

Certificate/Diploma/Advanced Diploma in Insurance

2014 Information for candidates



**Accelerating your
development as
an insurance
professional**



CII

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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:

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- **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)
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- **Professional designation** upon completion of relevant qualifications, demonstrating your knowledge and technical capability
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from £6
a month*

“ As a qualified member, my CII designation demonstrates my professional achievement and my ongoing commitment to professionalism to my employer, my colleagues and, most importantly, my customers. ”

C Franks

Clarissa Franks ACII
Senior Vice President,
Property Placement
Marsh

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and to join, visit:

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



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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 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



**INVESTORS
IN PEOPLE** | Gold

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.

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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

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

It 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 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.

Certificate
Diploma
Advanced Diploma

1. Choose the qualification that's right for you

There are three core 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.

3. Your past qualifications can count

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 55%.

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. And some Advanced Diploma units are assessed by coursework or dissertation, allowing you even greater flexibility to work your studies around the rest of your life.

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

Get the dates in your diary, see page 22.

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.

Certificate/Diploma/Advanced Diploma in Insurance

CII insurance qualifications

This brochure covers the core insurance qualifications – the Certificate, Diploma and Advanced Diploma in Insurance, however we also offer a number of other qualifications to cater for all levels of experience, from those very new to the industry, to seasoned professionals looking to demonstrate their commitment to the highest level of expertise and experience.

Award for the Foundation Insurance Test

The Award is an introductory-level qualification aimed at developing fundamental knowledge on key topics. The Award is particularly suitable for people that are new to the industry and just beginning their studies for insurance qualifications, or for those in peripheral industries and support roles who need to demonstrate a basic understanding of general insurance. Find out more at www.cii.co.uk/FIT

MSc in Insurance & Risk Management

Delivered by Cass Business School, the MSc is a tutor-led course that explores the relationship between insurance, risk management and financial services. Resulting in a postgraduate qualification demonstrating advanced technical and business skills, the MSc is ideal for managers and senior executives, or those aspiring to reach this level. Find out more at www.cii.co.uk/MSc-insurance

Fellowship

An exclusive qualification held by fewer than 6,000 working insurance practitioners, Fellowship of the CII is universally regarded as the premier qualification for the insurance industry.

As the highest qualification on offer, Fellowship is an advanced learning programme available to Advanced Diploma in Insurance holders. Find out more at www.cii.co.uk/fellowship

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.

During 2014 we will be announcing changes to the insurance qualification framework that will ensure 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 for more information.

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 are available to CII members completing the Certificate that have also completed specialist units:

- 'Cert CII (London Market)' – available to those completing the Certificate and the Award in London Market Insurance (units LM1 and LM2). Faculty membership requirements also apply.
- 'Cert CII (Claims)' – available to those completing the Certificate including at least one of the following units: (IF4) Insurance claims, (P85) Claims practice, or (820) Advanced claims. Faculty membership requirements also apply.
- 'Cert CII (Customer Service)' – available to those completing the Certificate including unit (IF9) Customer service in insurance.

– 'Cert CII (Health and Protection)' – available to those completing the Certificate via a number of specified unit combinations – details are available at www.cii.co.uk/cert-insurance

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 Intermediate Apprenticeship or Advanced Apprenticeship in Providing Financial Services can use the CII's Certificate in Insurance units to meet the technical certificate requirement (this includes a pathway for those completing the Award in London Market Insurance).

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. To complete the Diploma you 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 (P85) Claims practice or (820) Advanced 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.

Selecting and entering for a 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 (CII 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 UK regulator, and increasingly regulators worldwide, require 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)

The Award in London Market Insurance and the Certificate in Insurance are registered with Ofqual at level 3 in the Qualifications and Credit Framework (QCF), the Diploma in Insurance is registered at level 4 and the Certificate in London Market Insurance Specialisation is registered at level 7.

As a guide to the level of difficulty this indicates, a GCE A-Level is at level 3 and a Master's degree 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 please go to: www.ofqual.gov.uk

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 – prior study is recognised as you progress through the qualifications framework, taking accumulated credits with you.
- Supports personalised learning programmes – you select the topics most appropriate to your role, rather than follow a rigid pre-set learning pathway.
- Certificate/Diploma/Advanced Diploma in Insurance awarded upon completion.

- 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.

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.

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

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 opposite you are free to select units from across all the CII's insurance qualifications: Award for the Foundation Insurance Test (see www.cii.co.uk/FIT), 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.

Diploma

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

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.

The following compulsory unit requirement applies:

Unit	Credits	or	Units	Credits
(IF1) Insurance, legal and regulatory*	15		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 due to the degree of syllabus overlap.

The following compulsory unit requirements apply:

Units	Credits	or	Unit	Credits
(P92/M92) Insurance business and finance*	25		(530) Economics and business (Advanced Diploma in Insurance unit)	30
(P05) Insurance law*	25	–	–	–

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.

