

# Insurance qualifications: Key facts

	Award for the Foundation Insurance Test	Certificate in Insurance	Diploma in Insurance	Advanced Diploma in Insurance
Level of qualification	<b>Introductory</b>	<b>Core</b>	<b>Technical</b>	<b>Professional</b>
Credits required to complete (existing credits carried forward)	6	40 <sup>1</sup>	120 <sup>1</sup> Minimum 90 achieved at Diploma level or above	290 <sup>1</sup> Minimum 205 at Diploma or Advanced Diploma level, with 150 at Advanced Diploma level
Credits per unit	6	10 or 15 dependent on unit chosen	20, 25 or 30 dependent on unit chosen	30 or 50 dependent on unit chosen
Number of available units	1	13 Certificate units Plus access to FIT, Diploma and Advanced Diploma units	20 Diploma units Plus access to FIT, Certificate and Advanced Diploma units	11 Advanced Diploma units <sup>3</sup> Plus access to FIT, Certificate and Diploma units
Compulsory units	(FIT) Foundation Insurance Test	<ul style="list-style-type: none"> <li>• (IF1) Insurance, legal and regulatory or</li> <li>• The Award in London Market insurance: (LM1) London market insurance essentials and (LM2) London market insurance principles and practices</li> </ul>	<ul style="list-style-type: none"> <li>• (M92) Insurance business and finance; or (530) Economics and business (Advanced Diploma in Insurance unit)</li> <li>and</li> <li>• (M05) Insurance law</li> </ul>	<ul style="list-style-type: none"> <li>• (M05) Insurance law; and</li> <li>• (M92) Insurance business and finance; or (530) Economics and business</li> <li>• (820) Advanced claims; or (930) Advanced insurance broking; or (960) Advanced underwriting</li> </ul>
Assessment format	Online exam, 2 hours 100 multiple choice questions	Online exam, 1, 1.5, or 2 hours dependent on the unit chosen Multiple choice questions/mini case studies	Written exam or mixed assessment dependent on the unit chosen <ul style="list-style-type: none"> <li>• Written exams – 2 or 3 hours with essay style/case study questions and short answers</li> <li>• Mixed assessment – one coursework assignment and one 1–1.5 hour online exam.</li> </ul>	Written exam, coursework or dissertation dependent on the unit chosen <ul style="list-style-type: none"> <li>• Written exam – 3 hours with essay style/case study questions and short answers</li> <li>• Coursework – 3 assignments of 3,000 or 4,000 words</li> <li>• Dissertation – 10,000–11,000 word dissertation</li> </ul>
Recommended study time	40 hours	40–60 hours per unit dependent on that chosen	80–120 hours dependent on that chosen	120–180 hours per unit dependent on that chosen
Combination of units at any level allowed?	Not applicable	Yes	Yes	Yes
Availability of exam sessions (Details shown apply to the UK. Outside of the UK tests/exams are offered twice-yearly)	Year-round Availability varies from centre to centre, but typically tests can be sat weekly	Year-round Availability varies from centre to centre, but typically exams can be sat weekly	Written exams – twice yearly April/October Mixed assessment Multiple-choice question exam – availability varies from centre to centre, but typically can be sat weekly	Written exam – twice yearly April/October
Entry requirements?	None	None	None We do, however, recommend that candidates should hold the following: <ul style="list-style-type: none"> <li>• Certificate in Insurance;</li> <li>or</li> <li>• 5 GCSEs grade C or equivalent</li> </ul>	None We do, however, recommend that candidates should hold the following: <ul style="list-style-type: none"> <li>• Diploma in Insurance;</li> <li>or</li> <li>• 3 A-levels or equivalent</li> </ul>
Credits available for prior learning?	No	Yes	Yes	Yes
Record of achievement issued for each unit pass?	Yes	Yes	Yes	Yes
Completion certificate/diploma awarded?	Yes Award for the Foundation Insurance Test	Yes Certificate in Insurance	Yes Diploma in Insurance	Yes Advanced Diploma in Insurance
CII membership designation	No	Cert CII, Cert CII (London Market), Cert CII (Customer Service), Cert CII (Health and Protection), Cert CII (Claims), Cert CII (Insurance Broking) <sup>2</sup> CII members are entitled to use on completion	Dip CII, Dip CII (Claims) <sup>2</sup> CII members are entitled to use on completion	ACII <sup>2</sup> CII members are entitled to use on completion
Office of Qualifications and Examinations Regulation (Ofqual) level Note: Funding may be available for approved examinations (contact Customer Service for more information)	Level 2	Level 3	Level 4	Level 6

