

# LIBF

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Part of Walbrook  
Institute London

## LIBF Level 4 CeMAP<sup>®</sup> Diploma

Qualification specification



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## Purpose of the qualification

### Why study the LIBF Level 4 CeMAP® Diploma?

The Level 4 CeMAP® Diploma qualification has been designed by mortgage advisers for mortgage advisers who wish to develop their skills in providing mortgage advice and to demonstrate their commitment to continual learning.

CeMAP® Diploma enables mortgage professionals to set themselves apart from their peers and go beyond the Financial Conduct Authority's (FCA) mandatory Level 3 qualification requirement. It demonstrates to clients and employers that holders have an enriched understanding of the broader financial services environment and the residential lending sector so that they can provide high-quality, ethical advice to consumers.

### Objectives and key content areas

CeMAP® Diploma can be taken as a qualification in its own right to meet the FCA requirements to practise, or as a progression route if you have already completed a Level 3 'licence to practise' mortgage advice qualification, for example, the LIBF Level 3 Certificate in Mortgage Advice and Practice (CeMAP®).

CeMAP® Diploma develops specialist knowledge and skills relevant to the mortgage industry. It will enable mortgage advisers and supervisors to demonstrate their professionalism and provide a better service to their customers through an enhanced level of knowledge.

Throughout the programme, you will understand the:

- UK financial services environment and the role of mortgage advisers within it;
- UK mortgage marketplace, focusing on mortgage and protection products to suit different customers' needs;
- UK financial services regulation, including aspects specific to mortgages; and
- house-buying process including the role of the different parties involved.

## Key skills developed

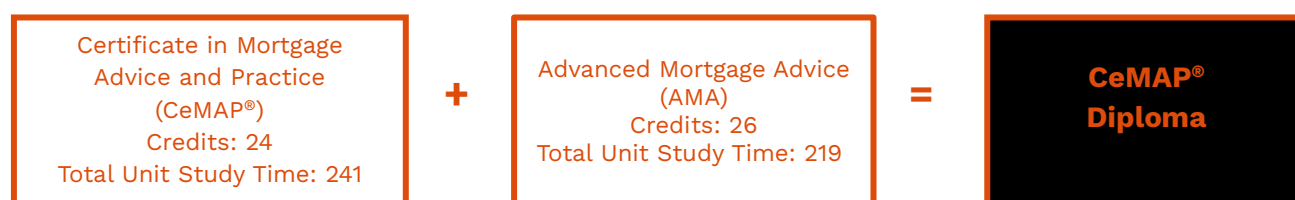
The qualification will encourage you to:

- develop an understanding of how financial products respond to the drivers and implications of changes in the wider environment and how these changes affect an individual's financial decision-making;
- demonstrate numeracy skills, including the ability to manipulate financial and other numerical data;
- use appropriate data and information from a range of sources to make financial decisions and recommendations; and
- increase your ability to work and learn independently.

## Structure

The CeMAP® Diploma is made up of two parts which need to be successfully completed to achieve the qualification. The first part is the 'licence to practise' qualification, the LIBF Level 3 Certificate in Mortgage Advice and Practice (CeMAP®). If you complete CeMAP® as part of the CeMAP® Diploma, you will also be awarded a CeMAP® certificate and be able to use the CeMAP® letters after your name.

The Level 4 Advanced Mortgage Advice (AMA) forms the second part of the CeMAP® Diploma. When you have completed both elements, you will be awarded the LIBF Level 4 CeMAP® Diploma.



## Qualification delivery

### Total Qualification Time (TQT)

Total Qualification Time (TQT) is a prediction of the total time a student with no prior knowledge might need to complete the course.

TQT consists of two elements, Guided Learning (GL) and all other hours:

- Guided Learning (GL) comprises study time under direct teacher supervision, encompassing instructional sessions and supervised examinations.
- All other hours include hours spent unsupervised in research, learning, e-learning, e-assessment, completing coursework, exam preparation, and formal assessments.

CeMAP® Diploma is primarily considered a distance learning qualification with on-demand and coursework sessions.

Guided Learning Hours	8 hours
Other hours	452 hours
Total Qualification Time	460 hours

## Assessment

All components and modules are mandatory and assessed. The assessment detail for CeMAP® can be found within the CeMAP® qualification specification.

AMA is assessed by multiple-choice questions (MCQs) and a coursework element. A total of 50 marks are available for the MCQ assessment and the pass mark is 70%. A total of 100 marks are available for the coursework. 85 marks are awarded for content and 15 marks are awarded for communication. The pass mark for the coursework is 50%. The structure of the assessment ensures that all aspects of the course content are subject to external examination.