The following compulsory unit requirements apply:

Units	Credits	or	Unit	Credits
(P92/M92) Insurance business and finance* (Diploma in Insurance unit)	25		(530) Economics and business	30
(P05) Insurance law* (Diploma in Insurance unit)	25	–	–	–

* 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.

Important note: To be awarded a CII qualification you must obtain, by CII examination, dissertation or coursework assessment, a pass in a unit from the CII insurance qualifications framework at the same level or above, of 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 through recognition of prior learning (see page 13).

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 Award, Certificate, Diploma and Advanced Diploma units. For full details of the Award for the Foundation Insurance Test see the Foundation Insurance Test brochure ref ICI001 (11/13).

Full details of all CII qualifications are available online at www.cii.co.uk/qualifications or from Customer Service.

Note: Page 12 – ‘Flexible learning options’ – details the ability to use credits from CII financial planning units for insurance qualifications. Particularly relevant may be the Diploma in Financial Planning unit (J07) Supervision in a regulated environment, which 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 Financial services qualifications brochure ref ICF014 (11/13). for details.

Award for the Foundation Insurance Test		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	
(IF9)	Customer service in insurance	
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
(P63)	Long term insurance business	
(P64)	Private medical insurance practice	
(P66) NEW	Delegated authority (first exam April 2014)	
(P67) NEW	Fundamentals of risk management (first exam October 2014)	
(P90)	Cargo and goods in transit insurances	
(P92/M92 ¹)	Insurance business and finance – Diploma/Advanced Diploma compulsory unit	
(P93)	Commercial property and business interruption	
(P94)	Motor insurance	
(P96)	Liability insurances	
(P61)	Life, critical illness and disability underwriting	30 per unit
(P62)	Life, critical illness and disability claims	
(P91)	Aviation and space insurance	
(P97)	Reinsurance	
(P98)	Marine hull and associated liabilities	
Advanced Diploma in Insurance units		Credits
(530)	Economics and business – Alternative Diploma/Advanced Diploma compulsory unit	30 per unit
(590)	Principles of Takaful	
(655)	Risk management (last exam April 2014)	
(820)	Advanced claims	
(930)	Advanced insurance broking (last exam April 2015. Thereafter assessment will be by coursework only)	
(945)	Marketing insurance products and services	
(960)	Advanced underwriting	
(990)	Insurance corporate management (last exam October 2014. Thereafter assessment will be by coursework only)	
(992) NEW	Risk management in insurance (coursework assessment available for enrolment February 2014)	
(991)	London market insurance specialisation	50 per unit
(993 ²) NEW	Advances in strategic risk management in insurance (coursework assessment available for enrolment May 2014)	

¹For 2014, we are piloting an alternative assessment method for unit P92. Covering the same syllabus, M92 is assessed through a combination of coursework and multiple choice question exam rather than written exam. See page 16/17 for more detail.

²This unit is designed for experienced insurance practitioners with prior knowledge in the discipline of risk management. It is strongly recommended that candidates complete (992) Risk management in insurance (or equivalent) before enrolling.

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
(P01) Insurance practice and regulation	20 – Diploma	(LM1) London market insurance essentials	10 – Certificate
		(IF1) Insurance, legal and regulatory	15 – Certificate
		(IF2) General insurance business	15 – Certificate
(P04) Business practice	20 – Diploma	(P92) Insurance business and finance	25 – Diploma
(P16) Healthcare insurance	25 – Diploma	(IF7) Healthcare insurance products	15 – Certificate
(P03) Legal aspects of insurance	20 – Diploma	(P05) Insurance law	25 – Diploma
(520) Company and contract law	30 – Advanced Diploma		
(555) Life and disability underwriting	30 – Advanced Diploma	(P61) Life, critical illness and disability underwriting	30 – Diploma
(556) Life and disability claims	30 – Advanced Diploma	(P62) Life, critical illness and disability claims	30 – Diploma
(655) Risk management	30 – Advanced Diploma	(P67) Fundamentals of risk management	25 – Diploma
(735) Life assurance	30 – Advanced Diploma	(P63) Long term insurance business	25 – Diploma
(770) Principles of marine insurance	30 – Advanced Diploma	(P98) Marine hull and associated liabilities	30 – Diploma
(780) Aviation insurance	30 – Advanced Diploma	(P91) Aviation and space insurance	30 – Diploma
(790) Private medical insurance	30 – Advanced Diploma	(P64) Private medical insurance practice	25 – Diploma
(815) Underwriting management	30 – Advanced Diploma	(960) Advanced underwriting	30 – Advanced Diploma

There are a number of other limitations to gaining credits for London market qualifications. For full details on recognition in the CII framework for London market qualifications, including the Lloyd's LLMIT, visit www.cii.co.uk/londonmarket-recognition

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/qualifications. Copies may also be obtained from Customer Service. A full syllabus is provided within each study text.

