

A low-angle, upward-looking photograph of a modern skyscraper with a glass facade. The building's structure is composed of a grid of dark metal frames and large glass panels, reflecting the sky. The perspective creates a sense of height and architectural scale.

# **RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION HANDBOOK**

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ABBREVIATION/ TERMS DESCRIPTION	DESCRIPTION
<b>EAU</b>	<b>Examination and Assessment Unit;</b> A unit in charge of processing and reviewing RPL application received from Learner.
<b>ERC</b>	<b>Examination Result Committee;</b> An internal Committee in charge of providing endorsement over examination results for IBFIM programme and the Committee in charge of reviewing appeal on RPL application.
<b>Final Examination</b>	Examination conducted and required to be passed at every module or at the end of the Programme as part of the requirement to receive certification of a Programme.
<b>IQS</b>	<b>IBFIM Qualification Standard;</b> An integrated system of qualification standard developed for IBFIM based on the concepts and principles adopted by various accreditation and professional qualification standard bodies.
<b>Programme</b>	IBFIM Certification Programme.
<b>Learner</b>	Individuals who registered to attend tutorial session and to sit for Final Examination in order to receive IBFIM certification.
<b>RPL</b>	Recognition of Prior Learning.
<b>RPEL</b>	Recognition of Prior Experiential Learning.
<b>RPCL</b>	Recognition of Prior Certificated Learning.
<b>Module/ Modular</b>	A single unit out of a Programme.
<b>Submission Portfolio</b>	Submitted academic or professional certificates, supporting documents and any other related documents which shall provide weight onto the RPL application. Refer to Appendix 2 for proposed list of items to be included as Submission Portfolio.
<b>Advanced Standing Status</b>	Recognition or credit awarded based on the prior learning assessment made on the applicant's credentials

# INTRODUCTION

IBFIM's Recognition of Prior Learning (RPL) is the process of recognising forms of education a Learner has previously acquired from his personal and/or professional experience through his formal, non-formal and informal learning. The difference for each type of learning is explained as below:

## FORMAL LEARNING

The hierarchically structured and graded academic system, running from primary school through university as well specialised training and certification programmes by either technical or professional institutions.

## INFORMAL LEARNING

Learner acquires relevant attitudes, values, skills and knowledge from daily interaction in his personal and professional environment.

## NON-FORMAL LEARNING

Any structured training or education activity outside the formal learning system provided by academic, training or professional institutions- whether in the form of workshop, short course, forum, convention and the like.

There are two types of RPL recognized by IBFIM:

# 01

## Recognition of Prior Certificated Learning (RPCL)

RPCL is the process of recognizing Learner's prior learning acquired via training and/or professional education system which has been assessed or accredited by local or international awarding body, as being compatible to a particular level within IBFIM Qualification Standard (IQS).

In this context, RPL is based on defining credit value of previous certificated learning and recognizing credit value compatibility with IBFIM programmes.

# 02

## Recognition of Prior Experiential Learning (RPEL)

RPEL is the process of assessing and recognizing learning which has been acquired by Learner via informal and non-formal learning in his personal or professional environment, which may not be readily identifiable with any particular level within IQS. However, compatibility with IBFIM programmes may still be derived based on nature of the learning in relation to the learning objective of the related programme.

In this context, learning may be gained through experiences or training programmes attended in the Learner's workplace or community activity.

Learner who is successful in their RPL application shall be granted Advanced Standing Status and be allowed to proceed with the subsequent step to either be allowed to register into IBFIM programmes or to complete IBFIM certification programmes at accelerated period.

# SCOPE OF RPL APPLICATION

RPL by IBFIM is offered to both Malaysian or Non-Malaysian nationals seeking recognition of their prior learning in relation to participating in IBFIM programmes. RPL application may be made based on either RPCL or RPEL, or a combination of the two, for one of the following purposes:

## 01

**To access IBFIM programme with lower qualification**

In the situation where a Learner does not satisfy the normal entry requirement of a programmes, RPL may be claimed where Learner is required to demonstrate they have the necessary knowledge, skills and understanding to start the programmes via an alternative route.

## 02

**To apply for credit transfer on specified modules within a programme**

Learner may apply for RPL to shorten the normal period of study of a programmes by demonstrating he already has the required knowledge, skills and understanding needed for completion of particular modules of a programmes.

