Support your studies and career aspirations through membership of the CII

As a member you will enjoy the following exclusive benefits and ongoing career support:

- Current market information through access to a comprehensive online library of insurance services publications, reports and documents
- Exam resources with access to an archive of exam guides for written exams and recommended reference materials
- Discounts on qualifications and learning materials – saving up to 22%
- Career support through local CPD events, training and networking opportunities (UK, Channel Islands and Isle of Man only)
- Market news and updates from our award-winning membership magazine, The Journal
- Professional designation upon completion of relevant qualifications, demonstrating your knowledge and technical capability
- Continuing Professional Development (CPD) scheme to keep your knowledge current and compliant
- NEW affinity benefits scheme providing discounts on a range of goods and services from various suppliers and retailers.

For more information and to join, visit: www.cii.co.uk/join
Or call +44 (0)20 8989 8464

*UK taxpayers can claim income tax relief on membership fees.

Belonging to the CII has made a real difference to my development as an insurance professional. It helped my studies and supports me in my career, providing the tools that I need to keep up to date with developments.

Michael Muzio ACII
Chartered Insurer
Enterprise Director, Towergate
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Chartered Insurer
Enterprise Director,
Towergate

*UK taxpayers can claim income tax relief on membership fees.
## CII insurance qualifications framework

### Key:

- **30 credits**
- **50 credits**
- **6 credits**
- **20 credits**
- **25 credits**
- **30 credits**
- **10 credits**
- **15 credits**

### To satisfy the Certificate compulsory unit

To achieve the Certificate in Insurance (Designation: Cert CII), you can either pass unit IF1 or alternatively LM1.

### COMPULSORY UNIT

**Business and finance**

1. **(P92 /M926) Insurance insurance essentials**
2. **(LM1) London market practices**
3. **(IF7) Healthcare insurance handling process**

### COMPULSORY UNIT**

**Regulatory**

1. **(P85) Claims practice**
2. **(P21) Commercial insurance contract wording**

### Business

- **(P86) Personal insurances MSc in Insurance and Risk Management**
- **(590) Principles of Takaful framework**
- **(CII insurance qualifications framework)**

### Unit credit rating: X credits

Insurance (achieved by completing units LM1 or alternatively the Award in London Market requirements you can either pass unit IF1 or alternatively 530 and P05 and P85. For the Advanced Diploma in Insurance (Designation: ACII) or Fellowship (Designation: FCII) you must complete three subjects. Certificate in Insurance (Designations: Cert CII/Cert CII (Claims)/Cert CII (London Market)/Cert CII (Claims and London Market)) Diploma in Insurance (Designations: Dip CII, Dip CII (Claims))

### NEW

- **(P96) Liability insurances management**
- **(P67) Fundamentals of risk management**
- **(P93) Commercial property practice**
- **(P81) Insurance broking**
- **(P64) Private medical insurance**
- **(P90) Cargo and goods in transit insurances**
- **(P91) Aviation and space insurances**

### 2014

- **M92. Available for enrolment March 2014.**
- **P67. This unit will be examined for the first time in April 2014, with study material becoming available in June 2014.**
- **P85. This unit will be examined for the first time in October 2014, with study material becoming available for enrolment February 2014.**
- **IF2. This unit will be assessed by coursework – available in January 2014.**
- **IF6. This unit will be assessed by coursework – available in January 2014.**
- **P92. This unit will be examined for the last time in April 2014, with study material becoming available for enrolment May 2014.**
- **P93. This unit will be assessed by coursework – available in January 2014.**
- **P94. This unit will be assessed by coursework – available in January 2014.**
- **P96. This unit will be assessed by coursework – available in January 2014.**
- **P97. This unit will be assessed by coursework – available in January 2014.**
- **P80. This unit will be assessed by coursework – available in January 2014.**

### Jo Smith

Head of Technical Training

Zurich Insurance plc

Professionalism is central to our business – we are an enthusiastic signatory to the Aldermanbury Declaration and are proud to have achieved corporate Chartered Insurers status. Knowledge and technical capability are building blocks of our success, and CII qualifications, from the Certificate through to Fellowship, are a key element of our skills development programme for both technical and non-technical roles.

