

IBSL Professional Programme
2023

Guidelines for Accredited Education Centres



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IBSL Professional Programme - 2023:

Diploma in Banking and Finance (DBF)

&

Higher Diploma in Banking and Finance (HDBF)

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1. About the Institute of Bankers of Sri Lanka (IBSL)

Institute of Bankers of Sri Lanka ("IBSL") inherits a history of more than half a century since 1964 when it was established as the pioneer institution in training bankers under the name of "Bankers Training Institute". It was made a statutory body in 1979 incorporated by the Parliamentary Act of the Institute of Bankers of Sri Lanka (Incorporation) Act No. 26 of 1979 with the primary objective of providing instructions and training for employees of banking institutions in the study of the theory and practice of banking and related subjects. IBSL is empowered for this purpose to provide all facilities including lectures, discussions, library facilities, conduct examinations, and issue certificates to those who are successful in such examinations, and take other measures deemed desirable to further the interests of banking education.

The IBSL has marked many milestones during this long journey by expanding its services beyond banking sector employees to university students and also school leavers who aspire to build a professional career in banking and finance. The IBSL also has developed its links with both local and international educational institutions thereby providing opportunities for IBSL alumni to further their higher studies and qualifications. The IBSL also has taken measures to expand the scope of its qualifications beyond the sphere of banking to encompass the entire financial services industry. These qualifications are highly recognized by banks and non-bank financial institutions in their career promotions and recruitments. Both local and international educational institutions also recognize IBSL qualifications as sufficient to fulfil the entry requirements of their professional and academic programmes, sometimes with certain exemptions.

Marking another milestone, IBSL ceremonially launched the new syllabus of its flagship professional programme on 19th June 2023 ("IBSL Professional Programme"). The new curriculum is comprised of updated and relevant content with new assessment methods to ensure the upskilling of professionals and those who aspire to build a career in the banking and finance industry and thrive in this prestigious industry.

2. Overview of the IBSL Professional Programme

IBSL Professional Programme is the flagship programme offered by the IBSL. In June 2023, IBSL launched the revised curriculum of the IBSL Professional Programme which has been developed based on the new developments in the banking and finance industry. This revised IBSL Professional Programme offers the aspirants a complete set of qualifications to be equipped with the required knowledge, skills, and exposure to lead a promising career in Banking and Finance. It has two stages, namely Diploma in Banking and Finance (“DBF”) and Higher Diploma in Banking and Finance (“HDBF”).

The duration and credit structure of the IBSL Professional Programme is given below.

Programme	Duration	Credit Load
Diploma in Banking and Finance (DBF)	01 year	30
Higher Diploma in Banking and Finance (HDBF)	01 year	30

2.1 Diploma in Banking and Finance (DBF)

DBF is the first stage of the IBSL Professional Programme and provides the foundation for a career in banking and finance focusing on the operational environment, basic characteristics, concepts, theoretical background, and basic managerial aspects related to the banking and financial services sector. Table 01 below shows the subjects of the DBF.

Table 01: **Subjects in the DBF Programme**

	Course Title	Course Code	Status	Credits
Semester - I	1. Survey of Financial Systems	DBF 11014	Compulsory	04
	2. Elements of Banking and Non-bank Finance	DBF 11024		04
	3. Accounting and Auditing	DBF 11034		04
	4. IT, Digital Banking and Settlements	DBF 11043	*Optional	03
	5. Economics for Banking	DBF 11053		03

Semester - II	6. Principles of Law	DBF 12064	Compulsory	04
	7. Quantitative Techniques	DBF 12074		04
	8. Principles of Management	DBF 12084		04
	9. Ethics and Client Management	DBF 12093	*Optional	03
	10. Principles of Marketing	DBF 12103		03
	11. Business Communication	DBF 12110	Compulsory & non-credit module	N/A
Total Credits				30

*Students are required to select any one (01) subject out of the two (02) optional subjects offered in each semester.

2.2 Higher Diploma in Banking and Finance (HDBF)

The HDBF is the final stage of the IBSL Professional Programme and it is designed to expose the aspirants to more advanced materials on operations of banking and financial services with more emphasis on managerial aspects of different types, mainly focusing on compliance and customer services. Table 02 below shows the subjects of HDBF.

Table 02: **Subjects in the HDBF Programme**

	Subject Title	Subject Code	Status	Credits
Semester – I	Central Banking and Monetary Policy	HDBF 21124	Compulsory	04
	Law Relating to Banking and Practice of Banking	HDBF 21134		04
	Credit Management	HDBF 21144		04
	Strategic Leadership	HDBF 21153	*Optional	03

	Corporate Governance and Ethics	HDBF 21163		03
Semester – II	Compliance and Regulations	HDBF 22174	Compulsory	04
	Risk Management and IS Security	HDBF 22184		04
	International Trade and Finance	HDBF 22194		04
	Advanced Quantitative Techniques	HDBF 22203	*Optional	03
	Financial Management and Treasury Operations	HDBF 22213		03
Total Credits				30

*Students are required to select any one (01) subject out of the two (02) optional subjects offered in each semester.

