

Professional Higher Education

Programme application form

Please complete this form in BLOCK capitals and return to: Admissions, Academic Management and Student Services Office, **ifs** House, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ.

Guidance notes:

1. This form is for first-time applicants to the **ifs** Professional Higher Education programmes:

	FHEQ Level*
● Professional Certificate in Banking (PCertB®)	4
● Professional Diploma in Banking Practice and Management (PDipBPM®)	5
● BSc (Hons) in Banking Practice and Management	6

*FHEQ Levels define the qualification within the Framework for Higher Education Qualifications

2. Students with relevant existing qualifications may be eligible for advanced standing. To apply for direct entry to FHEQ Levels 5 or 6 you will also need to complete the application for advanced standing section at the back of this form.
3. Before completing your application please ensure you are familiar with the entry requirements, time limits and expected study hours of the programme as listed within the **ifs** Professional Higher Education Prospectus, a copy of which can be downloaded from the **ifs** website at www.ifslearning.ac.uk.

4. Students who have completed a relevant **ifs** qualification do not need to complete this form in order to progress to the next level. Instead they should complete the appropriate module registration form which can be downloaded from www.ifslearning.ac.uk/pheforms.
5. Please ensure that any supporting information requested such as qualification certificates and certified proof of identification are enclosed with the form.

Certified copies

Copies of original documents must be certified by an individual of professional standing eg teacher, lawyer, doctor or by your employer. To certify a copy the 'certifier' should:

- (1) State the following on the document 'I have seen the original document and I certify that this is a complete and accurate copy of the original'
 - (2) Write their name, position and/or capacity (eg lawyer/employer) and a contact address
 - (3) Add their signature and date
6. This form should be accompanied by the relevant module registration form for your chosen course of study. These can be found at www.ifslearning.ac.uk/pheforms.
 7. On receipt, your application will be reviewed by the Admissions team and you will normally be advised of the outcome within 10 working days.
 8. If you require any assistance in completing this form please contact the Admissions, Academic Management and Student Services Office on +44 (0) 1227 829499.

For office use only:

Checked byDate

2nd checked byDate

Approved for programme? Yes No

Requires entry test? Yes No

Qualification code

Batch number.....

ifs number

1. PERSONAL DETAILS

Title (eg Mr) _____ First name(s) _____
Last name _____
Date of birth _____ Nationality _____
Gender Male Female
Daytime tel _____ Evening tel _____
Mobile tel _____
Email address* _____
***Please note that having a valid email address is a compulsory requirement of study.**
Company name _____
Job title _____
Company address _____
Postcode _____ Country _____
Private address _____
Postcode _____ Country _____
Please indicate which address you would prefer the **ifs** to use for correspondence: Private Business
Security word _____
Please tick relevant prompt for security purposes mother's maiden name place of birth memorable date

2. PROOF OF IDENTITY

Please provide a copy of one of the following documents as proof of your identity with your application. The copy must be certified* by an individual of professional standing eg teacher, lawyer, doctor or your employer.

- Passport Full or provisional photo driving licence
 EU National identity card

The documents must meet the following criteria:

- Certified copy of an original document
- Must bear your signature
- Must be current/valid/unexpired
- Must bear your photograph

3. SPECIAL REQUIREMENTS

Do you consider that you may require us to make adjustments to your study, assessment, study support or examination venue?

Yes No

(If you answer 'Yes' to this question a member of **ifs** staff will contact you).

4. ETHNIC ORIGIN (TICK BOX)

To help us monitor the effectiveness of our equal opportunities policy, please complete this section.

You are not obliged to supply this information but if you do it will be treated as confidential and used for statistical purposes only.

- | | | | |
|-------------------|-----------------------------|---------------------------|-----------------------------|
| Bangladeshi | <input type="checkbox"/> 01 | Indian | <input type="checkbox"/> 06 |
| Black – African | <input type="checkbox"/> 02 | Pakistani | <input type="checkbox"/> 07 |
| Black – Caribbean | <input type="checkbox"/> 03 | White – European (inc UK) | <input type="checkbox"/> 08 |
| Black – other | <input type="checkbox"/> 04 | White – other | <input type="checkbox"/> 09 |
| Chinese | <input type="checkbox"/> 05 | Other | <input type="checkbox"/> 10 |

*see guidance note 5 on front of form

5. FURTHER INFORMATION (TICK AS MANY AS APPLY)

How did you hear about the **ifs** School of Finance?

- Recommended by a colleague
 Email from the **ifs**
 Recommended by employer
 Letter from the **ifs**
 Via school/college
 ifs Open Day/Evening
 Careers adviser
 Via an advertisement please state _____
 Internet please state _____
 Event please state _____
 Social networking site please state _____
 Other please state _____

Why have you chosen to undertake this qualification?