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

Where a nominal passmark is shown above, the actual passmarks may vary from one session to another, depending on the level of difficulty, 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.

Units	Assessment format	Length of exam	Passmark	Study hours	Exam sessions
IF1/IF2/IF7	100 multiple choice questions	2 hours	70% (nominal)	50	Year round in the UK. Outside the UK sessions are held during Apr & Oct – see page 22 – see www.cii.co.uk/online for details
IF3/IF4/IF8	75 multiple choice questions				
IF5/IF6	50 multiple choice questions (MCQs) and five case studies, each comprising MCQs				
IF9	50 MCQs written to 10 case studies	90 mins			
LM1	50 multiple choice questions	1 hour		40	
LM2	55 multiple choice questions (MCQs) and four case studies, each comprising MCQs	2 hours		60	
M92	Mixed assessment: Coursework assignment with 10 compulsory scenario short answer questions and MCQ exam with 50 compulsory questions	N/A	60% (actual)	96	N/A
		90 mins	65% (nominal)		As per IF1/IF2/IF7 above
P92	20 compulsory short answer questions	3 hours	55% (nominal)		April/October
P05/P61/P62/P63/P64/ P66/P67/ P90/P91/P93/P94/P96/P97/P98	14 compulsory short answer questions and two case study/essay questions			100	
P21	Eight compulsory short answer questions and two case study/essay questions	2 hours		96	
P80/P81/P85/P86	15 short answer questions			100	
590	Eight compulsory short answer questions, one case study question and three essay questions	3 hours		120	
530/945	One case study question and two essay questions		50% (nominal)	150	
820/930/960/990	Examination option: one case study question and two essay questions Coursework option: three 3,000 word assignments	N/A	50% (actual)		N/A
992	Coursework – three 3,000 word assignments				
993	Coursework – three 4,000 word assignments			180	
991	10,000–11,000 word dissertation				

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 London Market Insurance Specialisation

This advanced level qualification has been 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. The unit is completed through successful completion of a 10,000 word dissertation on a topic relevant to the London insurance market.

Note: Entry onto the London market dissertation is limited. This reflects the amount of work involved in assessing and accepting proposals and in marking and moderating completed dissertations, all of which are undertaken by experienced London market practitioners.

Find out more and register your interest to go on the waiting list at www.cii.co.uk/lm-specialisation

Certificate in Contract Wording

Contract certainty is a major issue facing the insurance industry, especially within Lloyd's and the London market.

The FCA 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 developed the Certificate in Contract Wording. It enhances 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.

Certificates and Diplomas in Life and Disability Underwriting and Claims

The CII and the Assurance Medical and Underwriting Society (AMUS) jointly developed the following qualifications, which are awarded by AMUS:

Certificate in Life and Disability Underwriting and Certificate in Life and Disability Claims – awarded to those that complete the unit (P61) Life, critical illness and disability underwriting or (P62) Life, critical illness and disability claims respectively. The AMUS criteria for these certificates is shown on www.amus.org.uk/education.html

Diploma in Life and Disability Underwriting and Diploma in Life and Disability Claims – awarded to those completing the units (P05) Insurance law, (P63) Long term insurance business and either (P61) Life, critical illness and disability underwriting or (P62) Life, critical illness and disability claims respectively. The AMUS criteria for these diplomas is shown on www.amus.org.uk/education.html

Application for these qualifications is made directly through the AMUS. For information, contact the AMUS on +44 (0)20 7636 6308, email amus@btconnect.com or write to them at Lettsom House, 11 Chandos Street, London W1G 9EB.

CII/IATA Diploma learning route

The CII and IATA (the international trade body which represents some 240 airlines) have developed a dedicated learning route for staff working in the air transport sector whose responsibilities include any aspect of insurance.

By completing the Diploma in Insurance via a specified route, plus the IATA air transport 'Procurement and contracts management' module, successful candidates will be awarded the CII Diploma in Insurance along with recognition from IATA.

Visit www.cii.co.uk/iata for more information.

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 insurance qualifications.

At the time of going to print, when studying for the Certificate you can use up to 30 financial planning credits, in the case of the Diploma you are allowed to use up to 60 credits and for the Advanced Diploma, 180 credits. Please note: these rules are currently under review – any changes will be publicised in 2014.

Recognition of prior learning

When you pass exams through the CII, the credits will automatically appear on your learning account, including for exams that you may have passed under discontinued CII qualification routes. Your learning statement can be viewed online at www.cii.co.uk/learningstatement

You may also be able to receive credits for relevant qualifications you have passed through other awarding bodies – to do this you should submit an application for recognition of prior learning.

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 to recognise 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, dissertation or coursework assessment, a pass in a unit from the CII insurance qualifications framework, at the same level or above, of 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 through recognition of prior learning.

Study options and revision aids

Learning styles, preferences and requirements vary from candidate to candidate. This can influence your method of study and help determine the type of learning support you prefer or need. To accommodate these different requirements we have developed a comprehensive suite of learning and revision aids that caters for different learning styles and requirements. By choosing the learning that suits you, you can improve your chances of achieving that all-important pass.