3. Who is an Accredited Education Centre of IBSL

Accredited Education Centres (“AEC”) are the institutes that have been recognized and approved by the governing board of IBSL as deliverers of lectures for the subjects in the IBSL Professional Programme. As AECs play a crucial role in delivering the curriculum of the IBSL Professional Programme to students island-wide, they are expected to maintain appropriate quality standards stipulated by the IBSL.

4. Who can register as an AEC

Any institute that wishes to conduct lectures for the IBSL Professional Programme with the below-mentioned requirements of infrastructure facilities and a competent panel of lecturers is eligible to submit an application to register as an AEC of IBSL.

- Space for an administrative office.
- Availability of permanent classroom premises (at least two classrooms to conduct IBSL lectures at a time).
- Availability of proper lighting and ventilation.
- Availability of comfortable seating arrangements (armchairs/desks).
- Availability of proper sanitary facilities, and separate washrooms/toilets for males and females.

- Availability of easy access to the canteen (in-house or nearby) / lunch area.
- Availability of first-aid box for emergencies.
- Availability of emergency exit points.
- Having a peaceful environment free from noise.

5. Who can be a lecturer for the IBSL Professional Programme

Resource persons who wish to conduct lectures for the IBSL Professional Programme should possess the following qualifications and experiences.

5.1 Diploma Level

- A degree from a university recognized by the University Grants Commission (“UGC”) in the relevant discipline; or
- IBSL professional qualification; or
- Recognized professional qualifications in the relevant discipline; with
- One (01) year of lecturing experience

5.2 Higher Diploma Level

- A degree from a UGC recognized university in the relevant discipline; or
- IBSL professional qualification; or
- Recognized professional qualifications in the relevant discipline; with
- Two (02) years of lecturing experience
- Master’s qualification would be an added advantage.

6 Activities carried out by AECs

Accredited education centres are expected to carry out the following activities with respect to the IBSL Professional Programme.

6.1 Conducting lectures

All AECs are required to conduct lectures for all subjects under the selected level (Diploma/Higher Diploma) in the agreed medium as per the guidelines stipulated in the syllabi book of the IBSL Professional Programme 2023.

Further, they are advised to use the recommended readings given in the syllabi book as well as any other study materials issued by IBSL as supplementary for conducting lectures.

6.2 Marketing and Promotions

The following activities are expected to be carried out by the AECs in connection with the IBSL Professional Programme.

- a) Promote the IBSL Professional Programme among prospective students. For this purpose, IBSL will provide leaflets and other relevant materials. AECs are required to collect the required quantity and medium of leaflets at least two (02) weeks before the date of requirement.
- b) AECs are required to use the IBSL logo appropriately in their promotional materials. The official IBSL logo shall be obtained from the IBSL with a written request and such promotional materials should be approved by IBSL in writing before circulation. **Misuse of the IBSL logo or any other official material of IBSL is considered an offence and strict actions will be taken by the IBSL with respect to such misconduct (pls refer (e) below).**
- c) **No institution shall use the term “Bank” /” Banking” or related word to refer to their services** without the written approval of the Director of the Bank Supervision Department of the Central Bank of Sri Lanka. If an institute uses such terms, a copy of the written approval should be submitted along with the application to the IBSL.
- d) No institution shall use a title for their institution which can directly or indirectly be referred to imply the IBSL in a misleading manner.
- e) Any violation of the above rules whatsoever in any form results in IBSL **cancelling the accreditation license with immediate effect without prior notice.** Names of such institutions will be removed from the list of AECs and the decision will be publicized through all the IBSL communication modes.
- f) AECs are required to provide accurate information regarding the IBSL Professional Programme to students and lecturers at all times.

6.3 Student Materials and Study Materials

- AECs are required to provide the student guide and the syllabi book of the IBSL Professional Programme to students and lecturers before the commencement of the lectures.

- AECs should make available any study materials issued by the IBSL for students at the fee declared by the IBSL (If applicable).

6.4 Students' Feedback

AECs are required to collect students' feedback covering the areas of lecturer performance, syllabus coverage, facilities provided by the institute, administration and coordinating of the classes, etc., using the formats provided by the IBSL.

This feedback should be carried out in the middle and at the end of the lecture series in each examination session.