## 03

**To request to sit for challenge examination**

A Learner may apply for RPL to demonstrate that they have already the required knowledge, skills and understanding needed for completion of a particular programmes via a challenge examination which is similar to the Programme or Modular Final Examination. Learner who successfully passed the challenge examination shall receive certification of the programmes.

## 04

**To request exemption from enrolling into classes of a particular programme**

Completion of IBFIM programmes would normally require the Learner to register and enrol the modules and pass its Final Examination. RPL application may be submitted by the Learner with sufficient level of experience related to the learning outcome of a programmes, to be exempted from class enrolment and be allowed to sit for Final Examination straight away.

# RPL APPLICATION PROCESS

Advanced Standing Status shall be granted to the Learner who is successful in their RPL application, for any one of the purposes previously stated.

## EXPLANATORY NOTES TO RPL APPLICATION

- 1) Learner shall submit 'Application to RPL Form' and pay the Application Fee. Refer to Appendix 1 for Application for Recognition of Prior Learning Form and Appendix 3 for Details of Application Fee. EAU shall be the unit responsible to receive and process RPL application.
- 2) Learner is also required to attach related academic and/ or professional certificate as well as related supporting documents with the 'Application for RPL Form' as Submission Portfolio. Refer to Appendix 2 for List of Supporting Documents which may be submitted by Learner to support his RPL application.
- 3) Application Assessment Process:  
Assessment on Submission Portfolio shall only be conducted once EAU confirms that all certificates, documents and related materials have been sufficiently provided for the related purpose of RPL application.

Learner with the approved RPL Application shall be granted Advanced Standing Status and permitted to proceed with the next step of his RPL procedure. EAU shall issue a formal letter entitled: RPL Application Result indicating the following details:

- a) Type of RPL Application Outcome;
- b) RPL Fee to be paid by Learner;
- c) Subsequent processes in relation to Learner's RPL application.

Once proof of payment of RPL fee has been received from Learner, EAU shall begin RPL Application Outcome Processing.

- 4) RPL Application Outcome Processing  
Learner may only submit RPL application for one type of outcome for any of IBFIM programmes. The outcomes of RPL application are as follows:
  - a) Accessibility into IBFIM programme with lower qualification
    - With Advanced Standing Status, Learner who does not meet the minimum entry requirement for an IBFIM programme shall be allowed to register for the programme.
    - Once Learner has completed his Registration Form and make full payment of Programme Fee, Learner shall continue with his certification programme.
  - b) Credit Transfer
    - In the RPL Application Result letter, Learner shall be advised on the name of IBFIM certification programme applied, the full number of modules to be completed within the programme, the number of modules Learner is qualified for Credit Transfer and the amount of fee to be paid by Learner.
    - Once EAU has received proof of payment of the Credit Transfer Fee, EAU shall update Learner Record as having completed the relevant modules and Learner is required to complete the remaining modules of the programme.
  - c) Challenge Examination
    - In the RPL Application Result letter, Learner shall be advised the Challenge Examination Fee to be paid.
    - Once EAU has received proof of payment of the Challenge Examination fee, EAU shall notify Learner on the date and venue of the examination session.
    - Candidate who passed the examination shall be awarded certification of the IBFIM programme.
    - Candidate who failed the examination shall be required to either re-sit the examination or attend the full programme and pass the examination to be certified.

# RPL APPLICATION PROCESS

d) Exemption for class enrolment

- In the RPL Application Result letter, Learner shall be advised the date, venue and Final Examination Fee to be paid. EAU shall also update Learner Record on the completion of tutorial session part of a certification programme.
- Once EAU has received proof of payment of Final Examination Fee, EAU shall register the Learner to sit for the scheduled examination session.
- Learner shall qualify for certification once he passes the Final Examination. Candidate who fails the examination is required to re-sit.

**Please refer to Appendix 4 for the Application Process Flow**

**Appeal is allowed for unsuccessful RPL application**

The appeal must be in writing and forwarded to IBFIM within 14 working days after the notification of the RPL Application Outcome, addressed to:

**Examination & Assessment Unit (Recognition Prior Learning-RPL)**

Level 6, IBFIM, Menara Takaful Malaysia, Jalan Sultan Sulaiman, 50000 Kuala Lumpur, Malaysia

The ERC shall be the review panel for appeal cases.