We encourage and fund study for CII examinations because the resulting qualifications send out such a powerful message to clients and business partners. They inspire consumer and regulatory confidence whilst enhancing technical knowledge and career development for the individual. We provide comprehensive learning and revision support including face-to-face training courses, interactive on-line study and continuous assessment enrolment, and pay for CII membership for our staff where appropriate, again promoting the importance of professionalism in all we do.

CII qualifications are an incredibly important part of the Towergate Business School – the qualification structure allows people to study relevant subjects at the right level and enables us to promote career development to support the business.

Our technical insurance roles at Towergate require an appropriate CII qualification and all our people have an active CPD programme. Our competency framework maps CII qualifications to roles and is integral to the development requirements of all employees.

We are hugely proud to be Chartered Insurance Brokers and Chartered Insurers, which evidence our commitment to employee development and the provision of excellent customer service.

Fiona Andrews

Partner & Group Head of Organisational Development

Towergate Insurance
2 CII insurance qualifications
- Improving knowledge, developing competence, building careers
- Enhancing the CII insurance qualifications framework
- The qualifications framework
- The benefits of the framework
- Further courses of study and development
- Exploring the framework
- Entry requirements
- Key features of the qualifications framework

6 Key facts

6 Learning support and assessment options

8 How does the framework work in practice?

12 Further information

The Chartered Insurance Institute (CII)
Professionalism in practice

As the premier professional body for the insurance and financial services profession, the CII promotes higher standards of integrity, technical competence and business capability. With over 110,000 members in more than 150 countries, the CII is the world’s largest professional body dedicated to this sector. Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees’ technical and professional competence. Individually, CII’s members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII’s Code of Ethics.

www.cii.co.uk

Contacting the CII
If you have any queries regarding the qualifications in this brochure please contact Customer Service. The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation. Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

Customer Service
42–48 High Road, South Woodford, London E18 2JP
tel: +44 (0)20 8989 8464
fax: +44 (0)20 8530 3052
e-mail: customer.serv@cii.co.uk
website: www.cii.co.uk
CII insurance qualifications

Improving knowledge, developing competence, building careers

The CII provides market-led qualifications and study programmes which serve all sectors of the insurance industry and cater for all levels of knowledge and experience. Insurance has in recent years gone through a period of unprecedented challenges and change. Technology has had a major impact on the structure of the market and the way business is conducted. New forms of risk continue to emerge. Competition is intense. Gone are the ‘jobs for life’ that once characterised the sector. Individuals are moving more freely between disciplines.

In the UK activity is regulated by the FCA, which affects all aspects of market practice and, crucially, requires employees to demonstrate they are competent for the work they do, and thereafter to maintain and enhance this competence.

The CII insurance qualifications framework provides individuals, and their employer organisations, with a means of achieving the requisite levels of technical knowledge and understanding. And in doing so, helps ensure individuals have the skills they need to perform effectively and efficiently in the workplace.

The qualifications framework

The qualifications framework offered by the CII has been designed to provide a clear path for those looking to develop their career in today’s insurance market. The framework opposite shows the main study options on offer.

The benefits of the framework

The framework has been designed to deliver the following benefits:

- Progressive qualification structure, that builds on existing knowledge at each level
- Extensive choice of over 40 units
- Flexible, ‘self-assessment’ qualification content
- Credit-accumulation system allowing progress at different speeds
- Recognition of prior learning
- Range of assessment techniques
- ‘Record of achievement’ awarded for each unit completed

Further courses of study and development

In addition to the qualifications/study programmes shown above, the CII also offers other options for insurance professionals seeking to enhance and demonstrate their personal development. These include:

- Award in London Market Insurance – a specialist qualification for those working in or with the London market, the Award in London Market Insurance comprises two Certificate-level units (LM1 London market insurance essentials and (LM2) London market insurance principles and practices. Together the two units provide a broad understanding of insurance process and practice across the London market as well as detailed understanding of technical topics.
- Certificate in London Market Insurance Specialisation – a higher level qualification developed for London market specialists, in partnership with the Lloyd’s Market Association (LMA). Candidates can achieve this qualification by completing one Advanced Diploma level unit (991) London market insurance specialisation. This unit requires completion of a 10,000 word dissertation on a topic relevant to the London insurance market.