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. In addition, if choosing the continuous assessment or study text with updates option, there is a standard exam entry fee (see pages 26–27 for details).

All the study options and revision aids listed here can be ordered online at www.cii.co.uk/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.

Guidance on Certificate unit purchases

For Certificate-level units (including the blended learning option below), you must purchase the study text and revision aids for the period during which you plan to sit the exam.

- For 2013/14, study texts and exam syllabuses made available in June 2013 and examined from September 2013 will continue to be examined until 31 December 2014.

- For 2015 exam syllabuses and study material will revert to the ordinary timetable. CII exam periods ordinarily run from 01 January through to 31 December, with new editions of study material being available in the preceding October.

Certificate in Insurance blended learning programme

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.

Non-members can join at the point of purchase to benefit from a discount of over 20% off the cost of buying the items included, when using the blended learning programme for the three units needed to complete the Certificate.

This blended learning programme develops a deep and practical understanding of the course content, catering for different learning styles and requirements by offering a range of tools.

Non-members joining at the point of purchase also benefit from a waiver of the normal membership admission fee.

The Certificate blended learning programme is available for units IF1–IF8 and costs £270 per unit (CII membership payable separately)

This means big savings in completing the Certificate:

- Existing CII members: save over £120
- New CII members: save over £260, 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.

Develop a deep and practical understanding of the course content by accessing a range of learning tools at a reduced price.

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.

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.

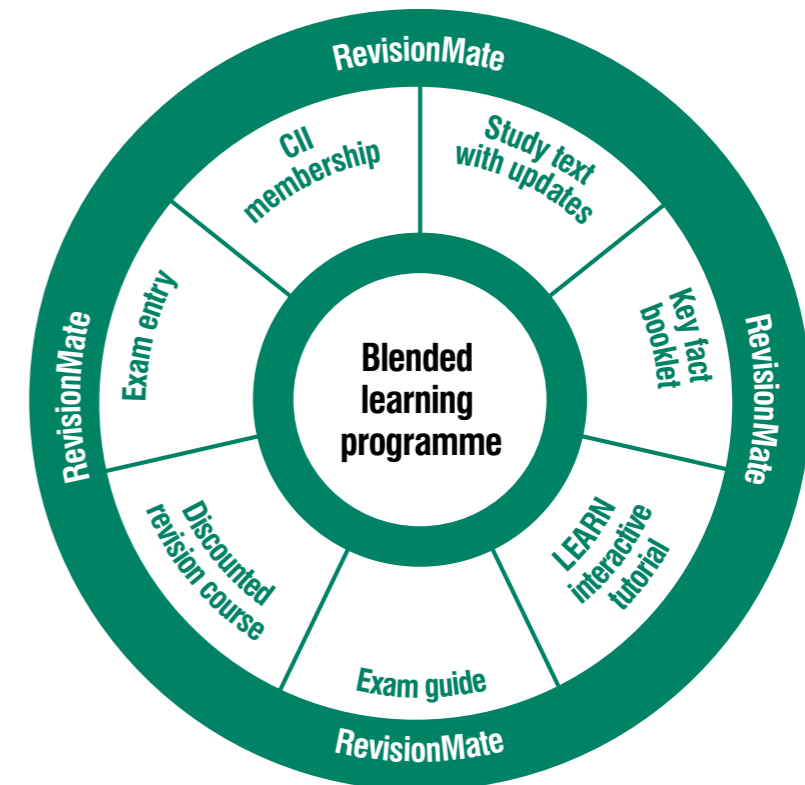
Exam entry

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.

Making the most of your learning activity



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, the normal £37 membership admission fee is waived for new members joining when purchasing blended learning
- You should bear in mind the expiry date of your study text when booking your exam – study texts for these units are produced on an edition basis, so you should aim to sit the exam while your learning material is valid (see Guidance on Certificate unit purchases above)
- 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

Guidance on Certificate unit purchases

For Certificate-level units, you must purchase the study text and revision aids for the period during which you plan to sit the exam.

- For 2013/14, study texts and exam syllabuses made available in June 2013 and examined from September 2013 will continue to be examined until 31 December 2014.
- For 2015 exam syllabuses and study material will revert to the ordinary timetable. CII exam periods ordinarily run from 01 January through to 31 December, with new editions of study material being available in the preceding October.

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.



ebooks

Now available for most units, including continuous assessment and coursework options, CII study texts in ebook format allow you to study on the move and reduce your paper use.

An ebook gives you access to the same benefits as the printed study text, with the same enrolment period, updates to content and access to RevisionMate where available. Once ordered, you'll be given access to a variety of formats (for download from RevisionMate) suitable for the majority of popular devices such as Kindle and iPad.

If your order is received before midday (Monday to Friday) we aim for same day delivery of your ebook. Otherwise your order will be delivered by the end of the next working day. (You will receive an email to confirm your purchase is ready to download.)