## Notes:

To be awarded a CII qualification, you must fulfill the completion requirements of the qualification you are looking to complete. You must obtain a pass in a unit, at the same level or above, from the CII insurance qualifications framework by method of examination, coursework assessment, mixed assessment (both coursework assessment and an online multiple choice exam) or dissertation. These rules apply irrespective of how many credits your existing qualifications might provide.

1. From January 2017, credits gained from completing CII financial services units/ qualifications, or comparable from other awarding bodies, may no longer be used towards CII insurance qualifications.

The only exception to this rule will be the continued eligibility of the following CII financial services units which form relevant components of certain insurance learning pathways, e.g. health and protection:

- (J07) Supervision in a regulated environment;
- (R05) Financial protection; and
- (GR1) Group risk.

2. Continuing Professional Development and Code of Ethics requirements apply.

3. New Advanced Diploma units available April 2017: (995) Strategic underwriting; (996) Strategic claims management; and (997) Advanced risk financing and transfer.

# Insurance qualifications

## The framework in practice

These six examples demonstrate how the insurance qualifications framework works in practice and how qualifications can be obtained for different types of roles within the industry.

In all cases, CII credits count towards further study for professional-level insurance qualifications for those choosing to continue their studies.

### Award for the Foundation Insurance Test (FIT)

#### Stephen

Stephen studies and passes the Foundation Insurance Test (FIT) as part of his induction program.

- ✓ (FIT) Foundation Insurance Test
- ✓ 6 credits



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

How the market operates	Core principles and procedures	Key personal insurance products
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FIT also includes full membership of the CII providing a range of benefits which can assist him whilst studying, in addition to offering professional support and guidance.

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.

### Award in London Market Insurance (ALMI)

#### Jay

Jay 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.

- ✓ (LM1) London market insurance essentials
- ✓ (LM2) London market insurance principles and practices
- ✓ 25 credits



#### Units held

(LM1) London market insurance essentials 10 credits	(LM2) London market insurance principles and practices 15 credits
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He sits (LM1) London market insurance essentials to gain an essential grounding, followed by (LM2) London market insurance principles and practices to broaden his technical knowledge.

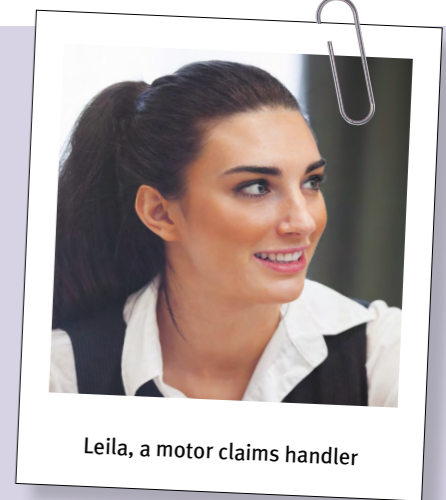
Jay is awarded the Award in London Market Insurance (ALMI). Should he wish to further his studies by completing the Certificate in Insurance, he will be exempt from compulsory unit IF1, therefore will only need to sit one other Certificate unit of choice to gain the necessary credits. If he completes the Certificate and joins as a member of the CII, he will be entitled to use the designation 'Cert CII (London Market)'.