## APPENDICES



# APPENDIX 1:

## Application for Recognition of Prior Learning (RPL) Form

### RECOGNITION OF PRIOR LEARNING (RPL)



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#### PART 1 - PERSONAL PARTICULARS

Full Name			
Nric / Passport No.			
Date Of Birth		Gender	
Contact Details	Office	Mobile	Email
Current Employment/ Organization			
Current Position With Employer/ Organization			
Current Highest Level Of Academic Qualification			

#### - TICK THE APPROPRIATE BOX ☒

No.	Purpose of RPL Application	
1	Access into IBFIM programmes with lower qualification	
2	Credit Transfer	
3	Challenge Exam	
4	Exemption from Class Enrollment	

#### PART 2 - ACADEMIC AND PROFESSIONAL BACKGROUND

Note to completing Learner's academic and professional qualification:

1. List related academic and/or professional certification or qualification acquired, from most recent or current to earliest academic certificate (i.e. Sijil Pelajaran Malaysia)
2. A **certified true copy of Certification** listed below is required to be attached as part of the application submission.

No.	Title of Certification or Qualification	Awarding Body or Institution	Year Awarded or Completed

#### PART 3 - EMPLOYMENT BACKGROUND

Note to completing Learner's employment history:

1. List from current to earliest employment.
2. If Learner is not being employed at any time with any employer or organization, please indicate whether Learner is self-employed.
3. Original confirmation Letter of Employment from the current employer is required to be attached as part of the application submission.

No.	Name of Organization	Organization website address	Period with Organization	Position with Organization	Specify Job Roles: 1. Operational 2. Managerial

# APPENDIX 1:

## Application for Recognition of Prior Learning (RPL) Form



ISLAMIC BANKING & FINANCE INSTITUTE MALAYSIA

### PART 4

#### OTHER TRAINING AND COURSES ATTENDED

Note to completing Learner's other training and courses attended:

1. List any workshop, seminar, talks, conference or short-term courses attended.

2. A certified true copy of the attendance certificates for the training programmes/courses attended is required to be attached as part of the application submission.

No.	Title of Programme	Name of Organization Issuing Certificate	Year of Certificate Issued	Length of Programme (Specify Hour/ Date/ Week)

### PART 5

#### SELF ASSESSMENT/REFLECTION

Describe how your past and current employment and learning experiences prepares you to undertake the intended IBFIM qualification. (Minimum 150 words)

#### LIST OF SUBMITTED DOCUMENTS AS EVIDENCE OF LEARNING

Note to Learner for this section:

1. Learner is required to list all certificate(s) and document submitted for this application.

2. Please compile the certificate and document as listed below.

No.	Title of Certification

# APPENDIX 1:

## Application for Recognition of Prior Learning (RPL) Form



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### REFERENCE

Note to Learner:

1. Please provide contact details of referee who is contactable during office hour.
2. IBFIM reserves the right to contact the listed referees to obtain or to confirm on any information provided by Learner in the application.

Full Name		Full Name	
Position		Position	
Organization		Organization	
Contact No.	Office	Contact No.	Office
	Mobile		Mobile
Email Address		Email Address	
Relationship		Relationship	

### TERMS AND CONDITIONS OF RPL APPLICATION

1. Documents that are not in English or Bahasa Melayu must be accompanied by a certified true copy of its full translation.
2. With the submission of this RPL Application, IBFIM is deemed to have been authorized by the Learner to make reference to and use the information provided as may be deemed necessary to facilitate the processing of the application.
3. IBFIM reserves the right to acquire further documentation and/or information from Learner with regards to any details as provided in the RPL application to facilitate the processing of the application.
4. IBFIM reserves the full right and authority to accept or reject the RPL application.