Enhancing the CII insurance qualifications framework

The CII insurance qualifications framework is regularly reviewed to ensure that the qualifications remain current and aligned to the profession’s needs.

Early in 2014 we will be announcing changes to the insurance qualification framework that will ensure the continued alignment to the needs of the profession. This will include advance notice of developments planned for enhancing our product offering and methods of assessment.

Where candidates are individually affected by any changes to units, they will be given at least 12 months’, or two exam sessions notice.

Visit www.cii.co.uk/insurance-developments early in 2014 for more information.
CII insurance qualifications

Exploring the framework

As can be seen from the diagram provided on the cover flap, there are four primary levels of qualifications – Award for the Foundation Insurance Test, Certificate, Diploma and Advanced Diploma.

The Award is suitable for someone new to the industry who wants to improve their knowledge by studying for a single-unit qualification. The higher level qualifications – Certificate, Diploma and Advanced Diploma – can be achieved by passing a combination of units to build up the necessary amount of credits.

The framework has been designed to ensure maximum flexibility, with candidates able to choose units from those currently available across the qualification framework, subject to the completion requirements within each qualification.

This provides access to the maximum range of units giving candidates, and their employers, the ability to tailor their learning activity to individual needs and job roles, and to prepare for further study at a higher level.

Each qualification is obtained once its particular credit requirements are met (full details can be found in the diagram provided on page 6). This principle applies to each qualification.

Importantly, however, the credits achieved from any unit can be used to support study for any qualification (subject to the parameters laid down for each qualification in terms of the number of credits required at each level).

Put simply, while there are certain compulsory unit requirements, and a need to attain a minimum number of credits at each level to secure that particular qualification, candidates are able to choose units from those available across the framework.

Example – the requirements for the Diploma in Insurance are as follows:

- The Diploma in Insurance has a 120 credit threshold for completion.
- A minimum of 90 credits must be at Diploma level or above.

Formal recognition upon completion

A ‘record of achievement’ is awarded for each unit passed and the Award for the Foundation Insurance Test, Award in London Market Insurance, Certificate in London Market Insurance Specialisation, Certificate, Diploma or Advanced Diploma in Insurance, as appropriate, is awarded upon completion of a qualification. These provide portable and permanent evidence of learning undertaken.

Industry recognised member designations

‘Cert CII’, ‘Dip CII’, ‘ACII’ and ‘FCII’ designations are available to CII members qualified to Certificate, Diploma, Advanced Diploma and Fellowship level respectively.

All designation holders participate in the CII’s compulsory Continuing Professional Development (CPD) scheme, to help maintain and enhance competence, and assist with ongoing career development.

Office of Qualifications and Examinations Regulation (Ofqual)

The Award for the Foundation Insurance Test is registered with Ofqual in the Qualifications and Credit Framework (QCF) at level 2; and the Award in London Market Insurance and the Certificate in Insurance are registered at level 3. The Certificate in London Market Insurance Specialisation is registered at level 7. As a guide to the level of difficulty this indicates, a GCSE A*-C grade or equivalent is at level 2, GCSE A-Levels are at level 3 and a Master’s degree is at level 7.

Ofqual is the regulator of qualifications, exams and tests in England. They are also the regulators for recognised awarding bodies (such as the CII). For further information visit: www.ofqual.gov.uk

Supports lifelong learning

In today’s environment, learning and self-improvement can never be considered at an end. The framework allows for practitioners to dip in and out as appropriate, selecting units through which they can top up their knowledge in line with career demands and overall professional development. These can be taken as study towards an overall qualification or on a standalone basis.

Blends different assessment methods

The method of testing for each unit is selected on the basis of what is most appropriate to the type and level of learning being undertaken. These include:

- multiple choice
- case study-based
- essay questions
- assessment by coursework or dissertation.