The cost (inclusive of VAT) is the same as the equivalent printed study text so when you order just choose which version you want. For more information, to check current availability and try out a sample chapter on your device visit www.cii.co.uk/ebooks

Where 'Study text' and 'RevisionMate' appear below:

Study text – this breaks down the exam 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. Electronic updates will automatically be made available, either for 12 months in the case of Diploma and Advanced Diploma units or the examination period to which the study text relates in the case of Certificate units.

RevisionMate – an online study tool, provided with purchase of a study text, for the duration of your enrolment, giving access to an unrivalled suite of services to support your learning. 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. In the case of continuous assessment, coursework assessment and unit 991 dissertation, it provides guidance notes and the facility for submitting your completed work.

Please note: RevisionMate is not provided with the purchase of unit (590) Principles of Takaful as this study material is not produced by the CII.

Study options	Units	Cost per unit		
		Member	Non-member	
Continuous assessment	All Diploma and Advanced Diploma units except units P66, P67, 590, 990, 991, 992 and 993	£249	£278	This is a 12 month tutor assisted learning course including provision of a study text together with the facility to complete a series of assignments which are marked by an expert tutor and count towards the final exam mark. Assignments are accessed and submitted online via RevisionMate. As you work through each assignment and gain feedback from your tutor, you will be able to gauge your progress towards exam readiness. 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. For more information, visit www.cii.co.uk/ca
Coursework assessment	930 and 990 992 available Feb 2014 820 and 960 available Apr 2014	£424	£492	This is a self-study course including the relevant study text with updates. For units 820, 930, 960, 990 and 992, enrolment includes the relevant study text with updates. For unit 993, enrolment includes online study support material via RevisionMate. Candidates must complete and pass three written assignments, including any re-sits, during the 12 month enrolment period to achieve a pass in the unit. For units 820, 930, 960, 990 and 992, assignments are each up to 3,000 words in length. For unit 993, assignments are 4,000 words. For all units, candidates must score a minimum of 50% in each assignment to pass the course.
	993 available May 2014	£1061	£1285	Marking of assignments is included with the study text enrolment fee (there is no need to purchase an exam entry). Should a candidate fail an assignment, a re-submission fee of £122 member/£164 non-member applies.
Mixed assessment	Pilot for unit M92 available Mar 2014	£390	£460	Being conducted as a pilot available for enrolments until the end of 2014, this offers an alternative to assessment purely by examination for unit (P92) Insurance business and finance. The unit covers the same topics as P92, and candidates passing both versions would only be awarded one set of credits. Traditional options for study option enrolment (continuous assessment or study text with updates) plus exam entry is still available for unit P92. The mixed assessment pilot is a self-study course, including the relevant study text with updates. Candidates must complete and pass one coursework assignment within six months of enrolment and one multiple-choice question (MCQ) exam within 18 months of enrolment. Marking of the assignment and entry for the exam is included with the enrolment fee (there is no need to purchase an additional exam entry). Should a candidate fail the assignment, a re-submission fee of £122 member/£164 non-member applies. Should a candidate fail the exam, a re-sit fee of £119 member/£160 non-member applies. Important note: As this is a pilot course, candidates may not be able to re-enrol on mixed assessment for this unit if both the coursework and exam are not completed and passed within the 18 month period. In this case you may need to complete by examination, paying the appropriate exam entry fee as necessary.
London market insurance specialisation dissertation assessment	991	£1,061	£1,285	This option consists of an 18 month enrolment to complete a dissertation. Enrolment includes assessment of the dissertation (there is no need to purchase an exam entry for this unit). After enrolment, candidates submit a proposed dissertation topic for approval, before commencing work on the dissertation itself. Submissions are completed via RevisionMate.

Study options and revision aids

* Most ebooks attract Value Added Tax (VAT) in the EU. Non-EU customers should pay the 'ex.VAT' price where one is indicated if selecting the ebook option.

Important notes applicable to all qualifications:

- Please allow 10 days for delivery of printed material 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.
- For material delivered electronically (such as ebooks) we aim for same day delivery for orders before midday Monday to Friday (customers receive an email to confirm their purchase is ready to download).

