



Certificate/Diploma/ Advanced Diploma in Insurance

2011 Information for candidates

**Accelerating
your development
as an insurance
professional**



CII

www.cii.co.uk

“ It’s important to
have the credentials. ”

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- News and regulatory updates
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**To sign up please use the form enclosed,
contact us on 020 8989 8464
or visit www.cii.co.uk/join**



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The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the financial services profession, the CII promotes higher standards of integrity, technical competence and business capability.

With over 95,000 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



**INVESTORS
IN PEOPLE**

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

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Make the most of your career with CII qualifications

People take CII insurance qualifications for many reasons. For some it is a basic job requirement. Others want to expand their knowledge and improve their career prospects. For many, it is simply the desire to achieve professional status in their chosen field.

Whatever your reason for taking a CII qualification, let us guide you through all the options.

Getting started

Studying for a qualification can look pretty daunting, especially if you've been out of formal education for a while.

But there's no need to worry about making the right choice, the study time or the exams.

If you plan properly, and take advantage of all the support the CII has to offer, your journey should be a smooth one.

2. Become a member and enjoy special benefits

This is a hot tip.

Joining the CII gives you an advantage by creating a platform for your study.

It also gives you privileged access to technical information including an archive of past papers (written exams), online technical dictionaries and additional reference material building on the core qualification study texts. You also get discounts on study materials and exam entry.

Membership also supports you in your working life – see the inside front cover for more details.

4. Combine units to match your career aims

Every qualification requires you to complete a number of different units.

Some are compulsory as they provide essential foundation knowledge; the remainder cover all the core and many specialist areas of insurance. It's up to you to choose according to the requirements of your current role, or of your future career plans.

You are awarded credits for passing each unit, as you work towards the total required to pass your qualification.

Find out about the available units on page 8.

6. Be an effective learner

Follow some simple steps and you'll stand the best chances of passing:

- Formulate a realistic study plan and stick to it
- Don't cram, study a little and often
- Understand your subject by knowing the unit syllabus inside out
- Use a blend of learning and revision materials to improve understanding and recall.

3. Your past experience counts

If you hold a degree or a professional qualification in a relevant subject, for example accounting, business or law, you could receive credits that count towards completion of a CII qualification. In doing so, you'll avoid duplicating learning already completed, and obtain your CII qualification more quickly.

See the 'Recognition of prior learning' section on page 13.

5. Create a programme to fit your study style

You can make studying simpler by selecting the learning and revision materials that best suit you.

The right choice of learning materials can make a big difference.

For example, attending a CII Face-to-Face revision course can improve your chances of first time exam success by as much as 50%.

Get the inside track, on page 14.

7. Take exams when you're ready

This is not a high pressure environment. You set your own deadline with CII exams.

Diploma and Advanced Diploma exams are available twice yearly: in April and October. Ensure you're ready by starting study at least four months in advance.

Certificate exams are offered throughout the year, so pick your choice of time and location.

Get the dates on page 22 in your diary.

Certificate
Diploma
Advanced Diploma

1. Choose the qualification that's right for you

There are three qualifications to choose from: **Certificate**, **Diploma** and **Advanced Diploma** – whichever sector or role you currently work in, or aspire to, we have a qualification that will help develop your career.

Read more about the different qualifications on page 4.

Momentum makes it easier

Once you're in the habit of learning it's a good idea to keep it up. It's best not to leave it too long before moving on to the next unit, that way your knowledge remains fresh and your lifestyle is already aligned to learning.

If you have any questions not answered in this brochure, please call CII Customer Service on +44 (0)20 8989 8464.

Enhancing the CII general insurance qualifications framework

The CII qualifications framework is regularly reviewed to ensure that the qualifications remain current and aligned to the industry's needs.

During the period 2009–2011, a root and branch review has led to a sharper focus on the key disciplines of broking, underwriting, claims and London market practice.

A range of new and enhanced technical and advanced level subjects have or are being introduced, with emphasis on practical application.

You will find details of the units being introduced, enhanced and withdrawn this year on pages 8–9.

For full details of all the enhancements made please go to www.cii.co.uk/giupdate

Certificate/Diploma/Advanced Diploma in Insurance

Certificate in Insurance

Building knowledge, developing core competence

The Certificate in Insurance is a core qualification for insurance staff working across all sectors of the industry (and the logical progression from the introductory-level Foundation Insurance Test®).

It provides a grounding in:

- basic insurance principles including the regulatory environment;
- the key insurance disciplines of underwriting and claims;
- popular products including: motor, household, healthcare and packaged commercial insurances; and

- London market legislation, regulation, market practice and distribution for those starting work in or having dealings with this market.

It supports role-specific learning which will assist you to develop the relevant knowledge, skills and behaviours needed to succeed.

By covering a broad range of core topics, the Certificate allows you to develop the knowledge and confidence you need before you begin to focus your subsequent studies and specialise according to your ambitions and career requirements. This qualification is the first step towards becoming professionally qualified and, as such,

its value is widely recognised by employers throughout the insurance industry.

Upon completion CII members are entitled to use the designation 'Cert CII®' (CII Continuing Professional Development requirements apply).

Note: sector specific designations 'Cert CII (London Market)' and 'Cert CII (Claims)' are available to CII members completing the Certificate that have completed the Award in London Market Insurance (units LM1 and LM2) or (IF4) Insurance claims handling process, respectively. Faculty membership requirements also apply.

The Certificate in Insurance is appropriate for:

- Anyone wishing to gain a broad understanding of insurance principles, key disciplines and products.
- Employees who have no formal insurance qualifications but wish to objectively demonstrate insurance knowledge and understanding.
- Anyone working in specific technical claims handling or underwriting roles within a call or service centre environment.

- Insurance staff employed in support functions such as human resources, marketing, IT and finance, wishing to develop an understanding of the industry in which they work.
- Staff working for an organisation whose primary business is not insurance, but which offers insurance advice and products as part of its overall service to customers.
- Staff taking an Apprenticeship or Advanced Apprenticeship in Retail Financial Services can use the CII's Certificate in Insurance units to meet the technical certificate requirement.

Diploma in Insurance

Enhancing technical knowledge and understanding

The Diploma in Insurance is a technical and supervisory qualification for insurance staff working across all sectors of the industry (and the logical progression from the Certificate in Insurance).

It will provide you with a firm grounding in insurance fundamentals and will enable you to build towards advanced technical

knowledge, thereby ensuring you have the means to function effectively in a challenging environment.

In addition to being a valuable qualification in its own right, the Diploma can also be a milestone on the route to completion of the Advanced Diploma. In completing the Diploma you will have to gain a minimum of 90 credits at Diploma level or above and 120 credits in total. These can count towards the Advanced Diploma (for which 290 credits are required in total).

Upon completion CII members are entitled to use the designation 'Dip CII®' (CII Continuing Professional Development requirements apply).

Note: the sector specific designation 'Dip CII (Claims)' is available to members completing the Diploma that have passed (820) Advanced claims or (P85) Claims practice. Claims faculty membership requirements also apply.

The Diploma in Insurance is appropriate for:

- Insurance technicians and those who aspire to be technicians.
- Supervisors, team leaders and those with long-term ambitions of assuming managerial responsibilities.
- Anyone wishing to hold a recognised, respected insurance qualification.

- Insurance staff employed in support functions wishing to develop their knowledge of the business.
- Those wanting to develop their knowledge and understanding as part of a progression towards completion of the Advanced Diploma in Insurance and Chartered status.