Multiple choice exams are tested online providing candidates with greater flexibility on timing and location.

Dovetails with market-leading competence systems

The framework is complemented by assessment and compliance tools developed by the CII.

The ASSESS online technical training and competence systems help qualified industry practitioners to maintain and enhance their competence by keeping their knowledge up to date (see www.cii.co.uk/elearning for full details).

The CII Broker Academy is essentially a ‘one stop shop’ training and development facility for insurance brokers. Developed in partnership with AXA and BIBA, it delivers an unrivalled range of learning services to enable brokers to accelerate their professional development (see www.cii.co.uk/brokeracademy for full details).

Entry requirements

There are no entry requirements for any of the CII’s insuranc equalifications. It is up to each individual candidate to select the qualification that best meets their needs.

For the Diploma and the Advanced Diploma we do, however, include guidance on the prior learning that we consider appropriate for candidates entering these qualifications.

These are reliable indicators as to whether an individual will have the prior knowledge and/or study skills to successfully complete these qualifications.

Equal opportunities and access arrangements

The CII is committed to creating and maintaining conditions which give fair and equal access to its education and assessment provision, and under our access arrangements policy, provisions are made for candidates who have different educational requirements or disabilities. Visit www.cii.co.uk/accesspolicies for more information.

Key features of the qualifications framework

The modular structure of the qualifications framework offers great flexibility and provides candidates with the opportunity to develop their technical knowledge and understanding in line with their career progression, rather than following a rigid preset learning programme.

Key features include:

- Covers a market-wide range of topics
  Candidates have access to an unrivalled range of subjects, with units covering all the basic, key and most specialist areas of insurance practice.
- Recognises prior learning
  Recognition is given to relevant prior learning that meets specified criteria.
  By claiming credits for qualifications you’ve attained outside the CII framework, you could cut your study time and avoid doubling up on learning. Please see www.cii.co.uk/prior-learning for full details.

- Supports lifelong learning
  In today’s environment, learning and self-improvement can never be considered at an end. The framework allows for practitioners to dip in and out as appropriate, selecting units through which they can top up their knowledge in line with career demands and overall professional development. These can be taken as study towards an overall qualification or on a standalone basis.
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INSURANCE ASSESS
BROKER ASSESS
CII Broker Academy
For details on the CII Fellowship programme, visit www.cil.co.uk/fellowship

Notes:
To be awarded a CII qualification, you must obtain, by CI examination, coursework assessment or dissertation, a pass in a unit from the CII insurance qualifications framework, at the same level or above, of the same title, and meet the qualification completion requirements. These rules apply irrespective of how many credits you earned qualifying might provide.

1. At the time of going to print, a maximum of 30 credits obtained from financial planning qualifications (CII or comparable awarded by another educational body) can count towards the Certificate. Please note: these rules are currently under review—any changes will be communicated in 2014.

2. At the time of going to print, a maximum of 60 credits obtained from financial planning qualifications (CII or comparable awarded by another educational body) can count towards the Diploma. Please note: these rules are currently under review—any changes will be communicated in 2014.

3. At the time of going to print, a maximum of 180 credits obtained from financial planning qualifications (CII or comparable awarded by another educational body) can count towards the Level 3 Diploma. Please note: these rules are currently under review—any changes will be communicated in 2014.

4. Certificate candidates can satisfy the compulsory unit requirement by holding either unit FT1 in the Award in London Market Insurance (units LMB1 and LMB2) or unit P05 (Customer Service), Cert CI (Customer Service), Cert CI (Health and Protection), or Cox CI (Claims) and also can satisfy the business unit requirement by holding unit P06 (subject to availability) (Customer Service), Cert CI (Customer Service), Cert CI (Health and Protection), or Cox CI (Claims). CII members are entitled to use on completion.


Learning support and assessment options

Learning styles, preferences and requirements vary from candidate to candidate. This influences their method of study and helps determine the type of learning support they prefer or need.