7 Benefits of Becoming an AEC

- Name of AEC will be listed under the "IBSL Accredited Education Centres" on IBSL website giving visibility to current and prospective students.
- IBSL will include the details of your institute in promotional materials wherever applicable.
- IBSL will give the opportunity to take part in stakeholder meetings, lecturers' meetings and any other activities conducted by the institute accordingly.
- IBSL will award the accreditation certificate to AECs to display at the institute premises.
- IBSL will arrange promotional campaigns jointly with the AECs where appropriate.
- IBSL will conduct 'Train the Trainer' programmes for lecturers from time to time.

8 Duties and Responsibilities of AECs

- a) Promote the IBSL Professional Programme among prospective students and advise, guide and provide accurate information on the IBSL Professional Programme.
- b) The AECs should conduct lectures for subjects in IBSL Professional Programme as per the syllabus guidelines issued by IBSL.
- c) Encourage prospective students to register with IBSL and provide awareness on the registration process and deadlines. If AEC is collecting

registration applications from students, they must hand over the documents to IBSL before the stated deadline.

- d) Maintain a reasonable quantity of relevant documents pertaining to the Professional Programme to be issued to students.
(E.g., student guide/study materials/leaflets/relevant application forms, etc).
- e) Convey messages/closing dates declared by the IBSL in relation to the IBSL professional programme to students in time.
- f) Circulate feedback forms among students and get their feedback for each subject at each examination session and send the summary of such feedback forms to IBSL accordingly.
- g) Report the details of lecturers to IBSL at the beginning of classes for each examination session.
- h) Monthly statistics of students registered for IBSL lectures should be reported to the member registration division of the IBSL at the end of each month.
- i) Class schedules should be conveyed to IBSL at the beginning of each lecture series.
- j) Attendance of lecturers should be properly monitored and any cancellation of classes should be covered with additional classes. Any such cancellations should be informed to students in advance.
- k) Any changes in relation to the panel of lecturers should be notified to IBSL.
- l) Maintain records of lecture notes distributed, and topics covered by the lecturers during the sessions for each subject. Also strictly adhere to the syllabus guidelines and study materials issued by IBSL in conducting lectures.
- m) Appoint a coordinator for the IBSL Professional Programme who should regularly liaise with IBSL for updates and the coordinator should submit relevant reports requested by the IBSL before the deadline.
- n) Attend any meetings convened by IBSL from time to time on matters affecting students, curriculum and examinations.
 - o) Maintain a proper complaint procedure within the AEC. Any complaint from students should be investigated and remedies should be taken to settle the issues. Complaints received from students directly to IBSL regarding the AEC will be thoroughly investigated and actions will be taken accordingly.
- p) Maintain an outstanding relationship with students and provide excellent student service.

9 Registration Process

Education institutes that are interested in conducting lectures for the IBSL Professional Programme should submit the following documents to IBSL.

- Duly filled application form along with the payment of the fees as mentioned under section 10.
- Certified copy of the business registration of the education institute.
- CVs of the panel of lecturers.
- Contact details of the coordinator of IBSL Professional Programme.
- Details of branches (If applicable)

Those who are already registered under the existing syllabus will have to register as a new institution under the new syllabus.

10 Fees Applicable

Details	Main Centre	Per Branch
Initial Registration Fee	Rs. 25,000.00	Rs. 10,000.00
Annual Renewal Fee	Rs. 10,000.00	Rs. 10,000.00

If the AEC does not renew the registration on or before the due date informed by the IBSL, their registration will be cancelled automatically without prior notice. Renewal of such AECs can be done with a late payment fee of 25% of the standard fee.

All payments can be made via the following modes:

- **Cheques:**

Cheques Should Be drawn in favour of the Institute of Bankers of Sri Lanka crossed A/C Payee Only.

- **Direct Bank Transfers:**

Bank A/C Name : Institute of Bankers of Sri Lanka
A/C Number : 1100358501
Bank : Commercial Bank of Ceylon PLC
Branch Code : 11

11 Approval and Evaluation Procedure

Approval of education centres will be carried out based on two stages of reviews as explained below.

11.1 Approval Procedure

- Once the application is received from the prospective institute, IBSL representatives will visit the institute and an initial review will be carried out on the institutional facilities and physical resources.
- A second review will be carried out on the delivery mode, panel of lecturers and feasibility of conducting lectures for the IBSL Professional Programme in such a manner as determined by IBSL.
- On completion of the two reviews and due assessments with the recommendation of the Evaluation Panel of the IBSL along with the approval of the Governing Board of the IBSL, an accreditation certificate will be issued to the institute.
- Institutes that fail to satisfy the requirements mentioned above will be disqualified and notified in due course and such decisions of IBSL will be final and binding on all applicants.

11.2 Evaluation Process

- Evaluation of AECs will be carried out at the end of each examination session and AECs are required to submit all the requested details via e-mail or registered post to:

Miss. Chethana Ranaweera
Management Assistant
Director General's Office
Institute of Bankers of Sri Lanka
80 A, Elvitigala Mawatha,
Colombo – 08

chethana@ibsl.lk

The top left-hand corner of the envelope should mention the words "IBSL AEC Evaluation".