Study options	Units	Cost per unit		
		Member	Non-member	
Study text with updates	Diploma and Advanced Diploma units excluding all coursework options	£136 (ebook ex.VAT: £113.33)*	£154 (ebook ex.VAT: £128.33)*	This is a self-study course, with no support from a tutor. This option consists of the study text with updates and, for all units except 590, access to RevisionMate.
	IF1-IF9	£117 (ebook ex.VAT: £97.50)*	£141 (ebook ex.VAT: £117.50)*	
Bundled study package	LM1+LM2	£294	£297	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	£144	£183	The study package includes a study text with updates which includes access to RevisionMate. The study package also includes your first exam entry.
Study package	LM2	£211	£268	
Study text renewal	Diploma and Advanced Diploma	£56 (ebook ex.VAT: £46.67)*	£71 (ebook ex.VAT: £59.17)*	As the study text is a valuable reference tool in your day-to-day job, we offer an option to receive (for Diploma and Advanced Diploma units) updates for a full 12 months after your course has expired, or (for Certificate units) the next edition of the study text together with electronic updates. This option is renewable on an annual basis and you will be sent an automatic invitation to update your material. If you were previously enrolled on the printed study text, you can choose to switch to ebook format on renewal, or vice versa.
	Certificate (except LM1 and LM2)	£52 (ebook ex.VAT: £43.33)*	£68 (ebook ex.VAT: £56.67)*	
	LM1	£33 (ebook ex.VAT: £27.50)*	£39 (ebook ex.VAT: £32.50)*	
	LM2	£56 (ebook ex.VAT: £46.67)*	£66 (ebook ex.VAT: £55)*	
Upgrade from study text with updates to continuous assessment	See previous page for information on units available	£113	£124	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

** Examination guides and LEARN attract Value Added Tax (VAT) in the EU. Non-EU customers should pay the 'ex.VAT' price when ordering this revision aid.

In 2013 candidates who attended a CII revision course improved their chances of exam success by up to 55%*

* Source: CII Statistics 2013

Face-to-face revision courses

A comprehensive programme of face-to-face revision courses are available, allowing you to choose a date and venue that fits with your learning programme.

When?

Courses for written exams are usually scheduled 3–4 weeks before the exam, whilst courses for multiple-choice exams are offered throughout the year according to demand.



Where?

Subject to demand, most revision courses are delivered at both our London and Doncaster training venues.

Making your choice

The latest course dates and locations can be viewed online at www.cii.co.uk/f2f

Alternatively you can contact Customer Service on +44 (0)20 8989 8464 to find out what's available where.

Once you've made your choice, order by the usual methods:

- online at www.cii.co.uk/qualifications
- over the phone by calling Customer Service on +44 (0)20 8989 8464
- by post/fax using the application form at the back of the brochure.

Revision aids	Units	Cost per unit		
		Member	Non-member	
Examination guides	Examination guides available for all exam units except for new unit P67 which has a free specimen guide. Free exemplar papers are available for all coursework units.	£12 (inc VAT) (ex.VAT: £10)**	£13 (inc VAT) (ex.VAT: £10.83)**	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/qualifications being supplied as PDF files for you to print off as and when required for your own use. Study option purchasers (except for unit 590) can download the latest exam guide for FREE from RevisionMate.
Key fact booklets	IF1–IF8, LM1, LM2, P05, P80, P81, P85 and P92	£26	£28	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.
NEW Question packs	IF1–4, IF8, LM1, LM2 (Available Mar 14)	£26	£28	Online packs providing comprehensive self-testing of the unit syllabus. Depending on the unit chosen, contains 150–225 questions. Questions are delivered online through RevisionMate, providing flexible and interactive delivery.
LEARN	IF1–IF8	£57 (inc VAT) (ex.VAT: £47.50)**	£62 (inc VAT) (ex.VAT: £51.67)**	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: Minimum operating requirements (unsupported on Mac OS/OSX): • Web browser: Windows Internet Explorer 7 or above. • Browser plug-ins: Adobe Flash Player 8 or above/Sun Java 1.4.2 or above.
Two day revision workshops	LM2 P05, P92, P97 590, 820, 930, 960, 990	£380 £415 £435	£440 £490 £505	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; and • clarify your areas of concern in the syllabus.
Revision days	IF1–IF4, IF7, IF9, LM1 P05, P21, P63, P64, P66, P67, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97, P98 530, 590, 820, 945, 960, 990	£215 £250 £280	£255 £290 £320	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	Six week course LM1 and LM2 combined, P05, P92, P97 Six week course 992	£390 £440	£460 £510	

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 2014 exams	October 2014 exams
Recommended last date for continuous assessment enrolment	17 Jan 14	25 Jul 14
Last date for continuous assessment assignments to be with your tutors	14 Mar 14	19 Sep 14
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)	26 Feb 14	03 Sep 14
• At late entry fee	21 Mar 14	26 Sep 14
Exam entry confirmation*	Despatched within seven working days from receipt of application form	
Receive your exam admission document*	Despatched 10 days before the exams begin or six weeks for international applicants	
Sit exams	07–09 Apr 14	13–15 Oct 14
Exam results released online** www.cii.co.uk/results and posted	Results are sent by 1st class post on the date shown. Please allow five days for delivery to a UK address and 14 days for a non-UK address	
• Diploma/Advanced Diploma units (except unit 590) – UK exam centres	06 Jun 14	12 Dec 14
• Unit 590 – UK exam centres		
• Diploma/Advanced Diploma units – International exam centres	13 Jun 14	19 Dec 14
• Certificate units – International exam centres	16 May 14	21 Nov 14

* Please contact Customer Service if you do not receive these. When you receive your **exam admission document** you **MUST** read it in full and 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 admission document is the one that you intend to sit. If there is any discrepancy you should contact Customer Service immediately.