- Seeking a career in Financial Services
 Qualification required by employer
 Developing an existing career in Financial Services
 Personal development
 Knowledge recognition
 Other please state _____

9. DATA PROTECTION

The **ifs** School of Finance will process the data supplied on this form in accordance with the principles of the UK Data Protection Act (1998). By supplying your address, telephone, fax and email details you are giving your consent for us to contact you in any of those ways in connection with this application and, if accepted, your programme of studies for the award. In addition, such personal data as is necessary for the fulfilment of support for your programme of studies will be passed to third parties, eg mailing houses for delivery of materials, partners in qualification delivery, etc. Coursework/assignments may be used in full or part in anonymous form as an exemplar to allow future students the opportunity to see examples of such work.

We will automatically release assessment results and details of qualifications gained at the request of your provider of tuition or anyone else with an interest in your academic progress. Statistical data may be passed to the QAA or other regulatory bodies. Photographs and/or video footage may be taken at any **ifs** event and your image may be used on **ifs** websites, publications, promotional material and publicity in the future. No reference will be made that links your image with any other personal data, unless specifically agreed. On completion of your qualification, the **ifs** may publish details of the achievement of your award.

From time to time, the **ifs** School of Finance may wish to send you information on its products and services that may be relevant to you. If you do not wish to receive further information please tick the box:

10. DECLARATION

As outlined on the **ifs** website and terms and conditions information, you are required to read the following online documents* prior to applying for the programme: Student Charter; General and Academic Regulations for Students; Code of Practice for Quality Assurance, and programme and module specifications.

I confirm that the information given on this form is correct, that I have read and understood the relevant documents and that I consent to the processing of my personal and assessment data.**

I promise to observe those provisions of the Charter, by-laws and regulations of the **ifs** School of Finance applying to my position as a registered student and member of the **ifs** School of Finance.

* The online documents can be found at: www.ifslearning.ac.uk/regulations.

**Please note that all unsigned forms will be returned and will cause delay in the processing of your registration.

Signed _____ Date _____

Please return this form to: Admissions, Academic Management and Student Services Office, **ifs** House, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ. To ensure your application is processed as quickly as possible please ensure that you have included all the relevant information and supporting documentation as follows:

- The programme application form fully completed and duly signed
- Proof of your identity (see section 2)
- Evidence of your qualifications (see section 6)
- Relevant module registration form (which can be found at www.ifslearning.ac.uk/pheforms)
- If applicable, evidence to support your application for advanced standing

APPLICATION FOR ADVANCED STANDING

Guidance notes:

1. This section is for students wishing to apply for advanced standing and gain direct entry to the following qualifications:

	FHEQ Level*
● Professional Diploma in Banking Practice and Management (PDipBPM®)	5
● BSc (Hons) in Banking Practice and Management	6

*FHEQ Levels define the qualification within the Framework for Higher Education Qualifications

Please familiarise yourself with the entry criteria thoroughly before completing this section.

3. Applicants for the **BSc (Hons) in Banking Practice and Management** must be able to demonstrate how the knowledge and skills gained from their existing qualification(s) closely match those of the Professional Diploma in Banking Practice and Management. Evidence must be supplied in the form of a transcript, module specification and syllabuses.
4. If you require any assistance in completing this section or are unsure whether you are eligible to apply for advanced standing please contact the Admissions and Academic Management Office on +44 (0) 1227 829499.

2. Advanced standing is only available to prospective students whose existing qualifications meet the entry criteria as laid out in www.ifsllearning.ac.uk/pheentrycriteria.

A. EXISTING QUALIFICATIONS

Which of the qualification(s) listed in section 6 do you believe qualifies you for advanced standing?

Qualification (eg BSc, BA (Hons) etc)	Subject	Date	Place of study	Results
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

B. SUPPORTING EVIDENCE

This section applies to the BSc (Hons) in Banking Practice and Management only.

In support of this application you must enclose the transcript, full module specification and syllabuses for the qualification(s) you have listed in section A.

Please confirm that you have done so by ticking the boxes below

- Module specification
- Syllabuses
- Transcript

The Admissions team will use these documents to assess the suitability of your existing qualifications for advanced standing. If you are unable to provide either of these documents please contact the Admissions, Academic Management and Student Services Office on +44 (0) 1227 829499 to discuss your options.

C. TIME SINCE STUDY

Was this qualification awarded less than seven years before the date of this application?

- Yes (please go to section F) No (please answer section D, E and F)

D. MAINTAINED KNOWLEDGE

Please outline below how you have maintained your **study skills** since the above qualification was completed (this might include further qualifications taken for professional or personal development or aspects of your current job such as research, report writing, making presentations, analysing information etc).