## Preparing for the assessment

Examinations are sat electronically at any one of the Pearson VUE test venues worldwide or via Remote Invigilation in permitted locations where you can sit your assessment remotely. You must be registered to sit an examination at a test venue of your choosing (subject to demand/availability); this is managed by you. It is recommended that you book your exam three weeks in advance of the date you wish to sit. However, subject to availability, an examination can be booked as little as two working days in advance. Examinations can be booked via the Pearson VUE website or by phone. Please visit the Pearson VUE website for further information.

To prepare for the assessment you should make use of all learning resources as part of your revision for the exam.

## Qualification grading

The overall qualification is graded Pass/Fail only.

Grade classifications are pre-determined and align with the published grade descriptors available to learners.

However, the grade classifications may be subject to change under the jurisdiction of the assessment board where this is necessary to maintain standards of validity.

The qualification grade boundaries are as follows:

Assessment	Total Marks	Pass Mark
MCQ	50	70%
Coursework	100	50%

Feedback is provided via analysis sheets available on [MyLIBF](#), to see your strengths and areas to develop.

## Re-sit attempts

Each module within CeMAP® has a registration period of 12 months. There are no restrictions on the number of times you can resit a unit in which you were unsuccessful, however, you must resit the unit in accordance with the published policies of LIBF.

## Additional information

### Entry requirements

There are no entry requirements for the CeMAP® Diploma. However, you need to be satisfied of your ability to study in English and perform basic mathematical calculations.

### Recognition of prior learning (RPL)

LIBF recognises prior learning in different forms. Potentially, this means that you may not be required to register for every unit. Details of how to apply for recognition of prior learning are available on our [website](#).

If you already hold the LIBF Level 3 Certificate in Mortgage Advice and Practice (CeMAP®), or an equivalent qualification, you can complete the CeMAP® Diploma by just completing the second part, AMA.

## Progression and preparation for further study

If you wish to develop your skills further in financial advice you can progress to the Level 4 Diploma for Financial Advisers (DipFA®). CeMAP® Diploma holders can also progress to other LIBF qualifications subject to entry requirements.

## Preparation for employment

The CeMAP® Diploma develops further knowledge and understanding of the mortgage industry and enhances skills that are valued within that sector and others, but it does not qualify you for direct entry to a particular occupational role.

## Appendices

### Appendix 1 – CeMAP®

The CeMAP® unit descriptions and syllabuses can be found within the CeMAP® qualification specification.

### Appendix 2 – Advanced Mortgage Advice (AMA)

Appendix 2 provides a description of AMA and syllabus which includes the learning outcomes and assessment criteria for the unit.

#### Unit 1 assessment methodology

The assessment of AMA will have two components:

Part A. An electronic assessment with 50 multiple-choice questions. This component is assessed out of 50 marks.

Part B. Coursework. This component is assessed out of 100 marks.



## Unit 1 Learning outcomes and assessment criteria

<b>Learning outcome (LO)</b> The learner when awarded credit for this unit will:	<b>Assessment criteria (AC)</b> Assessment of the LOs will require a learner to demonstrate that they can:
1. Understand the house-buying process	1.1 Explain the role of various parties involved in the property transaction  1.2 Describe the impact on the vendor and purchaser if the process breaks down
2. Examine the economic and regulatory context	2.1 Analyse the current economic environment and its impact on the mortgage market, including SDLT  2.2 Analyse different sources of mortgage finance  2.3 Evaluate the different sources of mortgage advice and mortgage finance  2.4 Analyse the regulatory and legislative environment
3. Examine the principal types of property defect that surveys can identify and other factors that can affect the value of the property	3.1 Describe the main property defects and how property defects may affect the lending decision  3.2 Explain how different factors can affect the valuation  3.3 Compare the different guarantees available with new-build properties  3.4 Discuss potential issues with buying new build properties  3.5 Discuss the implications of buying 'off plan'
4. Evaluate the different forms of valuation and survey	4.1 Analyse the different forms of valuation and survey  4.2 Explain the need for specialist reports recommended by surveyors  4.3 Compare types of survey and assess each type based on different client circumstances
5. Understand the different types of borrower	5.1 Analyse the different lenders' requirements  5.2 Differentiate between mortgage customers, high-net-worth customers and mortgage professionals 5.3 Vulnerable customers and how they are affected when borrowing  5.4 Explain why some customers are unable to borrow  5.5 Explain the need for regular reviews