To accommodate these different requirements, the CII have developed a comprehensive suite of learning and revision aids that cater for different learning styles and requirements. By choosing the learning that suits you, you can improve your chances of achieving that all-important pass.

Full details on the learning and assessment options available for each qualification can be found in the relevant ‘information for candidates’ brochures available at www.cil.co.uk/qualifications or from Customer Service.

Assessment by coursework/dissertation
In addition to its role in supporting the development and subsequent application of knowledge, assessment by coursework or dissertation offers the potential for greater flexibility as you are not restricted to two examinations a year, instead being able to enrol throughout the year and study at your own pace.

The most recent Advanced Diploma units introduced are assessed by coursework or dissertation, and the option for coursework or examination is available for units 990 and 990 with the option also being introduced in 2014 for 820 and 960. We are also piloting a mixed assessment at Diploma level for unit P92. Covering the same topics, M26 uses coursework assessed by multiple choice question exam.

Continuous assessment
For Diploma and Advanced Diploma units assessed by exam we typically offer candidates the option to test their knowledge as they progress and to receive expert feedback on their understanding and question-answering technique by completing written assignments marked by a subject matter expert.

Successful completion of this study programme also results in an award of 10% towards the exam result.

Key fact booklets
Pocket-sized summaries of the core learning text, ideal for use when travelling to and from work or other situations where study from the main text is impractical.

Revision courses
Delivered by subject matter experts, these are proven to boost the chances of exam success by as much as 55%. A choice of courses are typically available, ranging from single-day courses to intensive multiple-day workshops to evening courses.

RevisionMate
Available free when you purchase a study option (except for unit 590), RevisionMate is a comprehensive online study tool. It provides access to a suite of services including study planners, student discussion forums, hints and tips and access to other services to help enhance and broaden your knowledge.

Exam guides
These provide either a complete specimen or an actual paper, together with answers, providing hints and tips on how to pass. Study option purchasers (except for unit 590) can download the latest exam guide FREE from RevisionMate.

LEARN
Available for FIT and Certificate level units IFC1–IFB8, this online learning service provides unrivalled interactive learning and revision tools to assist study backed by self-assessment tools.

Key facts
Learning support and assessment options

<table>
<thead>
<tr>
<th>Key facts Learning support and assessment options</th>
<th>Award for the Foundation Insurance Test</th>
<th>Certificate in Insurance</th>
<th>Diploma in Insurance</th>
<th>Advanced Diploma in Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of qualification</td>
<td>Introductory</td>
<td>Core</td>
<td>Technical</td>
<td>Professional</td>
</tr>
<tr>
<td>Credits required to complete (excluding credits earned forward)</td>
<td>6</td>
<td>60</td>
<td>120</td>
<td>Minimum 90 achieved at Diploma level or above</td>
</tr>
<tr>
<td>Credits per unit</td>
<td>6</td>
<td>10 or 15 dependent on unit chosen</td>
<td>20, 25 or 30 dependent on unit chosen</td>
<td>30 or 10 dependent on unit chosen</td>
</tr>
<tr>
<td>Number of available units</td>
<td>1</td>
<td>11 Certificate units</td>
<td>Diploma and Advanced Diploma units</td>
<td>12 units</td>
</tr>
<tr>
<td>Compulsory units</td>
<td>FIT – single unit</td>
<td>1 unit</td>
<td>2 units</td>
<td>2 units</td>
</tr>
<tr>
<td>Assessment format</td>
<td>Exam – online, 2 hours</td>
<td>100 multiple choice questions</td>
<td>Exam – online, 1, 1.5, or 2 hours dependent on the unit chosen</td>
<td>Exam – 2 or 3 hours dependent on the unit chosen</td>
</tr>
<tr>
<td>Recommended study time</td>
<td>40 hours</td>
<td>60–66 hours per unit dependent on that chosen</td>
<td>96–120 hours per unit dependent on that chosen</td>
<td>120–180 hours per unit dependent on that chosen</td>
</tr>
<tr>
<td>Combination of units at any level allowed?</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Availability of exam sessions</td>
<td>Year-round (Exam availability varies from centre to centre, but typical tests can be sat weekly)</td>
<td>Year-round</td>
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<td>Twice yearly April/October</td>
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<tr>
<td>Entry requirements?</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
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<td>No</td>
<td>Yes</td>
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<tr>
<td>Record of achievement issued for each exam pass?</td>
<td>Yes</td>
<td>Yes</td>
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<td>Completion certificate/diploma awarded?</td>
<td>Yes</td>
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<tr>
<td>CII membership designation</td>
<td>Yes Award for the Foundation Insurance Test</td>
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<tr>
<td>Offshore Qualifications and Examinations Regulation (OFSERA) approved?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key fact booklets</td>
<td>Yes level 2</td>
<td>Yes level 3</td>
<td>Yes level 3</td>
<td>Not at the time of going to print see <a href="http://register.ofqual.gov.uk">http://register.ofqual.gov.uk</a> for latest information</td>
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How does the framework work in practice?