Important note: By taking a CII exam you are agreeing to the regulations detailed on the exam admission document as well as those online at www.cii.co.uk/exampolicies

** 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	07 Apr/13 Oct	13.00
(IF2) General insurance business	07 Apr/13 Oct	16.30
(IF3) Insurance underwriting process	07 Apr/13 Oct	09.30
(IF4) Insurance claims handling process	07 Apr/13 Oct	16.30
(IF5) Motor insurance products	07 Apr/13 Oct	13.00
(IF6) Household insurance products	07 Apr/13 Oct	13.00
(IF7) Healthcare insurance products	07 Apr/13 Oct	09.30
(IF8) Packaged commercial insurances	07 Apr/13 Oct	16.30
(IF9) Customer service in insurance	07 Apr/13 Oct	16.30
(LM1) London market insurance essentials	07 Apr/13 Oct	13.00
(LM2) London market insurance principles and practices	07 Apr/13 Oct	09.30
Diploma exams		
(P05) Insurance law	08 Apr/14 Oct	14.00
(P21) Commercial insurance contract wording	07 Apr/13 Oct	13.00
(P61) Life, critical illness and disability underwriting	09 Apr/15 Oct	14.00
(P62) Life, critical illness and disability claims	08 Apr/14 Oct	09.30
(P63) Long term insurance business	09 Apr/15 Oct	09.30
(P64) Private medical insurance practice	08 Apr/14 Oct	14.00
(P66) Delegated authority	08 Apr/14 Oct	14.00
(P67) Fundamentals of risk management	14 Oct	09.30
(P80) Underwriting practice	07 Apr/13 Oct	09.30
(P81) Insurance broking practice	07 Apr/13 Oct	13.00
(P85) Claims practice	07 Apr/13 Oct	16.30
(P86) Personal insurances	07 Apr/13 Oct	09.30
(P90) Cargo and goods in transit insurances	09 Apr/15 Oct	09.30
(P91) Aviation and space insurance	09 Apr/15 Oct	14.00
(P92) Insurance business and finance	08 Apr/14 Oct	09.30
(P93) Commercial property and business interruption	09 Apr/15 Oct	09.30
(P94) Motor insurance	08 Apr/14 Oct	14.00
(P96) Liability insurances	09 Apr/15 Oct	14.00
(P97) Reinsurance	09 Apr/15 Oct	14.00
(P98) Marine hull and associated liabilities	08 Apr/14 Oct	09.30
Advanced Diploma exams		
(530) Economics and business	09 Apr/15 Oct	09.30
(590) Principles of Takaful	08 Apr/14 Oct	14.00
(655) Risk management	08 Apr	09.30
(820) Advanced claims	08 Apr/14 Oct	14.00
(930) Advanced insurance broking	09 Apr/15 Oct	09.30
(945) Marketing insurance products and services	08 Apr/14 Oct	09.30
(960) Advanced underwriting	09 Apr/15 Oct	14.00
(990) Insurance corporate management	09 Apr/15 Oct	14.00

Costs, fees and refunds

All fees apply 01 Jan 2014–31 Dec 2014.

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 £37 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:

Afghanistan, Armenia, Bangladesh, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Comoros, Congo (Dem. Republic of), Cote d'Ivoire, Djibouti, Egypt, El Salvador, Eritrea, Ethiopia, Gambia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Kenya, Kiribati, Korea (Dem. Peo. Rep. of), Kosovo, Kyrgyzstan, Lao People's Democratic Rep., Lesotho, Liberia, Madagascar, Malawi, Mali, 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, Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania (United Rep. of), Thailand, Timor Leste, Togo, 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 (no CII qualifications held)	£6.00	£72	£52	£36
Cert CII Including all Cert CII sector specific designations	£9.62	£115	£75	£47
Dip CII Including Dip CII (Claims)	£12.50	£150	£90	£60

Study options and revision aids

Notes: • Residents of the low GDP 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 to exams sat in 2014

For 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 £81 per unit. This is subject to space being available at the exam centre.

	Member	Non-member
Unit LM1 re-sit (the first exam entry is included with your study package)	£78	£102
Unit LM2 re-sit (the first exam entry is included with your study package)	£100	£137
All other Certificate units	£100	£137
Diploma units	£119	£160
Advanced Diploma units	£126	£170

Recognition of prior learning

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

This is payable once your eligibility has been confirmed. See page 13 for details on recognition of prior learning.

