

## Recognition of Prior Learning Policy

The purpose of the Recognition of Prior Learning (RPL) policy is to advise students of the process and procedures for recognising prior learning. The policy sets out information relating to the types of learning that can be recognised and examples of credits that can be provided by LIBF.

Through the Recognition of Prior Learning policy, we ensure that requests for recognising prior learning are treated fairly, consistently, transparently, in a timely manner, and in accordance with the regulator's General Conditions of Recognition, specifically E10 – Recognition of Prior Learning.

Within our approach to RPL, we recognise that skill, knowledge, and understanding can be developed and evidenced in many different ways. Through the application of this policy, we approach diversity in an unbiased manner.

### 1. Definition

- 1.1 RPL is interpreted as encompassing a student's previous **non-certificated** and **certificated** achievements obtained through another awarding organisation. This has previously been known as an exemption.
- 1.2 Certificated learning is defined as learning that's been assessed through a formal examination by an awarding organisation recognised by a national examinations regulator.
- 1.3 In order to be eligible for RPL via certificated learning, there must usually be an 80% syllabus match to a current unit awarded by us. This percentage will be determined through formal mapping of learning outcomes,

Document Control	
Version:	12
Approved by:	PERCC
Originator/Author:	Registry
Policy owner:	Assessment Production Manager
Date approved:	12/03/2026
Effective from:	12/03/2026
Review date:	09/2027
Updates:	Links and Ofqual references checked. Additional information added to sections 1.3, 2.1, 5.4, 6.9 and 6.10 which outlines the rules which apply to licence to practice qualifications. Section 1.4 re-written to improve readability. 1.6 has been added. Section 5.5 was added detailing RPL for financial advice and regulatory authorisation qualifications.

assessment criteria, and content coverage against the relevant LIBF unit specification.

- 1.4 Non-certificated learning is learning a student has completed that meets our RPL requirements but isn't formally certified. It can come from accredited study or from relevant experience, provided there is suitable evidence to support it.
- 1.5 A claim for RPL should be submitted in advance, but no later than four weeks after registration. It should be noted, however, that if a request is received to cancel the registration, a refund of registration fees can only be given within 14 calendar days of the course start date.
- 1.6 A claim for RPL can't be made against any of our qualifications that a student has already completed.

## 2. Recognition of prior learning through academic qualifications

- 2.1 We will take account of the following information as part of the decision making process to determine whether to award any credit<sup>1</sup> towards a given qualification:
  - the academic qualification, for example university degree, must have been completed within the last 10 years, though it will be at our discretion if we consider cases outside of this timeframe
  - the assessment or qualification must normally have at least an 80% match with the learning outcomes and syllabus content of a current unit awarded by us
  - the assessment approach of the exam or qualification must be of a similar standard, scope and rigour to our unit
  - the qualification must be equivalent to the appropriate level in a UK national framework, for example RQF, SCQF, CQFW or FHEQ
  - where an entire qualification hasn't been achieved, units of learning will be considered as long as appropriate evidence, as described above, is provided. An example here may be a university transcript

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<sup>1</sup> The credit for a unit of study will be awarded on the student's record in our management information system in order for the overall qualification to be completed.

for a module of learning when the student did not complete the degree qualification.

### 3. Recognition of prior learning through professional body qualifications

3.1 We will take account of the following information as part of the RPL decision making process:

- the professional body qualification must have been completed within the last ten years, though it will be at our discretion if we consider cases outside of this timeframe
- the qualification must normally have at least an 80% match with the learning outcomes and syllabus content of our unit
- the assessment method of the exam or qualification must be of a similar standard, scope, and rigour to our unit
- the qualification must be equivalent to the appropriate level in a UK national framework, for example RQF, SCQF, CQFW or FHEQ
- applications may be accepted for part-completed qualifications only where they're based on common sets of formally recognised standards, for example the UK Financial Services regulatory exam standards.

### 4. Recognition of prior learning through completed accredited/approved programmes of learning

4.1 We will review the following information as part of the RPL decision making process:

- the accredited/approved programmes of learning must have been completed within the last ten years, though it will be at our discretion if we consider cases outside of this time frame and whether the programme aligns with the learning outcomes and syllabus content of our unit
- information on how the programme is assessed (e.g., end of course assessment, coursework etc.)
- information on how learning is delivered
- information on the management procedures and policies that support the programme.