In recognition of the enormous diversity within the insurance market, the qualifications framework has been designed to be as flexible as possible, allowing candidates from across the industry to choose a route that satisfies their needs and preferences.

To provide a flavor of how the framework works in practice, opposite and overleaf are a few examples of how qualifications can be obtained for different types of roles within the industry. As can be seen, the requirements and aspirations of individuals from all sectors and at all levels can be accommodated.

Example 1 – Award for the Foundation Insurance Test

Stephen, a recent recruit to the call centre of a direct household insurer, studies and passes the Foundation Insurance Test as part of his induction programme.

This single unit course gives him an essential grounding in insurance:

- how the market operates
- core principles and procedures
- key personal insurance products.

FIT also includes full membership of the CII providing a range of benefits which can assist him in studying for FIT and provide essential support in his working life.

Foundation Insurance Test – 6 credits

On passing FIT, Stephen receives a record of achievement and a completion certificate, indicating he has completed the Award for the Foundation Insurance Test. His credits will also count towards study for the Certificate in Insurance should he wish to continue his studies, developing greater technical knowledge.

Example 2 – Award in London Market Insurance

Jay has just started working for a Lloyd’s syndicate as a technical assistant. He deals with underwriters, brokers and coverholders so needs a broad understanding of the London market, as well as a more detailed understanding of technical issues.

He sits ‘London market insurance essentials’ to gain the essential grounding, followed by ‘London market insurance principles and practices’ to broaden his knowledge and gain more detailed technical knowledge.

<table>
<thead>
<tr>
<th>Award in London Market Insurance – 25 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(LM1) London market insurance essentials</td>
</tr>
<tr>
<td>10 credits</td>
</tr>
<tr>
<td>(LM2) London market insurance principles and practices</td>
</tr>
<tr>
<td>15 credits</td>
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</tbody>
</table>

Jay is awarded the Award in London Market Insurance. He is also exempt from unit IF1 (the compulsory unit for the Certificate in Insurance) so should he wish to further his studies to complete the Certificate, he can do so by sitting one other Certificate unit of choice to gain the necessary credits. If he completes the Certificate and joins as a member of the CII, he will be entitled to use the designation Cert CII (London Market).

Example 3 – Certificate in Insurance

Leila, a motor claims handler in a call centre, enters and passes three Certificate units: the compulsory unit ‘Insurance, legal and regulatory’ and the optional units ‘Insurance claims handling process’ and ‘Motor insurance products’.

With each unit worth 15 credits, Leila passes the 40 credit threshold for completion of the Certificate.

<table>
<thead>
<tr>
<th>Certificate in Insurance (minimum 40 credits required, unit IF1 compulsory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(IF1) Insurance, legal and regulatory</td>
</tr>
<tr>
<td>15 credits</td>
</tr>
<tr>
<td>(IF4) Insurance claims handling process</td>
</tr>
<tr>
<td>15 credits</td>
</tr>
<tr>
<td>(IF5) Motor insurance products</td>
</tr>
<tr>
<td>15 credits</td>
</tr>
</tbody>
</table>

Leila is awarded the Certificate in Insurance upon completion. As a member of the CII and also a holder of the IF4 claims unit she is entitled to use the designation ‘Cert CII [Claims]’. The credits obtained for completing the Certificate will count towards study for higher level CII qualifications should she continue her studies.