Advanced Diploma in Insurance

Putting professionalism into practice

The Advanced Diploma in Insurance is a professional qualification for insurance staff working across all sectors of the industry (and the logical progression from the Diploma in Insurance). It provides an

enhanced understanding of insurance practice, both in terms of technical subject matter and overall application skills.

The Advanced Diploma is a comprehensive assessment of market knowledge and understanding. In becoming Advanced Diploma qualified you join the community of proven insurance professionals.

It is evidence of your purpose, commitment and ability. It can be your passport to a successful and fulfilling career.

Upon completion CII members are entitled to use the designation 'ACII®' (CII Continuing Professional Development requirements apply) and are eligible for Chartered status (see below).

The Advanced Diploma in Insurance is appropriate for:

- Today's insurance managers and technical specialists.
- Staff with aspirations to become managers in the future.

- Those employees who wish to demonstrate their professional standing.
- Insurance employees without another professional qualification and those who wish to build upon existing general academic qualifications, such as a degree, by obtaining an industry-specific qualification.

Flexible and comprehensive

As a Certificate, Diploma or Advanced Diploma candidate, you can select units from across the CII qualifications framework. This means you have access to the entire range of units currently available. They offer something for everyone, whatever sector of the insurance industry you work in and whatever your particular specialisation or preferred career path. These range from the fundamentals of insurance practice and legislation through to personal lines product families, classes of commercial insurance and specialisms such as risk management and marine.

All qualifications are modular in structure, enabling you to select units of study according to your preference and career requirements.

Each unit has a credit value and the accumulation of the stipulated number of credits leads to the award of the Certificate, Diploma or Advanced Diploma. Successful completion allows CII members use of the designations 'Cert CII®', 'Dip CII®' or 'ACII®' respectively (Continuing Professional Development requirements apply).

From the Advanced Diploma, as a CII member, you can apply for Chartered status (subject to having five years' experience, not necessarily post-qualification), with the CII's three Chartered titles reflecting your career specialism:

- Chartered Insurer®;
- Chartered Insurance Broker®; and
- Chartered Insurance Practitioner®.

Chartered status cements your professional standing and gives you parity with other professionals such as accountants and solicitors.

The CII also offers corporate Chartered status to qualifying firms of insurance brokers and insurance companies, further enhancing the visible professionalism of the insurance sector. The eligibility criteria for corporate Chartered status includes a specified number of directors holding individual Chartered status in their own right. See www.cii.co.uk/chartered-firm for full details.

As an individual, obtaining Chartered status can, therefore, deliver many advantages in terms of career and business advancement.

Meeting market expectations

Importantly, these qualifications have been designed to assist you and your employer to comply with both the existing and future regulatory training and competence requirements. The Financial Services Authority (FSA) requires you to demonstrate that you are competent in the work you do, and thereafter to maintain this competence. This approach is designed to ensure that you have the appropriate knowledge and skills to perform your job effectively. Qualifications can play an important role in helping to meet the requirements by serving as an objective measurement of your technical awareness and understanding.

Office of Qualifications and Examinations Regulation (Ofqual)

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

The Certificate in Insurance is accredited with Ofqual at Level 3.

Selecting and entering for a qualification

Why a CII insurance qualification?

These qualifications can help your career in the following ways:

- Demonstrate to your employer, peers and customers your commitment to personal learning and development.
- Can form part of an overall programme to meet the regulator's training and competence requirements.
- Supports lifelong learning as prior study is recognised as you progress through the qualifications framework, taking accumulated credits with you.
- Supports personalised learning programmes as you select the topics most appropriate to your role, rather than follow a rigid pre-set learning pathway.
- A 'Record of Achievement' is awarded for each unit passed, providing portable and permanent evidence of learning undertaken.
- Certificate/Diploma/Advanced Diploma in Insurance awarded upon completion.

Entry requirements

There are no entry requirements in order to study for these qualifications. However, we would recommend that in the case of the Diploma and Advanced Diploma, candidates hold the following qualifications or their equivalent:

- Diploma – the Certificate in Insurance or 5 GCSEs grade C or equivalent.
- Advanced Diploma – the Diploma in Insurance or 3 A levels or equivalent.

Aside from the requirements set out below and opposite you are free to select units from across all the CII's insurance qualifications/study programmes: Award in Insurance, Certificate in Insurance, Diploma in Insurance and Advanced Diploma in Insurance.

This approach provides you with maximum flexibility, enabling you to choose units from those currently available across our qualifications. The advantage here is that someone still developing their study skills or subject to a particularly demanding work schedule can initiate or continue their studies by taking a larger number of lower level units. See the section headed 'Flexible learning options' on page 12 for full details.

Completion requirements

Certificate

To achieve the Certificate in Insurance you must accumulate a minimum of 40 credits. Candidates are required to take (IF1) Insurance, legal and regulatory – worth 15 credits or the Award in London Market Insurance (units LM1 and LM2) – worth 25 credits.

Diploma

To achieve the Diploma you must accumulate 120 credits, with at least 90 at Diploma level or above.

We would recommend that all Diploma entrants also sit (IF1) Insurance, legal and regulatory as this covers the workings of the market, including the legal and regulatory framework and the essentials of insurance practice.

Advanced Diploma

To achieve the Advanced Diploma you must accumulate a minimum of 290 credits, with at least 205 at Diploma level or above and 90 at Advanced Diploma level.

* Due to the extent of syllabus overlap, you may already satisfy the compulsory requirements if you hold another, now withdrawn, unit. See pages 10–11 for units treated as equivalent

Your next step

Now that you have read about the Certificate, Diploma and Advanced Diploma in Insurance, gained an understanding of what they offer and decided which one meets your career development plans, it is time to finalise your entry.

- Upon completion of these qualifications CII members are entitled to use the corresponding designation. These are respected throughout the industry and increasingly acknowledged by the public as demonstrating professional standing (Continuing Professional Development requirements apply).
- CII members holding the Advanced Diploma can apply to become Chartered title-holders.

The following pages contain all the information you require to select the most appropriate study path. As you read through these, you will learn about the units on offer, the available learning materials, course and exam entry dates and deadlines, terms and conditions relating to entry, and the different ways you can enter.

You can also access FAQs at www.cii.co.uk/faq

The following compulsory unit requirement applies:

Unit	Credits		Units	Credits
(IF1) Insurance, legal and regulatory*	15	or	The Award in London Market Insurance: (LM1) London market insurance essentials and (LM2) London market insurance principles and practices	25

Note: Anyone who has passed unit IF1 is precluded from taking unit LM1 and vice versa on account of the degree of syllabus overlap.

The following compulsory unit requirements apply:

Units	Credits		Unit	Credits
(P92) Insurance business and finance	25	or	(530) Economics and business (Advanced Diploma in Insurance unit)	30
(P05) Insurance law*	25	–	–	–

The following compulsory unit requirements apply:

Units	Credits		Unit	Credits
(P92) Insurance business and finance (Diploma in Insurance unit)	25	or	(530) Economics and business	30
(P05) Insurance law* (Diploma in Insurance unit)	25	–	–	–

What does each qualification involve?

There is no prescribed order in which units must be taken, but it is strongly recommended that, for each qualification, you sit the required compulsory units first since these provide foundation knowledge upon which the others build.

This flexible approach allows you to develop a course programme that suits your particular needs and requirements. You can tailor learning to your current role and/or develop areas which are new to you or where you need to gain in-depth knowledge.

Detailed opposite is a list of the available Certificate, Diploma and Advanced Diploma units. Full details are available online at www.cii.co.uk/gi-qualifications or from Customer Service.