## 5. Recognition of prior learning through experiential learning

5.1 Recognition of prior learning through experiential learning is the recognition of an individual's previous experience and practice.

5.2 Credits towards a professional designation can be gained through the recognition of an individual's previous experience and practice on submission of an Experiential Learning Credit Claim form and supporting evidence (see section 6 below).

5.3 Applications for RPL through experiential learning are considered on a case by case basis. It's the responsibility of the applicant to provide sufficient information to formulate a decision on the RPL application.

This information may include but is not limited to:

- job description, including roles and responsibilities
- annual appraisal reports
- manager assessment reports
- project meeting evaluations, minutes, actions, etc.
- reflective statements on experiential learning
- evidence of non-accredited CPD activities
- period of role tenure.

5.4 Credit recognised in this way is likely to be in the form of notional credits where learning is evidenced at the appropriate level. Where similarities exist with the content of qualifications, exclusions may be put in place to prevent duplicate study. Note that experiential learning may result in credit or exemption only and will not, on its own, lead to the award of a full qualification.

5.5 Experiential learning will not be accepted as a basis for RPL for financial advice qualifications or any qualification contributing to regulatory authorisation.

## 6. Process to claim recognition of prior learning

6.1 A fully completed claim form must be submitted for each application. For recognition of prior learning using certificated learning, please use this [form](#). For recognition of prior experiential learning please use this [form](#). The application for RPL must include the certificate (or other confirmation) of

completion and the qualification results transcript where appropriate. By completing the application form, the applicant expressly consents to us contacting any awarding body, employer, or third party to verify the applicant's qualification status. The typical response time for a decision on RPL is ten working days, however, if further research is required before being able to reach a decision, the student will be informed.

- 6.2 The fee for an RPL application is available through our website.
- 6.3 We may require students to provide full details of the learning outcomes (syllabus), assessment criteria, learning content, and assessment method. This is applicable where the details of the qualification aren't already held on record. This is required so the qualification and syllabus can be mapped against our units and testing standards. Applications will be held open for a period of three months to allow for the information to be provided. This information is only required if specifically requested by us.
- 6.4 The applicant is responsible for submitting all necessary documents with the application form in a timely manner. For example, if additional information is required, it must be received by us within three months of the application date. We won't reimburse costs associated with the provision of any information required to support applications.
- 6.5 Applications must be made in English. Where the original language of the documentation is not English, we will require an official translation into English before a review is completed.
- 6.6 Certified copies of documents are accepted. Each examination document will need to be certified as a true copy of the original. Photocopies of originals may be certified as authentic by:
  - Company Director
  - Senior Manager
  - Financial Advisor
  - Mortgage Advisor
  - Other professionally qualified individual.
- 6.7 The decision on whether to grant an RPL application will be based upon the information submitted at the time of the application. The decision made will be final.

- 6.8 Once a decision has been made, no subsequent application or request for a change in the RPL for the same examination / qualification will be considered.
- 6.9 We'll only review and consider any application for RPL against the LIBF qualification for which the application was made.
- 6.10 RPL won't be granted for full qualifications. The proportion of a qualification that can be granted RPL is considered on a case by case basis. Students will be required to complete a substantial part, typically at least 50% of the qualification unless regulatory or qualification-specific requirements state otherwise. For example, a student can be awarded recognition of prior learning against one of two units in a qualification, but would still be expected to sit and pass the second unit. No separate certificate will be issued for units or credits awarded through RPL.
- 6.11 Recognition of prior learning will be withdrawn if fraudulent documentation or misleading information is submitted. This may result in [disciplinary](#) action from us.
- 6.12 Recognition of prior learning is awarded according to the eligibility criteria in place at the time of the application decision.

## 7. Quality assurance, monitoring, and review

- 7.1 Records of all applications for recognition of prior learning, and their outcomes, are maintained by us for at least five years.
- 7.2 This policy is formally approved in line with our processes and is subject to regular review.
- 7.3 This policy has been developed to comply with all relevant legislation, including the Equality Act 2010, and externally benchmarked to be in line with recognised best practice.
- 7.4 We're subject to regulation by the qualifications regulatory authorities, Ofqual, Qualifications Wales, and CCEA.