- IBSL officers will visit the AEC from time to time to assess the progress of the conduct of lectures.

- Evaluation will be done based on the following areas:
 - Infrastructure facilities
 - Quality of the panel of lecturers
 - Pass rates at the examinations
 - Student feedback about the institute
 - Support extended to promote IBSL
 - Attendance at IBSL meetings and events

12. Renewal procedure

IBSL will send the renewal notice to all the AECs two months before the due date mentioned in the application form. Then the AEC can make the relevant subscription payment and renew their registration active with IBSL.

13. Miscellaneous

- All the material pertaining to the IBSL Professional Programme, including but not limited to the material to be taught and the syllabus of the IBSL Professional Programme, shall be owned exclusively by IBSL and shall not be shared with third parties by AECs except with the prior written approval of the IBSL.

- Any amendment to these Guidelines shall be conveyed to AEC's by the IBSL in writing, which amendment shall thereafter be immediately implemented by the AECs.

Appendix 01:



**APPLICATION FOR ACCREDITATION AS AN EDUCATION CENTRE FOR
THE INSTITUTE OF BANKERS OF SRI LANKA**

1. Information provided by the applicant will be kept confidential by IBSL.
2. Educational centres seeking accreditation with the IBSL are required to furnish certified copies of the following documents together with the application:
 - Documents to prove the ownership/ legal status of the education centre (i.e., Business Registration Certificate).
 - Details of any accreditation received from other professional education bodies.
3. Pls put a '√' wherever applicable.
4. Duly filled application form should be submitted on or before 30th September 2023 to:

Miss. Chethana Ranaweera
Management Assistant
Director General's Office
Institute of Bankers of Sri Lanka 80 A
Elvitigala Mawatha
Colombo – 08

chethana@ibsl.lk

1.	Name of the Education Centre		
2.	Registered Address		
3.	Official Website (If any)		
4.	Details of the Centre Manager	Name	
		Tel. No.	
		Email Address	

5.	Details of the Head of Academics	Name		
		Tel. No.		
		Email Address		
6.	Legal status and ownership of the education centre and year of establishment			
7.	Infrastructure Facilities	Administrative Office		
		No. of classrooms		
		IT Centre/facilities		
		Canteen		
8.	Staff Strength		Academic	Administrative
		Fulltime		
		Part-time		
9.	Details of Accreditation received from any other Professional Education Body(ies) if any	Name of the Professional Education Body		Accreditation status
10.	Previous delivery of IBSL programmes	Name of the programme		
		Subjects taught		

11.	Levels for which accreditation is sought (v)	DBF			
		HDBF			
12.	Proposed no. of students		Minimum	Maximum	Examination Session (March / September)
		DBF			
		HDBF			
13.	Proposed times for classes (v)		Weekdays		Weekends
		DBF			
		HDBF			
14.	Proposed fee structure		Per subject		Per Level
		DBF			
		HDBF			
15.	Medium of conducting lectures (v)		English	Sinhala	Tamil
		DBF			
		HDBF			
16.	Proposed teaching and learning modes (v)	Physical			
		Online			
		Hybrid			
17.	Details of the registration fees paid (Rs.25,000/- per education centre and branches are required to make a separate payment of 10,000/- each).	Method of Payment (Pls. attach the proof document).			
		Date of Payment			

We hereby declare that the information provided by us in this application form for accreditation as an education centre to assist with examinations conducted by the IBSL is true to the best of our knowledge. We agree and accept that if any of the information

provided by us in this application is in any way false or incorrect, the IBSL shall have the sole right to cancel the accreditation without prior notice.

Name of the Head of Academics:	Signature:
Name of the Centre Manager:	Signature:
Official seal of the institute:	
Date:	

Office use only.

Recommendations:

Name of the Authorized Officer:	Signature:
Date:	

Appendix 02: **Details of the Panel of Lecturers**

- Please provide the summary of details of the lecturers in the below format supported by updated CVs.
- Education centres with branches should provide details of lectures for each branch separately as per the below format.
- Any new appointments to the panel of lecturers should be notified to the IBSL according to the below format.

Name of the Lecturer	Level (DBF/HDBF)	Subjects	Medium	Academic/ Professional Qualifications	Lecturing Experience	Contact No.	E-mail Address

Appendix 03: **Details of Branches**

- Please provide details of the branch(es) as per the format given below.
- Branches are required to make a separate payment of 10,000/- each and attach the proof document along with the application.
- Any changes to the branch network should be duly informed to IBSL for necessary actions.

Name of the Education Centre	Address of the Branch	Contact No. of the Branch	Name of the Branch Coordinator	Contact No. of the Branch Coordinator	E-mail Address	Level(s) and medium(s) of lectures conducted



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