Note: The Diploma in Financial Planning unit (J07) Supervision in a regulated environment, can be used towards completion of the Certificate, Diploma and Advanced Diploma in Insurance. This covers key aspects of supervision, leadership and coaching, and provides 20 Diploma level credits on completion.

See the Diploma/Advanced Diploma qualifications for the advice sector brochure ref ICF014 (11/10) for details.

Award in Insurance unit		Credits	
(FIT)	Foundation Insurance Test	6 (Certificate level)	
Certificate in Insurance units		Credits	
(LM1)	London market insurance essentials	10	
(LM2)	London market insurance principles and practices	15 per unit	
(IF1)	Insurance, legal and regulatory – Certificate compulsory unit		
(IF2)	General insurance business		
(IF3)	Insurance underwriting process		
(IF4)	Insurance claims handling process		
(IF5)	Motor insurance products		
(IF6)	Household insurance products		
(IF7)	Healthcare insurance products		
(IF8)	Packaged commercial insurances		
Diploma in Insurance units		Credits	
(P21)	Commercial insurance contract wording	20 per unit	
(P80)	Underwriting practice		
(P81)	Insurance broking practice		
(P85)	Claims practice		
(P86)	Personal insurances		
(P05)	Insurance law – Diploma/Advanced Diploma compulsory unit		25 per unit
(P90)	Cargo and goods in transit insurances		
(P92)	Insurance business and finance – Diploma/Advanced Diploma compulsory unit		
(P93)	Commercial property and business interruption		
(P94)	Motor insurance		
(P96)	Liability insurances		
(P91)	Aviation and space insurance	30 per unit	
(P97)	Reinsurance		
(P98) NEW	Marine hull and associated liabilities (first examination sitting April 2011)		
Advanced Diploma in Insurance units		Credits	
(510)	Risk, regulation and capital adequacy (last examination sitting October 2011)	30 per unit	
(530)	Economics and business		
(555)	Life and disability underwriting		
(556)	Life and disability claims		
(590)	Principles of Takaful		
(655)	Risk management		
(735)	Life assurance		
(770)	Principles of marine insurance (last examination sitting October 2011)		
(790)	Private medical insurance		
(815)	Underwriting management (last examination sitting October 2011)		
(820)	Advanced claims		
(930)	Advanced insurance broking		
(945)	Marketing insurance products and services		
(960) NEW	Advanced underwriting (first examination sitting April 2011)		
(990)	Insurance corporate management		
(CITIP)	Certificate in IT for insurance professionals (see page 13 for details) (last examination sitting October 2011)		

What does each qualification involve?

Credit awards for equivalent units

Due to the extent of syllabus overlap, certain combinations of units will result in only one award of credits. Where two comparable units are held, the higher of the two credit figures will be added to your CII Learning Account.

However, should you wish, you may still choose to sit an 'overlapping' unit in order to enhance your knowledge. Units affected are shown opposite.

Units treated as equivalent:

Existing unit title	Credits and level	Existing unit title	Credits and level
(IF1) Insurance, legal and regulatory	15 – Certificate	(LM1) London market insurance essentials	10 – Certificate
Withdrawn unit title	Credits and level	Current unit title	Credits and level
(770) Principles of marine insurance	30 – Advanced Diploma	(P98) Marine hull and associated liabilities New for 2011	30 – Diploma
(780) Aviation insurance	30 – Advanced Diploma	(P91) Aviation and space insurance	30 – Diploma
(815) Underwriting management	30 – Advanced Diploma	(960) Advanced underwriting New for 2011	30 – Advanced Diploma
(P04) Business practice	20 – Diploma	(P92) Insurance business and finance	25 – Diploma
(P01) Insurance practice and regulation	20 – Diploma	(IF1) Insurance, legal and regulatory	15 – Certificate
		(IF2) General insurance business	15 – Certificate
(P03) Legal aspects of insurance	20 – Diploma	(P05) Insurance law	25 – Diploma
(520) Company and contract law	30 – Advanced Diploma		

The mechanics of studying

The exams are based on the published syllabuses, which are in themselves important aids to exam preparation and revision. It is essential that you familiarise yourself with these before commencing study.

These set out the learning outcomes expected of candidates in the exam for each unit.

The syllabuses also identify published material designed to assist you in preparing for exams under the following headings: primary text, additional reading, reference works and periodicals.

To obtain the syllabuses free of charge, visit www.cii.co.uk/gi-qualifications. Copies may also be obtained from Customer Service. A full syllabus is provided within each study text.

Units	Exam format	Length of exam	Nominal passmark	Study hours	Exam sessions	
IF1/IF2/IF7	100 multiple choice questions	2 hours	70%	50	Year round (UK only, international sessions held during Apr & Oct – see page 22) – see www.cii.co.uk/online for details	
IF3/IF4/IF8	75 multiple choice questions			40		
IF5/IF6	50 multiple choice questions and 5 case studies, each comprising multiple choice questions			60		
LM1	50 multiple choice questions	1 hour	55%	96		April/October
LM2	55 multiple choice questions and 4 case studies, each comprising multiple choice questions	2 hours		100		
P92	20 compulsory short answer questions	3 hours	55%	96		
P05/P90/P91/P93/P94/P96/P97/P98	14 compulsory short answer questions and two case study/essay questions from a choice of three or four	3 hours		100		
P21	Eight compulsory short answer questions and two case study/essay questions from a choice of three or four	2 hours	55%	120		
P80/P81/P85/P86	15 short answer questions	2 hours		100		
510/555/556/590/735/770/790/815	Eight compulsory short answer questions, plus case study and essay questions. Most include one compulsory case study question, although the overall level of choice depends upon the unit being examined	3 hours	50%	150		
530/655/820/930/945/960/990	One case study question and two essay questions from a choice of three	3 hours		150		

Notes: The recommended minimum study hours are shown in the table above (this will vary according to your experience and ability).

The nominal pass marks are also shown. However, the actual pass marks may vary slightly from one session to another to ensure that the pass standard remains constant.

You may sit as many exams as desired at a single sitting, although it is strongly recommended that no more than two Diploma or Advanced Diploma units per session are taken.

What does each qualification involve?

Additional benefits

By sitting certain combinations of units, you can acquire other qualifications on the way to completing the Certificate/Diploma/Advanced Diploma:

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 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 Contract Wording

Contract certainty is one of the major issues facing the insurance industry, especially within Lloyd's and the London market.

The FSA requires the provision of clear, comprehensive and fully-agreed policy wordings before inception to all policyholders.

To help individuals and organisations meet this requirement, the CII has developed the Certificate in Contract Wording. It is designed to enhance knowledge of the practical application of wordings and the issues associated with them.

To acquire the Certificate, you must study and pass two units from the Diploma in Insurance: (P05) Insurance law (or already hold one of the withdrawn legal units P03 or 520) and (P21) Commercial insurance contract wording. Candidates meeting the completion requirements will automatically be awarded the Certificate in Contract Wording.

Diplomas in Life and Disability Underwriting and Claims

The CII and the Assurance Medical and Underwriting Society (AMUS) jointly developed the **Diploma in Life and Disability Underwriting (DLDU)**. This is awarded, subject to terms and conditions, to candidates who pass: (P05) Insurance law; (555) Life and disability underwriting; and (735) Life assurance.

The CII, AMUS and the Health Claims Forum jointly developed the **Diploma in Life and Disability Claims (DLDC)**. This is awarded, subject to terms and conditions, to candidates passing: (P05) Insurance law; (556) Life and disability claims; and (735) Life assurance.

