

BSc (Hons) in Banking Practice and Management – FHEQ Level 6

Programme application form

This form should be completed and returned to HE Student Services at the **ifs School of Finance** to gain approval to register for the BSc (Hons) in Banking Practice and Management. Once your qualifications have been assessed you will be advised of the outcome and how to proceed by email.

Before you complete this form please ensure you have read the following information.

1. The level of study you are undertaking

The degree is assessed at Level 6 in the Framework for Higher Education Qualifications (FHEQ).

2. The time that you will need to study towards your award

The course of study for each module lasts 26 weeks and the overall study time is 300 hours (approximately 12 hours per week), including assessment preparation time. You will be guided through your studies by the learning materials and supported by your Associate Lecturer.

3. Time limits for the award

There is a limit of 4 years from your first registration to complete the qualification. You will not be allowed to re-register for the qualification if you do not complete within this time limit.

4. Entry requirements for the BSc (Hons) are:

- UK honours degree or equivalent that meets the learning outcomes required at FHEQ Level 5 and if awarded more than seven years before the application to join the programme evidence that the learning and skills have been maintained in the intervening period

For ALL of the above entry requirements you are required to have a minimum of GCSE Grade C or equivalent in English Language and Mathematics.

For international students, the minimum proficiency level required in English Language is normally IELTS score of 6.5 (with no element below 6.0).

5. Making an application

Making an application involves producing evidence of the learning you have undertaken. The evidence must show that the learning is equivalent to the learning you would do if you studied FHEQ Level 5. It must also demonstrate that you are able to apply the theory you have learnt to practical situations.

The learning you need to have achieved is set out on the learning outcome analysis section of this form. Reading the syllabuses for FHEQ Level 5 modules will help you to understand the descriptions more fully and be able to identify the evidence you need to supply.

Please note. If you have completed one of the **ifs'** Level 5 awards you are not required to complete this form and should complete a module registration form.

Please ensure that you enclose original or certified copies of original documents. If you require any assistance in completing this form or have any questions please contact HE Student Services on +44 (0)1227 829499.

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Programme application form

To begin the application process please complete the form in BLOCK capitals and return to:
HE Student Services, **ifs** House, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ.

YOUR DETAILS

Title (eg Mr) _____ First name(s) _____
 Last name _____
 Date of birth _____ Nationality _____
 Gender Male Female

CONTACT DETAILS

Daytime tel _____ Evening tel _____
 Mobile tel _____ Fax _____
 Email address* _____
 Security word _____
 Please tick relevant prompt for security purposes mother's maiden name place of birth memorable date

*Please note that having a valid email address is a compulsory requirement of study.

ADDRESS DETAILS

Organisation name _____
 Region _____
 Job title _____
 Address _____
 Postcode _____ Country _____
 Private address _____
 Postcode _____ Country _____
 Please indicate which address you would prefer the **ifs** to use for correspondence: Private Business

PERSONAL INFORMATION

Do you consider yourself to have any special needs that may require us to make adjustments to your study, assessment, study support or examination venue?

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

Yes No

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

Do you consider English to be your first/best language? Yes No

DETAILS OF AWARD(S) AND / OR EXPERIENTIAL LEARNING

Please ensure you also complete the learning outcomes.

Name of Award _____

Name of Awarding Body _____

Date of Award _____

Name of Award _____

Name of Awarding Body _____

Date of Award _____

If your claim rests on more than two qualifications please continue on a separate sheet.

I attach

- an original/certified copy of my certificate(s)
- a transcript listing modules taken
- a copy of the syllabus or course outline for each module that contributes to my analysis of the learning outcomes
- evidence of learning that contributes to my analysis of the learning outcomes

I hold a UK Hons degree

- I confirm I hold GCSE grade A – C in Mathematics and English Language
- I attach my IELTS score of 6.5 (with no element below 6.0)

PROOF OF IDENTITY

Please provide one of the following proof of identity with your application. Evidence must be certified by either a: doctor, employer, teacher or legal professional.

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

The document must meet the following criteria:

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

OFFICE USE ONLY

Checked by _____

Date _____

2nd checked by _____

Approved for Programme Yes No

Code _____

Batch number _____

ifs number _____

DECLARATION

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. You are required to ensure that any coursework/assignment submitted in the course of your programme of study is your own work, is submitted via Turnitin, a text matching service, 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, and that you have kept a copy of it. 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. 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; Code of Practice, Programme Regulations and, Programme and module specifications. Completion and submission of this form signifies that you have read these documents and agree to abide by them. 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.

Signed _____ Date _____

* The online documents can be found at: www.ifslearning.ac.uk/qualifications. **Please note that all unsigned forms will be returned and will cause delay in the processing of your registration. 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:

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LEARNING OUTCOME ANALYSIS

Refer to the part or parts of the syllabus or course outline section of your previous qualification(s) and describe the experience that fulfils the learning outcome. If you have more than one qualification please do not forget to make it clear which one you are referring to. Please continue on a separate sheet if required.

• **Knowledge and understanding**

Financial services organisations, the external environment within which they operate and how they are managed

The various processes, procedures and practices for the effective governance and management of organisations

The development and operation of markets for resources, goods and services

The analysis of customer expectations and the provision and orientation of services and products to meet these expectations

The sources, uses and management of finance; the use of accounting and other information

The management and development of people within organisations

The management of resources and operations

The use of information systems and their impact on organisations

The use of relevant communication and information technologies for application in business and management

The development of appropriate policies and strategies within a changing environment to meet stakeholder interests

Current issues relating to the financial services sector and how they impact upon organisations

The range of measures, both qualitative and quantitative, that can be used to measure performance in core business areas

The different types of risk and how these can be managed

• **Intellectual skills**

Cognitive skills of critical thinking, analysis and synthesis. This includes the ability to identify assumptions, evaluate statements in terms of evidence, to detect false logic or reasoning, to identify implicit values, to define terms adequately and generalise appropriately

Effective problem solving and decision-making using appropriate quantitative and qualitative skills including identifying, formulating and solving business problems. The ability to create, evaluate and assess a range of options together with capacity to apply ideas and knowledge to a range of situations

Learning through reflection on practice and experience

Ability to plan, work and study independently and use resources in a way that reflects best current practice and anticipated future practice

• **Subject specific skills**

Numeracy and quantitative skills including the use of models of business situations

Integration of theory and practice by a variety of means including the encouragement of reflection on work experience

Effective use of communications and information technology for financial services management

Ability to identify, find, record, organise and manipulate knowledge relevant to the development and management of organisations

• **Transferable skills**

Effective communication using a range of appropriate media that are widely used in business, for example the preparation and presentation of business reports

Numeracy and quantitative skills including data analysis, interpretation and extrapolation

Effective self-management in terms of time, planning and behaviour, motivation, self-starting, individual initiative and enterprise

Scanning and organising data; abstracting meaning from information and sharing knowledge