

Organised by:

bilif

In collaboration with:

**The London Institute
of Banking & Finance**



**LIBF:
DIPLOMA IN BUSINESS AND COMMERCIAL
BANKING & CONDUCT (DIPBB&C®)**

7 MAY 2024 & 4 NOVEMBER 2024

OVERVIEW

This diploma takes a technical approach to learning and will expose you to the different evaluation tools that identify borrowing requirements. Upon completion, you will be able to make the very best recommendations for your customers, as an expert in your field.

DipBB&C is ideal for you if you are already working in a Relationship Management role, as it covers critical relationship building and negotiation models. You will be able to relate your learning directly to your working practices through a case study that reflects customer lending scenarios, released six weeks before your exam.

If you currently have the CertBB&C or CertBB, you will only need to complete one unit to be entitled for a reduced fee. This means you will be able to go straight to studying the third and final unit and sit for the exam.



OBJECTIVES



Distinguish between the different parties in the business banking environment and understand the products and services provided by them.



Identify the role of the business banking relationship manager.



Evaluate and offer solutions to business banking customers.



Evaluate borrowing requirements and sources of finance appropriate to the needs of different customers.



Apply and justify appropriate techniques in the management of lending accounts using compliant and sustainable business banking principles and practices.

METHODOLOGY

DipBB&C® is primarily considered a distance learning qualification with on-demand and coursework examination sessions. Included within the qualification registration fee are:

- Hard-copy versions of learning materials.
- Online access via My LIBF to learning materials, including activities to help consolidate learning and to KnowledgeBank (virtual library).
- Unit syllabuses.
- Specimen papers.
- Chief Examiner Reports.

WHO IS THIS PROGRAMME FOR?

Designed for employees in Relationship Management roles within business and commercial banking.

PRE-REQUISITE

Participants should be confident in their ability to study at this level. It is strongly recommended that participants have previously successfully studied at FHEQ/ RQF Level 4 or 5 (or equivalent). Participants also need to be satisfied of their ability to study in English.

Participants will also need a level of numeracy that will enable them to manipulate and calculate various ratios and formulae relevant to the course.

PROGRAMME PROGRESSION

ADVANCED DIPLOMA IN BANKING & FINANCE

- Strategic Management & Innovation in Banking (SMIB)

Risk
Management

- Financial Risk Management in Banks (FRMB)
- Managing Operational Risk & Governance (MOPR)

- Professional, Conduct & Ethics (5PCE)
- Certificate in Relationship Management (CertRM)
- Diploma in Business and Commercial Banking & Conduct (DipBB&C)
- Certificate in Business Banking (CertBB)

PROGRAMME OUTLINE

Module 1: The business banking environment.

Module 2: The range of business banking customer needs, wants and aspirations.

Module 3: How regulation and legislation affect financial services organisations and their customers.

Module 4: The operation and features of key business banking financial products and services.

Module 5: The need to provide high standards of customer service.

DipBB&C[®] is made up of three mandatory units which need to be successfully completed to achieve the certificate:

Unit 1: Principles of Business Banking (POBB)

Unit 2: Provide Solutions to Business Banking Customers (PSBB)

Unit 3: Advanced Business and Commercial Banking & Conduct (ABBC)

Unit Name	Credits	Qualification
Unit 1: Principles of Business Banking (POBB)	10	LIBF Level 3 Certificate in Business Banking and Conduct (CertBB&C)
Unit 2: Provide Solutions to Business Banking Customers (PSBB)	3	
Unit 3: Advanced Business and Commercial Banking & Conduct (ABBC)	24	LIBF Level 4 Diploma in Business and Commercial Banking & Conduct (DipBB&C [®])

PROGRAMME STRUCTURE

Guided Learning Hours	5 hours
Total Qualification Time	370 hours
Assessment	<p>All components and units are mandatory and assessed. For CertBB&C®, each unit is assessed through multiple-choice questions at the same examination. A total of 80 marks are available from both units comprising 50 marks in Unit 1 and 30 marks in Unit 2. The unit pass mark is 70%, to pass each unit you must achieve the minimum pass mark. Feedback for MCQ assessments is provided in your analysis sheets (available on www.mylibf.ac.uk) for the qualification to see your assessment performance.</p> <p>ABB&C assessment is by a single, three hour exam with an additional 15 minutes reading time. ABB&C comprises of a pre-released company information document approximately six weeks before the exam date. The exam paper will then comprise of a number of questions relating to the pre-released document, with a total value of 70 marks. There will also be another section comprising short answer questions with a total value of 30 marks. The pass mark for this unit is 50%. The structure of the assessment ensures that all aspects of the course content are subject to external examination.</p> <p>Exam date:</p> <ul style="list-style-type: none">• May session: 24 October 2024• November session: 25 April 2025

For more information, please visit:

<https://www.libf.ac.uk/study/professional-qualifications/banking/diploma-in-business-and-commercial-banking-conduct>

LIBF: DIPLOMA IN BUSINESS AND COMMERCIAL BANKING & CONDUCT (DIPBB&C®)



■ 7 May 2024 (Register by 20 April 2024)

■ 4 November 2024 (Register by 20 October 2024)

To apply for the programme, please email your completed form to askseed@bilif.com.bn

CATEGORIES	INTAKE DATES	STAKEHOLDER	NON-STAKEHOLDER
FEE	<input type="checkbox"/> 7 May 2024 <input type="checkbox"/> 4 November 2024	<input type="checkbox"/> \$ 1,090.00	<input type="checkbox"/> \$ 1,090.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,600 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore

Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.

83

Events

809

Programmes
and Examinations

16,600+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events

[BILIF.com.bn](https://bilif.com.bn)

Contact our Sales and Marketing Department
for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also whatsApp us at
+673 8171140 to learn more about our offerings*