For information about the DLDU and/or DLDC, contact the AMUS on +44 (0)20 7636 6308 or write to them at Lettsom House, 11 Chandos Street, London W1G 9EB.

Certificate in IT for Insurance Professionals (CITIP)

The CII and the British Computer Society (BCS) have jointly developed the **Certificate in IT for Insurance Professionals**, which provides anyone working in insurance with a firm grounding in IT applications. In addition to being an Advanced Diploma unit, worth 30 credits, it is also a qualification in its own right, with a certificate awarded by the BCS upon completion.

A separate 'Certificate in IT for Insurance Professionals' booklet containing an outline of the qualification, exam regulations, detailed syllabus, entry form and coursebook order form is available online at www.cii.co.uk/CITIP or from Customer Service.

Please note: the final exam for CITIP will be held in October 2011.

Flexible learning options

The overall CII insurance qualifications framework is extremely flexible, allowing you to select units from qualifications other than the one for which you are studying. Therefore, if you are working towards the Certificate, Diploma or the Advanced Diploma in Insurance you are able to select units from the entire insurance qualifications framework.

If you sit or have sat CII financial planning exams (for example, the Financial Planning

Certificate, Certificate in Financial Planning, Diploma/Advanced Diploma in Financial Planning, Diploma in Regulated Financial Planning, Advanced Financial Planning Certificate, or comparable exams from other professional and educational bodies), you will also receive credits that can count towards completion of the general insurance qualifications.

When studying for the Certificate you are able to claim up to 30 credits in respect of financial planning units, in the case of the Diploma you are allowed to claim up to 60 credits and for the Advanced Diploma, 180 credits.

Recognition of prior learning

Credits may be awarded for prior learning, including exams that you may have already passed under discontinued CII qualification routes. These credits can be used as part of your route to the qualifications of Certificate, Diploma and Advanced Diploma.

If you have previously passed a CII exam or obtained exemptions you will automatically have had the appropriate credits added to your 'Learning Account' with the CII. You can request details online at www.cii.co.uk/learningstatement or by calling Customer Service.

By claiming credits for qualifications you've attained outside the CII framework, you'll avoid duplicating learning already undertaken, in turn reducing the amount of study and obtaining your CII qualification more quickly.

If you wish to claim credits in respect of non CII qualifications held, please visit www.cii.co.uk/prior-learning where you can read full guidance on the rules and requirements and download an application form.

Important note: To be awarded a CII qualification, you must obtain, by CII examination, a pass in a unit from the qualification that you are looking to complete, and meet the qualification completion requirements. These rules apply irrespective of how many credits your existing qualifications might provide.

Study options and revision aids Blended learning programme

Certificate in Insurance blended learning programme

New and existing members of the CII who are studying for Certificate in Insurance units IF1–IF8 can access an exclusive package consisting of learning and revision materials, exam entry and discounted revision courses to support their studies.

Results from 2010 show that candidates who studied using the blended learning programme improved their chances of first time exam success by an average 12%.[†]

This blended learning programme develops a deep and practical understanding of the course content, laying the essential foundation of knowledge required to build a successful career in the insurance profession.

The Certificate blended learning programme is available for units IF1–IF8 and costs £283 per unit (CII membership payable separately)

This means big savings in completing the Certificate:

- Existing CII members: save over £100
- New CII members: save over £160, even after the cost of membership.

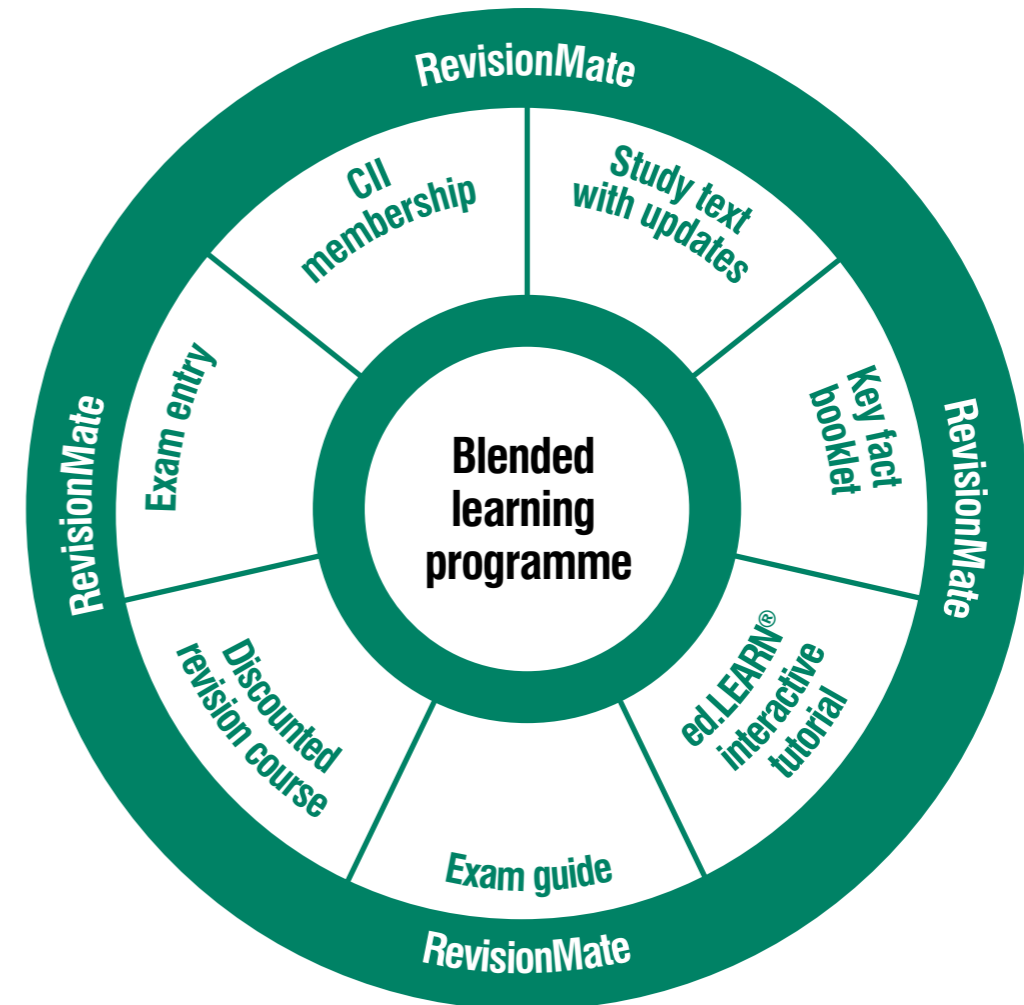
You can buy your blended learning programme (and take out CII membership, if you're not already a member), by:

- going to www.cii.co.uk/cert-ins-blend
- calling Customer Service; or
- completing the application form at the back of this brochure.

In 2010 candidates who studied using the Certificate blended learning programme improved their chances of first-time exam success by an average 12%[†]

[†]When compared to candidates using 'Study text' only.
Source: CII statistics 2010

Making the most of your learning activity



CII membership

Practical tools to support your studies including: reference materials, online technical dictionaries, fact files and much, much more. See inside front cover for more details.

Study text with updates

Covering the exam syllabus in a straightforward and user-friendly format. Includes examples, key point summaries and self-test questions.

Key fact booklet

Pocket-sized booklet summarising material from the study text, great for use when travelling.

ed.LEARN® interactive tutorial

Interactive study programme backed by self-assessment tools.