<p>6. Evaluate the nature and impact of relevant legislation on the mortgage market</p>	<p>6.1 Differentiate between freehold, leasehold and commonhold properties</p> <p>6.2 Explain the different types of property ownership</p> <p>6.3 Explain buy-to-let and consumer buy-to-let mortgages</p> <p>6.4 Explain second-charge lending and bridging finance</p> <p>6.5 Explain the impact of taxes on property ownership, buy-to-let investment and capital gains tax</p> <p>6.6 Differentiate between individual ownership and ownership through a limited company or SPV</p> <p>6.7 Discuss the effects of divorce on property ownership</p> <p>6.8 Appraise the use of different forms of power of attorney, wills and implications of a borrower dying intestate</p>
<p>7. Understand the regulatory requirements of the mortgage market</p>	<p>7.1 Explain the implications for the lender and borrower of the Mortgages and Home Finance: Conduct of Business rules</p> <p>7.2 Explain the implications for the lender and borrower of the EU Mortgage Credit Directive</p> <p>7.3 Describe the impact of regulatory and commercial trends</p>
<p>8. Understand the purpose of additional security</p>	<p>8.1 Explain the purpose, process, types and levels of additional security</p> <p>8.2 Explain the process and the requirements for guarantors and the issues surrounding the use of guarantees</p> <p>8.3 Explain the process and the requirements for those who offer a surety arrangement or a personal guarantee</p> <p>8.4 Discuss why, how and when MIG / higher-lending charges are used</p> <p>8.5 Explain the process and the implications of offering a second charge to a lender</p>
<p>9. Evaluate the fees and charges involved in arranging a mortgage</p>	<p>9.1 Critically compare charges and fees and assess these against consumer objectives</p>

	9.2 Analyse, interpret and communicate to consumers the terms and conditions of a mortgage illustration and a mortgage offer
10. Analyse how finance and planning for self-build projects is arranged	10.1 Discuss the market for self-build projects 10.2 Explain lenders' requirements 10.3 Describe the use of stage payments 10.4 Appraise the options for project management and site management responsibilities 10.5 Differentiate the risks for lender and borrower
11. Understand customer needs and choices for second properties	11.1 Explain the principle of primary residence 11.2 Discuss the market for residential lending for investment purposes 11.3 Discuss the market for residential lending for lifestyle purposes 11.4 Analyse the key considerations for buying property overseas 11.5 Explain the principles of the different forms of buy-to-let property ownership
12. Appraise the different types of mortgages and finance	12.1 Discuss the conforming lending market 12.2 Evaluate the considerations for lenders and borrowers 12.3 Analyse risk-based pricing
13. Evaluate the lending practices and products for non-standard mortgages available to different types of customer	13.1 Discuss the non-conforming lending market 13.2 Assess the considerations and risks for lenders and borrowers 13.3 Describe the market and features of Sharia-compliant home purchase plans 13.4 Describe the market for ethical and green mortgages 13.5 Analyse the factors for property or mortgage-trapped individuals 13.6 Describe the options available in the equity release market

	<p>13.7 Describe the options available for consumer buy-to-let mortgages</p> <p>13.8 Describe the options available for second-charge loans and bridging finance</p> <p>13.9 Describe the options available for directors of limited companies for investment properties</p>
14. Understand the need for insurances associated with arranging a mortgage and available state benefits	<p>14.1 Describe the different types of protection arrangements used for the protection of a mortgage</p> <p>14.2 Describe the use of protection arrangements for the protection of a mortgage</p> <p>14.3 Describe how permanent health insurance policies can be used in relation to a mortgage</p> <p>14.4 Explain the need for buildings and contents, professional indemnity or other specialist insurances</p> <p>14.5 Explain the range and limitations of state benefits</p>
15. Evaluate the options for raising additional money	<p>15.1 Discuss how further advances and second charges can be used to raise additional funds</p> <p>15.2 Explain how release of part security (ie selling land) can be used to raise additional funds</p> <p>15.3 Explain the procedures and implications of open and closed bridging loans</p>
16. Understand the implications for the borrower and lender of the non-payment of mortgages	<p>16.1 Describe the possible courses of action available to a lender when a borrower misses a mortgage payment(s)</p> <p>16.2 Discuss the FCA requirements regarding the fair treatment of those in arrears</p> <p>16.3 Explain the legal remedies for the lender on default</p> <p>16.4 Explain the insolvency options for those in financial difficulty</p>

## Part B – Coursework

<p><b>Learning outcome (LO)</b></p> <p>The learner when awarded credit for this unit will:</p>	<p><b>Assessment criteria (AC)</b></p> <p>Assessment of the LOs will require a learner to demonstrate that they can:</p>
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<p>17. Be able to gather, and use appropriately, client information for mortgage advice</p>	<p>17.1 Analyse clients' situations and identify gaps in information</p> <p>17.2 Synthesise the range of client information</p> <p>17.3 Differentiate between subjective and objective factors</p> <p>17.4 Evaluate clients' needs, wants and values</p> <p>17.5 Identify any ethical dilemmas and discuss the steps involved in managing these</p> <p>17.6 Assess clients' risk profiles and the procedure for assessing risk profiles</p>
<p>18. Formulate suitable mortgage advice</p>	<p>18.1 Analyse clients' situations and provide solutions to achieve objectives</p> <p>18.2 Explain and justify recommendations</p> <p>18.3 Communicate solutions effectively to the target audience, including the need for periodic review</p> <p>18.4 Communicate any ethical considerations effectively to the target audience</p>