### Certificate in Insurance

#### Leila

Wanting to develop her knowledge of claims handling, Leila enters and passes three Certificate units: the compulsory unit (IF1) Insurance, legal and regulatory and the optional units (IF4) Insurance claims handling process and (IF5) Motor insurance products.

- ✓ (IF1) Insurance, legal and regulatory
- ✓ (IF4) Insurance claims handling process
- ✓ (IF5) Motor insurance products
- ✓ 45 credits



#### Units held

(IF1) Insurance, legal and regulatory 15 credits	(IF4) Insurance claims handling process 15 credits	(IF5) Motor insurance products 15 credits
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With each unit worth 15 credits, Leila passes the 40 credit threshold for completion of the Certificate.

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.

# How does the framework work in practice? Examples

## Diploma in Insurance

### Chris

Wanting to develop his technical knowledge of the insurance business, Chris enters and passes at Diploma level the compulsory units.

- ✓ Diploma level compulsory units
- ✓ 50 credits



Chris, an account manager at a commercial brokerage

Units held		
(M92) Insurance business and finance 25 credits	(M05) Insurance law 25 credits	
<b>Chris then passes further Diploma units</b>		
(M81) Insurance broking practice 20 credits	(M93) Commercial property and business interruption insurances 25 credits	(M96) Liability insurances 25 credits
Qualification achieved		
<b>Diploma in Insurance</b> (minimum 120 credits required with at least 90 at Diploma level or above. Two compulsory units: M92 or 530, and M05)		
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.		

## Advanced Diploma in Insurance

### Josie

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.



Josie, a property underwriting assistant

- ✓ Award in London Market Insurance
- ✓ Diploma in Insurance
- ✓ 120 credits

Units already held		
(LM1) London market insurance essentials 10 credits	(LM2) London market insurance principles and practices 15 credits	(M92) Insurance business and finance 25 credits
(M05) Insurance law 25 credits	(M93) Commercial property and business interruption insurances 25 credits	(960) Advanced underwriting 30 credits
Josie then passes further Diploma and Advanced Diploma units		
(530) Economics and business 30 credits	(820) Advanced claims 30 credits	(990) Insurance corporate management 30 credits
(992) Risk management in insurance 30 credits	(M21) Commercial insurance contract wording 20 credits	(M97) Reinsurance 30 credits
Qualification achieved		
<b>Advanced Diploma in Insurance</b> (minimum 290 credits required, with at least 205 at Diploma or Advanced Diploma level, with 150 at Advanced Diploma level; units M92 or 530, and M05 compulsory)		
Josie is awarded the Advanced Diploma in Insurance on completion and, as a member of the CII, she is entitled to use the designation 'ACII'. She can also apply for 'Chartered Insurer' status and has the option to continue her studies towards Fellowship if she wishes.		

## Fellowship (including the MSc in Insurance and Risk Management)

### Anna

After university, Anna joined onto a graduate training programme with a large commercial insurer. As part of her training, she completed the Advanced Diploma in Insurance. As a member of the CII this allowed her to attain the designation 'ACII'.



Anna, a regional underwriting manager

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.

Having met the following requirements related to advanced professional development, Anna decides to enrol on the Fellowship programme.

- ✓ Advanced Diploma in Insurance
- ✓ Chartered Insurer

Continuing professional development (CPD)
Submission of three years' CPD records
Business ethics programme (BEP)
Completing a distance learning course providing a framework for the ethical and moral issues that she faces in the workplace
Major achievement
Undertaking one of the following: an insurance-related dissertation; a work-based project report; a further academic or professional qualification; or a portfolio of published works
Statement of personal development (SPD)
The submission of a statement summarising the learning and development she has gained through the Fellowship programme and how her future prospects will be helped through her achievement
Anna's personal development and related requirements
For her 'major achievement', Anna decides to obtain an additional professional qualification: the Cass Business School MSc in Insurance and Risk Management. Since she holds the Advanced Diploma in Insurance, Anna can take a fast-track route to completion of the MSc via exemptions from four of the compulsory eight core modules.
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'.