Exam guide

A specimen exam guide with answers and hints and tips on how to pass the exam.

Discounted revision course

A discount of 20% on any CII course for the unit concerned.

Exam entry

Entry to the exam itself.

RevisionMate

An online study tool that provides a study planner, knowledge-check facility, definitions of key terms, specimen examination and a series of valuable hints and tips.

Further details on the individual elements of the blended learning programme can be found in the following pages.

Notes:

- Current membership of the CII is required. Non-members can join at the time of purchase
- Exam entries must be used within 12 months of purchase
- Discounts on revision course entries are applicable to the unit(s) for which the blended learning programme was purchased
- Full details will be provided on purchase.

Study options and revision aids

To help you pass your exams first time we have developed a comprehensive portfolio of study options and revision aids which have been proven to enhance the chances of exam success. These can be ordered online at www.cii.co.uk/gi-qualifications over the phone by calling Customer Service on +44 (0)20 8989 8464, or by post/fax using the application form at the back of the brochure.

The prices quoted are for individuals. Companies requiring pricing information for groups of employees should call Customer Service to discuss their requirements.

CII members benefit from a discount on the price of study options, revision aids and exam entry.

The study options and revision aids available vary according to the unit selected. Details are shown opposite and overleaf.

In addition, regardless of which study option you choose (with the exception of the blended learning programme and Award in London Market Insurance packages), there is a standard exam entry fee (see pages 26–27 for details).

Guidance on Certificate unit purchases

- You must purchase the study text and revision aids for the period during which you plan to sit the exam.
- For 2010–2012 only:
 - the 2010 exam syllabus and study materials for Certificate units IF1–IF8 will be examined through to 31 August 2011.
 - the 2011/12 exam syllabus and study materials will be available from June 2011 and examined from September 2011 through to 31 December 2012.
 - thereafter updated syllabuses and study materials will be released annually in October for examination from 01 January through to 31 December.
- The above changes do not affect units LM1 and LM2, for which syllabuses and study material continue to be released annually in October for examination during the period January–December.

Guidance on Diploma/Advanced Diploma unit purchases

For Diploma and Advanced Diploma units the listed study options are based on an enrolment period of 12 months, during which time you are recommended to sit the exam, whilst these are current.

Important notes applicable to all qualifications:

- Please allow 10 days for delivery to a UK address and 21 days to a non-UK address from receipt of your order.
- For materials sent within the UK, you, or someone acting on your behalf, will be required to sign for the delivery.

Study options	Cost per unit		
	Member	Non-member	
Continuous assessment (all Diploma and Advanced Diploma units except units 590, 990 and CITIP. For some units, courses are in development – estimated availability: 530, 655, 820, 930, 945 and 960 – Jan 2011 P90 and P97 – May 2011 P91 and P98 – monitor the CII website). *Please note: as units 510, 770 and 815 will be withdrawn after the October 2011 exam session, all assignments for these units must be submitted to tutors no later than 09 September 2011. The deadline for enrolment onto these units will be 08 Jul 2011.	£228	£252	This is a 12 month tutor assisted learning course including provision of a study text designed to support study towards a thorough understanding of the exam syllabus, together with the facility to complete a series of assignments which are marked by an expert tutor and count towards the final exam mark. The study text breaks down the syllabus into concise sections, with each chapter containing clearly defined learning outcomes and a series of self-test questions. It also includes a detailed exam syllabus outlining the subject areas that may be tested in the exam and updates for 12 months after enrolment. Also included with Diploma – and some Advanced Diploma – level study texts is a suite of online services delivered through our 'RevisionMate' study tool. See below for further details on the study text and RevisionMate. As you work through each assignment and gain feedback from your tutor, you will be able to gauge your progress towards exam readiness. You will also be able to make use of a written enquiry service where advice can be sought on specific issues. Depending on the unit chosen, the exact format of the course varies in number of assignments and choice of those you complete. For more information, visit www.cii.co.uk/ca Candidates meeting the qualifying requirements in this course will have a fixed increase of 10% of the total marks available on the exam paper applied to their exam result. Past results have indicated significantly higher success rates for candidates who have selected this form of study.
Diploma and Advanced Diploma units Study text with updates	£124	£140	This is a self-study course. There is no support from a tutor with this option. This option consists of the study text with updates for 12 months after enrolment. Diploma unit (and Advanced Diploma units 530, 655, 820, 930, 945, 960 and 990) study texts include access to an unrivalled suite of online services to support your studies through our 'RevisionMate' study tool. These include a study planner, student discussion forums, specimen examination or past papers, electronic reference copy of the study text and hints and tips, as well as extra activities as highlighted in your study text. Full details will be provided with your study text.
Certificate units Study text with updates (units IF1–IF8)	£108	£127	This is a self-study course. There is no support from a tutor with this option. This option consists of the study text, with electronic updates which will automatically be made available for the examination period to which they relate. Further details are included on the title page of the study text. The study text includes access to an unrivalled suite of online services to support your studies through our 'RevisionMate' study tool. See above for further details on RevisionMate.
Award in London Market Insurance Bundled study package (LM1+LM2)	£269	£269	This bundled package includes all the features of the LM1 and LM2 study packages below, for both units, giving you everything you need to study for the Award in London Market Insurance. The cost of the bundled package represents a significant discount on buying the two packages separately.
Study package (LM1)	£132	£166	The study package includes a bound printed study text with electronic updates. The study text includes access to an unrivalled suite of online services to support your studies through our 'RevisionMate' study tool.
Study package (LM2)	£193	£243	The study package also includes your first exam entry , which can be redeemed up to a year after you buy the package.
Diploma and Advanced Diploma units Study text renewal (all units)	£50	£65	As the study text is a valuable reference tool in your day-to-day job, we offer an option to receive updates for a full 12 months after your course has expired. This option is renewable on an annual basis and you will be sent an automatic invitation to update your material.
Certificate units Study text renewal (all units)	£48	£62	As the study text is a valuable reference tool in your day-to-day job, we offer an option to receive the next edition of the study text together with electronic updates. This option is renewable on an annual basis and you will automatically be sent an invitation to update your material.
Upgrade from study text with updates to continuous assessment (see above for information on units available).	£91	£99	Note: You can only upgrade to continuous assessment if you have not previously submitted assignments in that unit under a current or previous continuous assessment course.

Study options and revision aids

The CII offers a range of revision aids to support all learning styles and routines. Each has been developed to provide practical assistance in understanding the unit syllabus and achieving exam success.