Example 4 – Diploma in Insurance

Chris, an account handler in a commercial brokerage, enters and passes at Diploma level the compulsory units, ‘Insurance business and finance’, and ‘Insurance law’. He then passes further Diploma units, ‘Insurance broking practice’, ‘Commercial property and business interruption’ and ‘Liability insurances’.

This amounts to a total of 120 Diploma level credits, meeting the requirements for passing the Diploma in Insurance.

<table>
<thead>
<tr>
<th>Diploma in Insurance (minimum 120 credits required, units P05 and P92 compulsory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(P92) Insurance business and finance</td>
</tr>
<tr>
<td>25 credits</td>
</tr>
<tr>
<td>(P05) Insurance law</td>
</tr>
<tr>
<td>25 credits</td>
</tr>
<tr>
<td>(P81) Insurance broking practice</td>
</tr>
<tr>
<td>20 credits</td>
</tr>
<tr>
<td>(P93) Commercial property and business interruption</td>
</tr>
<tr>
<td>25 credits</td>
</tr>
<tr>
<td>(P96) Liability insurances</td>
</tr>
<tr>
<td>25 credits</td>
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</tbody>
</table>

Chris is awarded the Diploma in Insurance on completion and as a member of the CII is entitled to use the designation ‘Dip CII’. His credits will count towards study for the Advanced Diploma should Chris continue his studies.
How does the framework work in practice?

In recognition of the enormous diversity within the insurance market, the qualifications framework has been designed to be as flexible as possible, allowing candidates from across the industry to choose a route that satisfies their needs and preferences.

To provide a flavour of how the framework works in practice, opposite and on the preceding page are a few examples of how qualifications can be obtained for different types of roles within the industry.

As can be seen, the requirements and aspirations of individuals from all sectors and at all levels can be accommodated.

Example 5 – Advanced Diploma in Insurance

Josie works for a Lloyd’s syndicate as a property underwriting assistant and has aspirations of becoming a property underwriter. To this end, she now wants to study for the Advanced Diploma.

She has already completed the Award in London Market Insurance and the Diploma in Insurance, passing the Diploma units ‘Insurance business and finance’, ‘Insurance law’ and ‘Commercial property and business interruption’, and the Advanced Diploma unit ‘Advanced underwriting’. The Award in London Market Insurance provides 25 credits, the Diploma units provide a total of 75 credits and the Advanced Diploma unit 30, amounting to 130 credits in all.

In order to complete the Advanced Diploma, Josie requires another 160 credits (with at least 100 of these at Diploma level or above and 60 to come from further Advanced Diploma units). She enters and passes the Advanced Diploma units ‘Economics and business’, ‘Risk management’, ‘Advanced claims’, and ‘Insurance corporate management’ as well as further Diploma units ‘Commercial insurance contract wording’ and ‘Reinsurance’. The Advanced Diploma units are worth 30 credits each, and the Diploma units are worth 50 further credits, giving a total of 170 and amounting to 300 credits in all. Josie meets the 290 credit threshold for Advanced Diploma, including the specified combination of credits.

Example 6 – Fellowship (including the MSc in Insurance and Risk Management)

Anna works as a regional underwriting manager within a large commercial insurer. She joined from university onto a graduate training programme and, as part of her training, completed the Advanced Diploma in Insurance. As a member of the CII this allowed her to attain the designation ‘ACII’.

Upon completing five years’ work experience, she applied for and was awarded ‘Chartered Insurer’ status. Anna is keen to continue to advance her career. She sees ongoing structured professional development as essential to the fulfilment of her ambitions.

Anna decides to enrol on the Fellowship programme. This involves meeting a number of requirements related to advanced professional development:

- Continuing professional development (CPD)
- Business ethics programme (BEP)
- Major achievement
- Statement of personal development (SPD)

For her ‘major achievement’, Anna decides to obtain an additional professional qualification: the CII/Cass Business School MSc in Insurance and Risk Management. Through the MSc Anna explores the growing relationship between insurance, risk management and financial services developing her technical understanding.