### SELF DECLARATION

1. I hereby declare that all of the information/documents provided to support this RPL application are authentic, true and accurate.
2. I fully understand the Terms and Conditions of the application and agree that my application will be rejected if I have falsified any information in any way.
3. Attached is the evidence of payment made for the RPL application.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_

### FOR OFFICE USE ONLY - RESULT OF APPLICATION

Approve		Level	1 / 2 / 3
Reject		Program Code	
Endorsed by* (Head EAU)		Officer In-Charge	
Signature		Date Documents Received	
Date			

\*For IBFIM's Qualifications Routes  
Ref. No: IBFIM/RPL/July2018

# APPENDIX 2:

## List of Supporting Documents

### LIST OF SUPPORTING DOCUMENTS

Evidence that may be provided by the applicant to support RPL application:

DIRECT EVIDENCE	INDIRECT EVIDENCE
<b>Certificates</b> Provide copies of qualifications: <ul style="list-style-type: none"> <li>• School certificates</li> <li>• University/college certificates/professional certificates</li> <li>• Academic transcripts</li> <li>• Courses/training program attended with the course/training outline indicating the learning outcomes and content</li> </ul>	<b>Written Records</b> Provide copies of: <ul style="list-style-type: none"> <li>• Diaries</li> <li>• Records</li> <li>• Journals</li> <li>• Articles</li> </ul>
<b>Work samples</b> Provide samples of work: <ul style="list-style-type: none"> <li>• Drawings or photographs</li> <li>• Reports</li> <li>• Written materials</li> <li>• Projects</li> <li>• Objects</li> <li>• Work of arts</li> </ul>	<b>E-mail</b> Provide copies of email communication which verify: <ul style="list-style-type: none"> <li>• Customer feedback</li> <li>• Work activities</li> <li>• Written skills</li> </ul>
<b>Records of workplace activities</b> Provide documents that verify your work activities: <ul style="list-style-type: none"> <li>• Notes</li> <li>• Emails</li> <li>• Completed worksheets</li> <li>• Workplace agreement</li> <li>• Contracts</li> <li>• Memos/ Letter of Appointment</li> <li>• Resume [Including job descriptions of each designation/position (past to current)]</li> </ul>	<b>Testimony for community work</b> Provide letters to verify your claim from: <ul style="list-style-type: none"> <li>• Employers</li> <li>• HR confirmation letter</li> <li>• Job descriptions</li> <li>• Community group</li> <li>• People you have worked with (paid and unpaid work)</li> </ul>
<b>Other Documents</b> Provide evidence of achievement: <ul style="list-style-type: none"> <li>• Media articles</li> <li>• Meritorious awards</li> <li>• Appraisal notes from employer</li> </ul>	

### IMPORTANT NOTE

1. All copies of certificates and other documents submitted for RPL application must be certified as true copy.
2. Any copies of certificates and documents which are not in English or Bahasa Melayu must be accompanied by a certified translation in full.

# APPENDIX 3:

## Details of Application and RPL Fees



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### DETAILS OF APPLICATION FEE

APPLICATION FEES	*RESIDENT (MALAYSIAN & NON-MALAYSIAN)	NON-RESIDENT
LEVEL 1/2/3	RM100	USD50

Note:

\* The RPL application fee is payable upon submission of the application and is non-refundable regardless the outcome of the application.

### DETAILS OF RPL FEE

LEVEL/PROGRAMME	*RESIDENT (MALAYSIAN & NON-MALAYSIAN)	NON-RESIDENT
LEVEL 1 (per module)	RM380	USD140
LEVEL 2 (per module)	RM380	USD140
LEVEL 3 (per module)	RM380	USD140
<b>CHALLENGE EXAMINATION FEE</b>		
LEVEL 1 (per module)	RM300	USD110
LEVEL 2 (per module)	RM400 - RM500	USD150 - USD 180
LEVEL 3 (per module)	RM300 - RM500	USD150 - USD180

\*The RPL fee is payable for each module for which advance standing is awarded and payment is to be made upon approval of the respective advance standing awarded.