Revision aids	Cost per unit			
	Member	Non-member		
Examination guides (all units)	£12 (inc VAT)	£13 (inc VAT)	Depending upon the selected unit, these comprise either a past paper with examiners' comments on candidates' performance and key points for inclusion in your answers or a complete specimen examination and answers, highlighting syllabus areas covered and useful hints. These are available to purchase online at www.cii.co.uk being supplied as PDF files for you to print off as and when required for your own use. The content of the latest exam guide is included FREE within the RevisionMate study tool provided with Certificate, Diploma and selected Advanced Diploma level study text purchases.	
Key fact booklets (available for units IF1–IF8, P05, P80, P81, P85, P92 and 510. Monitor www.cii.co.uk for release dates of Key fact booklets for further units.)	£23	£25	Comprehensive pocket-sized booklets summarising the key information contained in the study text. These are perfect for studying when travelling to and from work or in situations when reading a coursebook is impractical.	
ed.LEARN® (available for units IF1–IF8)	£83 (inc VAT)	£83 (inc VAT)	Online tutorial providing highly interactive study, backed by a revision assessment tool to check understanding as you progress with your studies. Visit www.cii.co.uk/elearning to view the course demo. Notes: • This material can also be purchased in a CD ROM format for £83. • Minimum operating requirements (unsupported on Mac OS/OSX): – ed.LEARN®: Windows 2000, XP or Vista; Internet Explorer 6 or 7. – CD ROM: Windows 2000, XP or Vista; Internet Explorer 6 or 7; 8 speed CD ROM; 80MB free hard disk space.	
Winning the brain game	£27	£27	Improving study and exam techniques can help everyone, at whatever age, and whatever the qualification. This is a highly inventive and fully interactive programme which is delivered on RevisionMate for download. Notes: • This material can also be purchased in CD ROM format for £29. • Operates on all Windows software.	
Revision workshops (see table on page 20)	(P05, P97) (530, 655, 815, 820, 930)	£385 £410	£445 £475	Available prior to examinations, these courses enable you to: • discover what the examiner is looking for; • discuss the common mistakes made by candidates and how to avoid them; • learn useful revision and exam techniques; • clarify your areas of concern in the syllabus.
Revision days (see table on page 20)	(IF1–IF4) (P05, P21, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97) (510, 530, 590, 655, 735, 815, 820, 945, 990)	£205 £230 £260	£235 £270 £300	The workshops provide you with the opportunity to examine in more detail the exam syllabus and past/specimen papers. They provide additional question practice and support in-depth discussion with the course tutor. The evening classes are ideal for those candidates who find that work commitments prevent them attending courses during working hours.
Evening classes (see table on page 22)	Eight week course (510) Six week course (P05, P97, 530)	£495 £370	£570 £430	
Generic using formulae and practising calculations course (see table on page 22)	£205	£235	This one-day course is suitable for candidates studying for the statistical component of 510 and will enable you to: • obtain a basic grounding in mathematical principles; • discuss the common mistakes made by candidates and how to avoid them; • clarify your areas of concern in using formulae.	
Exam techniques course (see table on page 22)	£155	£175	This generic half-day course helps candidates studying for the Diploma/Advanced Diploma refine their overall exam approach by: • reviewing technique on both short and essay questions; • identifying what the examiner is looking for; • discussing the common mistakes made by candidates and how to avoid them.	

Face-to-face revision courses

In 2010 candidates who attended a CII revision course improved their chances of exam success by up to 50%*

* Source: CII Statistics 2010



Making your choice

Our 2011 course timetable is given opposite and overleaf. Before finalising your booking we recommend you visit www.cii.co.uk/f2f-insurance to determine course availability. Alternatively you can contact Customer Service on +44 (0)20 8989 8464.

Two day revision workshops	Venue	Dates
(P05) Insurance law	London	22–23 Mar/21–22 Sep
	Glasgow	29–30 Mar/26–27 Sep
	Manchester	06–07 Sept/19–20 Sep
(P97) Reinsurance	London	05–06 Apr/04–05 Oct
(530) Economics and business	London	23–24 Mar/21–22 Sep
(655) Risk management	London	16–17 Mar/14–15 Sep
(815) Underwriting management	London	22–23 Mar/20–21 Sep
(820) Advanced claims	London	24–25 Mar/27–28 Sep
(930) Advanced insurance broking	London	15–16 Mar/04–05 Oct

Revision days	Venue	Dates
(IF1) Insurance, legal and regulatory	London	10 Jan/12 Apr/13 Jun/10 Oct/05 Dec
	Glasgow	19 Apr/18 Oct
	Manchester	01 Mar/02 Sep
(IF2) General insurance business	London	08 Feb/12 May/14 Jul/11 Oct/06 Dec
	Glasgow	20 Apr/20 Oct
	Manchester	04 Mar/01 Sep
(IF3) Insurance underwriting process	London	09 Feb/13 Apr/14 Jun/10 Aug/11 Oct/07 Dec
(IF4) Insurance claims handling process	London	18 Feb/15 Jul
(P05) Insurance law	London	15 Mar/25 Mar/31 Mar/07 Apr/12 Sep/20 Sep/27 Sep/04 Oct
	Birmingham	01 Apr
	Glasgow	05 Apr
	Manchester	29 Mar
(P21) Commercial insurance contract wording	London	24 Mar/19 Sep
(P80) Underwriting practice	London	31 Mar/02 Sep
(P81) Insurance broking practice	London	05 Apr/09 Sep
(P85) Claims practice	London	11 Apr/23 Sep
(P86) Personal insurances	London	08 Apr/21 Sep
(P90) Cargo and goods in transit insurances	London	03 Oct
(P91) Aviation and space insurance	London	30 Mar/29 Sep
(P92) Insurance business and finance	London	30 Mar/12 Apr/12 Sep/10 Oct
(P93) Commercial property and business interruption	London	24 Mar/22 Sep
(P94) Motor insurance	London	23 Mar/28 Sep
(P96) Liability insurances	London	06 Apr/30 Sep
(P97) Reinsurance	London	31 Mar/06 Oct
(510) Risk, regulation and capital adequacy	London	08 Mar/16 Mar/23 Mar/31 Mar/06 Sep/15 Sep/22 Sep/29 Sep
	London	09 Mar/17 Mar/24 Mar/05 Apr/08 Sep/16 Sep/23 Sep/30 Sep
(530) Economics and business	London	16 Mar/06 Apr/14 Sep/05 Oct
(590) Principles of Takaful	London	30 Mar/21 Sep
(655) Risk management	London	15 Mar/05 Apr/13 Sep/04 Oct
(735) Life assurance	London	25 Mar/23 Sep
(815) Underwriting management	London	14 Mar/12 Sep
(820) Advanced claims	London	28 Mar/28 Sep
(945) Marketing insurance products and services	London	10 Mar/31 Mar/15 Sep/06 Oct
(990) Insurance corporate management	London	21 Mar/26 Sep

Face-to-face revision courses



Before finalising your booking we recommend you visit www.cii.co.uk/f2f-insurance to determine course availability.

Alternatively you can contact Customer Service on +44 (0)20 8989 8464.

Evening classes	Venue	Dates
Eight week course: (510) Risk, regulation and capital adequacy (Tuesdays 17.30–19.30)	London	15 Feb/22 Feb/01 Mar/08 Mar/15 Mar/22 Mar/29 Mar/05 Apr
	London	16 Aug/23 Aug/30 Aug/06 Sep/13 Sep/20 Sept/27 Sep/04 Oct
Six week courses: (530) Economics and business (Wednesdays 17.30–19.30)	London	02 Mar/09 Mar/16 Mar/23 Mar/30 Mar/06 Apr
	London	07 Sep/14 Sep/21 Sep/28 Sep/05 Oct/12 Oct
(P97) Reinsurance (Wednesdays 17.30–19.30)	London	02 Mar/09 Mar/16 Mar/23 Mar/30 Mar/06 Apr
	London	07 Sep/14 Sep/21 Sep/28 Sep/05 Oct/12 Oct
(P05) Insurance law (Mondays 17.30–19.30)	London	28 Feb/07 Mar/14 Mar/21 Mar/28 Mar/04 Apr
	London	30 Aug/05 Sep/12 Sep/19 Sep/26 Sep/03 Oct

Generic using formulae and practising calculations	Venue	Dates
One-day course	London	14 Mar/13 Sep

Exam techniques	Venue	Dates
Half-day course	London	07 Mar/13 Sep

Important deadlines

The following dates apply to all Diploma and Advanced Diploma exam entries together with all non-UK Certificate entries.