As a holder of the Advanced Diploma, Anna can take a fast-track route to completion of the MSc via exemptions from four of the compulsory eight core modules. She must take four core modules and select three elective modules as well as completing a dissertation (or business research project).

As a part-time student she completes this in 20 months, rather than the two years it will typically take part-time non-Advanced Diploma holders.

Anna completes her MSc and fulfils all the Fellowship requirements. She is awarded the Fellowship on completion and, as a member of the CII, is entitled to use the designation ‘FCII’. She is also entitled to use the designation ‘MSc’.
For further information on any of the courses or qualifications mentioned in this brochure, including details on how to purchase, visit www.cii.co.uk or contact Customer Service.

2014 ‘Information for candidates’ brochures:

- Foundation Insurance Test
  – Ref: ICI001 (11/13)

- Award in London Market Insurance
  – Ref: ALM001 (11/13)

- Certificate/Diploma/Advanced Diploma in Insurance
  – Ref: ICI005 (11/13)

- Principles of Takaful
  – Ref: TAK001 (11/13)

- Fellowship – Ref: CMISC005 (11/13)

- MSc in Insurance and Risk Management
  – Ref: IMF001 (11/13)
### CII Insurance Qualifications Framework

<table>
<thead>
<tr>
<th>Level</th>
<th>Compulsory Units</th>
<th>Core Units</th>
<th>Higher Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<td>4</td>
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<tr>
<td>5</td>
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</tr>
</tbody>
</table>

#### Key:
- 10 credits
- 15 credits
- 25 credits
- 30 credits
- 50 credits
- 60 credits

### Professionalism is central to our business – we are an enthusiastic signatory to the Aldermanbury Declaration and are proud to have achieved corporate Chartered Insurers status.

Knowledge and technical capability are building blocks of our success, and CII qualifications, from the Certificate through to Fellowship, are a key element of our skills development programme for both technical and non-technical roles.

We encourage and fund study for CII examinations because the resulting qualifications send out such a powerful message to clients and business partners. They inspire consumer and regulatory confidence whilst enhancing technical knowledge and career development for the individual. We provide comprehensive learning and revision support including face-to-face training courses, interactive on-line study and continuous assessment enrolment, and pay for CII membership for our staff where appropriate, again promoting the professional commitment of all in our organisation.

We are hugely proud to be Chartered Insurance Brokers and Chartered Insurers, which evidence our commitment to employee development and the provision of excellent customer service.

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**Jo Smith**
Head of Technical Training
Zurich Insurance plc

**Fiona Andrews**
Partner & Group Head of Organisational Development
Towergate Insurance
CII insurance qualifications framework

2014 Overview brochure

Enhancing professionalism across the insurance market

Support your studies and career aspirations through membership of the CII

As a member you will enjoy the following exclusive benefits and ongoing career support:

- Current market information through access to a comprehensive online library of insurance services publications, reports and documents
- Exam resources with access to an archive of exam guides for written exams and recommended reference materials
- Discounts on qualifications and learning materials – saving up to 22%
- Career support through local CPD events, training and networking opportunities (UK, Channel Islands and Isle of Man only)
- Market news and updates from our award-winning membership magazine, The Journal
- Professional designation upon completion of relevant qualifications, demonstrating your knowledge and technical capability
- Continuing Professional Development (CPD) scheme to keep your knowledge current and compliant
- NEW affinity benefits scheme providing discounts on a range of goods and services from various suppliers and retailers.

For more information and to join, visit: www.cii.co.uk/join
Or call +44 (0)20 8989 8464

*UK tax-payers can claim income tax relief on membership fees.

Belonging to the CII has made a real difference to my development as an insurance professional. It helped my studies and supports me in my career, providing the tools that I need to keep up to date with developments.

Michael Muzio ACII
Chartered Insurer
Enterprise Director,
Towergate