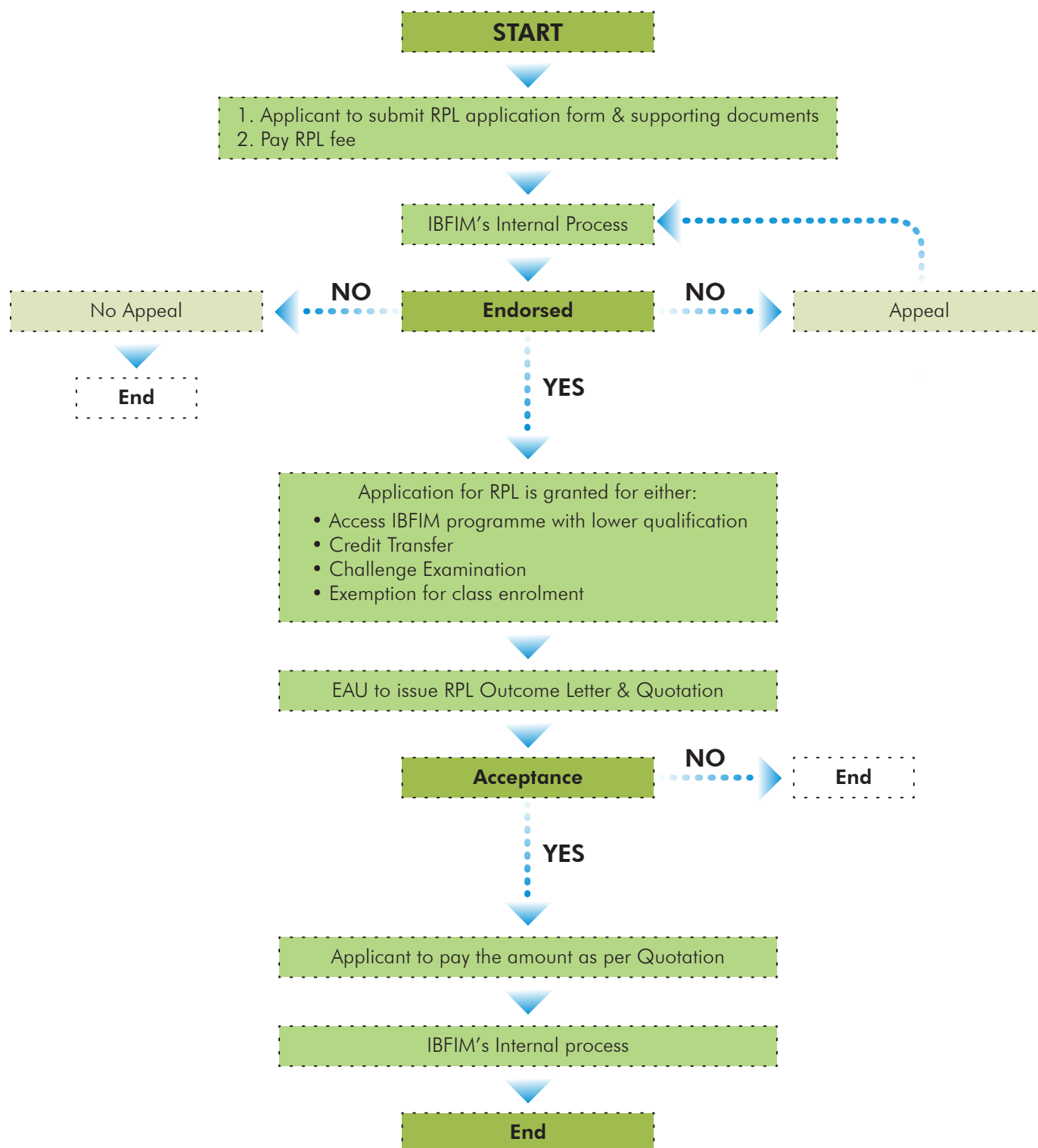
### DETAILS OF PAYMENT

Payment shall be made payable via cash deposit/ online banking/ bank draft/ bankers cheque to IBFIM's account as per the details below:

Acc. Name	IBFIM
Bank	Bank Islam Malaysia Berhad
Branch	Jalan Perak
Acc. No	14014010136301
Address	Ground Floor, Menara Bank Islam, No. 22 Jalan Perak 50450 Kuala Lumpur

Please email the scanned copy of the payment slip to [zurainah@ibfim.com](mailto:zurainah@ibfim.com) /[aida@ibfim.com](mailto:aida@ibfim.com) or fax to 03-2020 1726 (Attn: EAU) together with purpose of payment, your name, NRIC, address and contact number.

## APPENDIX 4: Application Process Flow



**Note:**

Refer to page 6 of RPL Application Handbook on appeal procedure



**IBFIM (Islamic Banking & Finance Institute Malaysia)**  
3<sup>rd</sup> Floor, Menara Takaful Malaysia, Jalan Sultan Sulaiman, 50000 KL



SEARCH: **IBFIM**