Candidates planning to sit Certificate exams in the UK should go to www.cii.co.uk/online

	April 2011 exams	October 2011 exams
Recommended last date for continuous assessment enrolment	14 Jan 11	08 Jul 11
Last date for continuous assessment assignments to be with your tutors	11 Mar 11	09 Sep 11
Closing date for your exam entry and payment to reach the CII • At normal fee (Changes to exam entries, etc. not accepted after these dates) • At late entry fee	02 Mar 11	24 Aug 11
	25 Mar 11	16 Sep 11
Exam entry confirmation*	Despatched within seven working days from receipt of application form	
Receive your exam admission permit*	Despatched 10 days before the exams begin or six weeks for international applicants	
Sit exams	11–14 Apr 11	03–06 Oct 11
Exam results released online** www.cii.co.uk/results and posted • Diploma/Advanced Diploma units (except unit 590) – UK exam centres • Unit 590 – UK exam centres • Diploma/Advanced Diploma units – International exam centres • Certificate units – International exam centres	10 Jun 11	02 Dec 11
	17 Jun 11	09 Dec 11
	20 May 11	11 Nov 11
Entry for the next exam	You do not have to wait for your results before entering for an exam in the next session	

* Please contact Customer Service if you do not receive these. When you receive your **admission permit** you **MUST** check whether any change has been made in the date or times of the exam for which you have entered and that the exam shown on your permit is the one that you intend to sit. If there is any discrepancy you should contact Customer Service immediately.

** To access your results online you will need to be logged in to the CII website using your CII Permanent Identity Number (PIN) and password.

Exam timetable

The following dates apply to all Diploma and Advanced Diploma exams together with all non-UK Certificate exams.

Candidates planning to sit Certificate exams in the UK should go to www.cii.co.uk/online

Exam unit	Dates	Time
Non-UK Certificate exams		
(IF1) Insurance, legal and regulatory	11 Apr/03 Oct	10.00
(IF2) General insurance business	12 Apr/04 Oct	10.00
(IF3) Insurance underwriting process	13 Apr/05 Oct	10.00
(IF4) Insurance claims handling process	14 Apr/06 Oct	10.00
(IF5) Motor insurance products	11 Apr/03 Oct	10.00
(IF6) Household insurance products	12 Apr/04 Oct	10.00
(IF7) Healthcare insurance products	13 Apr/05 Oct	10.00
(IF8) Packaged commercial insurances	14 Apr/06 Oct	10.00
(LM1) London market insurance essentials	12 Apr/04 Oct	10.00
(LM2) London market insurance principles and practices	13 Apr/05 Oct	10.00
Diploma exams		
(P05) Insurance law	12 Apr/04 Oct	13.30
(P21) Commercial insurance contract wording	13 Apr/05 Oct	10.00
(P80) Underwriting practice	12 Apr/04 Oct	10.00
(P81) Insurance broking practice	14 Apr/06 Oct	10.00
(P85) Claims practice	14 Apr/06 Oct	10.00
(P86) Personal insurances	12 Apr/04 Oct	10.00
(P90) Cargo and goods in transit insurances	12 Apr/04 Oct	13.30
(P91) Aviation and space insurance	14 Apr/06 Oct	13.30
(P92) Insurance business and finance	13 Apr/05 Oct	13.30
(P93) Commercial property and business interruption	14 Apr/06 Oct	13.30
(P94) Motor insurance	14 Apr/06 Oct	13.30
(P96) Liability insurances	13 Apr/05 Oct	13.30
(P97) Reinsurance	13 Apr/05 Oct	13.30
(P98) Marine hull and associated liabilities	11 Apr/03 Oct	13.30
Advanced Diploma exams		
(510) Risk, regulation and capital adequacy	14 Apr/06 Oct	13.30
(530) Economics and business	13 Apr/05 Oct	13.30
(555) Life and disability underwriting	13 Apr/05 Oct	13.30
(556) Life and disability claims	11 Apr/03 Oct	13.30
(590) Principles of Takaful	11 Apr/03 Oct	13.30
(655) Risk management	12 Apr/04 Oct	13.30
(735) Life assurance	14 Apr/06 Oct	13.30
(770) Principles of marine insurance	11 Apr/03 Oct	13.30
(790) Private medical insurance	12 Apr/04 Oct	13.30
(815) Underwriting management	12 Apr/04 Oct	13.30
(820) Advanced claims	11 Apr/03 Oct	13.30
(930) Advanced insurance broking	11 Apr/03 Oct	13.30
(945) Marketing insurance products and services	14 Apr/06 Oct	13.30
(960) Advanced underwriting	12 Apr/04 Oct	13.30
(990) Insurance corporate management	12 Apr/04 Oct	13.30

Costs, fees and refunds

All fees apply 01 Jan 2011–31 Dec 2011.

CII membership

For those candidates wishing to become CII members, one of the subscription fees shown opposite are payable, in addition to a one-off £36 admission fee.

If you pay the subscription fee by monthly Direct Debit, we will spread the cost of the admission fee across your 12 monthly payments.

* A discounted membership fee is available for individuals residing in the following countries. These have been categorised as 'low' or 'lower middle income' by The World Bank Country Income Classification List (as of July 2010) with the exception of those marked with '':

Afghanistan, Angola, Armenia, Azerbaijan', Bangladesh, Belize, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Comoros, Congo (Dem. Republic of), Cote d'Ivoire, Djibouti, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Gambia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Jordan, Kenya, Kiribati, Korea (Dem. Rep. of), Kosovo, Kyrgyzstan, Lao People's Democratic Rep., Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Philippines, Republic of Moldova, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Africa', Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania (United Rep. of), Thailand, Timor Leste, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen, Zambia, Zimbabwe.

If you hold any CII qualifications you must join the CII at the appropriate membership level.

	UK subscription (Monthly fee)	UK subscription (Annual fee)	International subscription (Annual fee)	Low GDP* subscription (Annual fee)
Ordinary member	£5.84	£70	£50	£35
Cert CII Including Cert CII (Claims) and (London Market)	£8.75	£105	£69	£45
Dip CII Including Dip CII (Claims)	£11.17	£134	£80	£55

Study options and revision aids

Notes: • Residents of the low and lower middle income countries listed above benefit from a 50% discount on the 'study text with updates', as well as all revision aids available for their selected unit.

• Candidates who are members of an overseas associated or affiliated institute may purchase study materials and enter for CII exams at the same price as that charged to CII members (see page 28 for a full list of these institutes).

Refer to page 14 for a full listing of study options and revision aids

Exam entry fees – applicable in respect of exams sat in 2011

In respect of Diploma and Advanced Diploma units the fees shown are for entries received before normal closing dates.

For exam entries received after the normal closing date, up to two weeks before the session, the normal fee is payable together with a late entry fee of £75 per unit. This is subject to space being available at the exam centre.

	Member	Non-member
Fee per Certificate unit	£91	£124
Fee per Diploma unit	£110	£146
Fee per Advanced Diploma unit	£115	£153

Recognition of prior learning

A fee is payable for each individual credit awarded in respect of prior learning that you have undertaken outside of CII qualifications.

This is payable once the credits have been awarded. See page 13 for details on the recognition of prior learning.

	Member	Non-member
Fee per credit	£3	£4

Change of session, unit or centre fee

Certificate units (UK)
Changes must be requested at least 21 days before the date of the exam for which you have entered. Multiple changes will be covered by a single fee provided they are submitted together.

