within six months of the date of the notification of the RPL decision.

- Further information is available via our website or by emailing info@charteredbanker.com