Certificate units (non-UK)/Diploma/Advanced Diploma units
Changes must be requested before the relevant closing date for exam entry at normal fee. Multiple changes will be covered by a single fee provided they are submitted together.

Note: In respect of all units no changes, apart from your address or name (which must be supported by original or certified evidence), can be made to your exam entry after the specified deadlines set out above. After the relevant deadline has passed should you wish to withdraw you will not receive a refund except in the case of illness.

Change after entry **£39**

Refunds

Certificate units (UK)

Cancellation of an exam entry at least 21 days before the date of the exam for which you have entered:

50% of exam entry fee

Certificate (non-UK)/Diploma/Advanced Diploma units

Cancellation of an exam entry before the final closing date at normal fee:

50% of exam entry fee or free entry

All units

Absence from exam with medical evidence (to be received within two months of the date of the exam):

Post-results review of marking (Diploma/Advanced Diploma units only)

Further details including any fees payable can be found at www.cii.co.uk/exampolicies



CII qualifications are hugely important at the Towergate Business School, providing a crucial technical and business foundation.

All insurance roles at Towergate require an appropriate CII qualification and they are integral to our recruitment and retention policy. A large percentage of our underwriting, claims and broking people are continuously engaged in formal study or CPD.

The new qualification structure allows people to study relevant subjects at the right level and enables us to promote career development to support the business.

We are hugely proud of our corporate Chartered Insurance Brokers and Chartered Insurers status and our commitment to the Aldermanbury Declaration, which all recognise our commitment to staff development and the provision of excellent customer service. ”

Fiona Andrews

Group Head of People Development & Reward

Towergate Insurance



Once you have read the notes on completing your application, you can either:

- complete and submit your application online at www.cii.co.uk/gi-qualifications
- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
- complete the form below and post or fax +44 (0)20 8530 3052 to Customer Service.

Certificate/Diploma/Advanced Diploma in Insurance Application form

ICI005 (11/10)

Important note: To ensure that your application is processed correctly can you please enter your name at the top of each page in the space provided.

Section A – Personal details (Please complete all fields. Your name should be entered as you wish it to appear on all official CII documents.)

Have you ever had previous contact with the CII? Yes No (Please tick)

Please give your CII/PFS permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/Ms Surname

Forenames Date of birth

Employer's name

Tel Ext Mobile

email*

Work address

Postcode Country

Home address

Postcode Country

*** Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ed.LEARN.**

Tick address to be used for postal correspondence Home Work

Please only tick one box per category

Type of organisation

<input type="checkbox"/> Insurance company	<input type="checkbox"/> Broker/Intermediary	<input type="checkbox"/> Lloyd's	<input type="checkbox"/> Reinsurance company/broker
<input type="checkbox"/> Loss adjuster/Loss assessor	<input type="checkbox"/> Bank/Building Society	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Legal
<input type="checkbox"/> Other			

Area of work

<input type="checkbox"/> Underwriting	<input type="checkbox"/> Claims/Loss adjusting	<input type="checkbox"/> Broking	<input type="checkbox"/> Sales/Marketing
<input type="checkbox"/> Risk management/Surveying	<input type="checkbox"/> Administration/Processing	<input type="checkbox"/> Compliance	<input type="checkbox"/> HR/Training
<input type="checkbox"/> Finance	<input type="checkbox"/> Other		

Job category

<input type="checkbox"/> Administrative	<input type="checkbox"/> Technical	<input type="checkbox"/> Advisory	<input type="checkbox"/> Supervisory/Controller
<input type="checkbox"/> Middle management (Branch, Office, Dept)	<input type="checkbox"/> Senior management (General, Head of)	<input type="checkbox"/> Executive (CEO, Director)	<input type="checkbox"/> Business owner
<input type="checkbox"/> Other			

Is your employer a member of a network or does it work with a compliance services provider? Yes No

If yes, please specify

Study path

Where you are studying in order to complete a qualification please indicate by ticking the appropriate box:

Award in London Market Insurance Certificate in Insurance Diploma in Insurance Advanced Diploma in Insurance

Please turn over

Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (11/10)

Enter your name

Section F – Total payable and method of payment

Insert the total value of all items ordered in Sections B to D.

Total payable £

Note: All prices quoted are inclusive of VAT, where appropriate, at the current rates. Prices are subject to change without notice. Please ensure that where applicable you have included the appropriate postage fee – see Section C.

If you would like to receive a payment receipt, please tick one of the following delivery options (if selecting email be sure to provide your email address on the first page of the form): Email Post

Tick method of payment and, if applicable, complete the card details.

Cash/cheque payable to The Chartered Insurance Institute (please write CII PIN number if known on the back of the cheque).

Note: All remittances must be in Sterling. Cash should only be sent by recorded delivery. No liability can be accepted by the CII for cash sent via post. Payment from countries outside the UK must be made by banker’s draft, payable in Sterling to the CII drawn on a UK bank, or by credit/debit card (Visa, Mastercard, Maestro, Solo or Delta).

Credit/debit card: Please debit my/our account with the total cost of the goods and services ordered on this form.

Type of card (please tick) VISA MASTERCARD DELTA MAESTRO SOLO

Valid from* Expiry date* Issue number* (Solo/Maestro only)

Card number*

*Please complete according to the information on your credit/debit card.

Cardholder’s name and address if different from above

Cardholder’s Signature Date

Please fax the completed form if paying by credit/debit card on +44 (0)20 8530 3052 or send with your cheque to Customer Service, CII, 42–48 High Road, South Woodford, London E18 2JP

If you have a UK bank account you can spread the cost of membership by paying via monthly Direct Debit at no extra charge.

By paying via monthly Direct Debit, you will automatically be entered into a prize draw to win a year’s free subscription to the CII. Please call CII Customer Service on +44 (0)20 8989 8464 to set up a monthly Direct Debit over the phone or complete the Direct Debit mandate below, sign the declaration in Section E and return to CII Customer Service.

Instructions to your Bank or Building Society to pay by Direct Debit (Please complete all fields)



1. Name and full postal address of your Bank or Building Society branch

To: The Manager (Bank/Building Society)
 Address
 Postcode

Please complete this Direct Debit instruction if you have a **UK Bank account**.
Post only to: CII, Customer Service, 42–48 High Road, South Woodford, London E18 2JP

Originator’s identification no.

2. Name(s) of account holder(s)

3. Bank or Building Society account number

4. Branch sort code

5. Reference number (CII PIN)

I wish to pay my subscription by monthly Direct Debit payments

Signature

Date

Banks and Building Societies may decline to accept instructions to pay Direct Debits from some types of accounts.

The Direct Debit Guarantee: The Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment dates change The CII will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by The CII or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to The CII.



Sound technical knowledge is a cornerstone of our commercial operation, providing our people with the ability to accept and manage risk. We encourage all technical underwriting staff to study for CII qualifications and support their efforts throughout. This starts with our underwriting apprenticeships, where the development programme includes the completion of Certificate and Diploma exams, through to experienced staff studying for the Advanced Diploma.

Our approach is to map the various qualifications against different roles so that our staff know what is expected of them at any given point in their career. And the comprehensive nature of the CII's qualifications framework means it can cater for all our qualification needs. ”

Roy Watkinson

Technical and Commercial Underwriting Director

AXA Insurance



The Chartered Insurance Institute 42–48 High Road, South Woodford, London E18 2JP
tel: +44 (0)20 8989 8464 fax: +44 (0)20 8530 3052 email: customer.serv@cii.co.uk website: www.cii.co.uk