	Member	Non-member
Fee per credit	£3	£5

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 £42

Refunds

Certificate units (UK)

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

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

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

All units

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

50% of exam entry fee

50% of exam entry fee or free entry

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

Entering for a qualification: Important information

CII membership

- If you are not already a CII member, you can become a member when you apply for the Certificate/Diploma/Advanced Diploma. Membership of the CII is open to anyone wholly/mainly employed or engaged in work connected with insurance. If you wish to apply for membership and it is not clear from your application form that you work in insurance, please provide brief details of the nature of your work and the proportion of your time spent on insurance matters on a separate sheet of paper.

Local institutes

- If you are a CII member living in the UK, the Channel Islands or the Isle of Man you will automatically become a member of a local institute. Local institute membership is essential for networking, local seminars and revision study groups to aid your progression. Please ensure that you select your preferred location from the list provided below and enter the relevant name in the space provided on the application form.

List of local institutes:

Aberdeen; Bedford & Milton Keynes; Belfast; Birmingham; Blackburn & Burnley; Bolton; Bournemouth; Bradford; Brighton; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & S Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Croydon; Edinburgh; Exeter; Folkestone, Canterbury & E Kent; Glasgow; Guernsey; Guildford; Halifax; Harrow & Ealing; Hull; Inverness, the Highlands & Islands; Ipswich, Suffolk & N Essex; Isle of Man; Jersey; Kendal; Leeds; Leicester; Lincoln; Liverpool; London; Luton & St Albans; Manchester; Mid Kent; Middlesbrough; Newcastle-upon-Tyne; Northampton; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Swansea & West Wales; Swindon; Watford; York.

The area covered by the Insurance Institute of London (IIL) is defined as all London postal districts except the following: N9, N11, N14, N21, NW9, E4, E6, E7, E10, E11, E12, E13, E15, E16, E17, E18, W3, W4, W5, W6, W7, W12, W13, SW20, SE20, SE25. There is an additional subscription fee for IIL members of £3.

Associated or affiliated institutes

- If you live in an area where an associated or affiliated institute is established (see below) you should apply to the secretary of the institute concerned for details of local membership. Contact details can be found at www.cii.co.uk/affiliated-institutes

Individuals living outside the UK who are members of an associated or affiliated institute may enter the CII exams and

purchase study materials at the same prices as those charged to members of the CII.

Associated institutes:

Ireland (Cork, Dublin, Galway, Limerick, Sligo).

Overseas affiliated institutes:

Australia & New Zealand (Australian Capital Territory; New Zealand {Auckland}; New South Wales; Northern Territory; Queensland; South Australia; Tasmania; Victoria; Western Australia); Bahamas; Barbados; Bermuda; Botswana; Canada (Ontario; Quebec); Republic of China; Cyprus; Egypt; United Arab Emirates; Fiji; France (Bordeaux); Germany; Ghana; Guyana; Hong Kong; India (Mumbai; Hyderabad); Indonesia; Jamaica; Kenya; Malawi (Blantyre; Lilongwe); Malaysia; Mauritius; Namibia; Netherlands (Rotterdam; Utrecht); Nigeria; Pakistan; Papua New Guinea; Philippines; Poland (Warsaw); Saudi Arabia (Riyadh); St Lucia; Singapore; South Africa (Cape of Good Hope; Drakensberg; East Rand; Eastern Cape; Free State; Gauteng {Johannesburg}; Natal; Northern Gauteng {Pretoria}; Northern Province {Pietersburg}; The Border {East London}, The Lowveld); Sri Lanka; Tanzania; Trinidad & Tobago; Turks & Caicos; Uganda; West Africa (The Gambia); Zambia (Copperbelt {Ndola}); Kitwe; Lusaka); Zimbabwe (Bulawayo; Harare).

Exam centres – UK and International

- Places are allocated on a first-come, first-served basis.

Every effort is made to ensure you receive your preferred choice, however, if a centre you choose is not available for a particular sitting you will be allocated to your second choice or another convenient centre.

It is planned that all centres, including international, will be available in April and October.

Centre	Code	Centre	Code
UK, Channel Islands, Isle of Man & Ireland		UK, Channel Islands, Isle of Man & Ireland	
		Ealing	088
		Edinburgh	009
		Exeter	035
		Folkestone	087
		Glasgow	004
Aberdeen	010	Gloucester	036
Belfast	015	Guernsey	090
Birmingham	005	Guildford	038
Bolton	080	Horsham	082
Bournemouth	018	Hull	041
Brighton	020	Inverness	043
Bristol	021	Ipswich	044
Cambridge	022	Jersey	081
Cardiff	024	Leeds	006
Carlisle	025	Leicester	046
Chelmsford	026	Limerick	303
Chester	028	Lincoln	047
Coventry	029	Liverpool	002
Croydon	030	London	001
Douglas, IoM	091	Luton/Stevenage	049
Dublin	301	Manchester	003
Dundee	034	Middlesbrough	051

Mid Kent	050	Shrewsbury	063
Newcastle-upon-Tyne	008	Southampton	064
Northampton	052	Southend-on-Sea	086
Norwich	007	Stoke-on-Trent	065
Nottingham	053	Stratford-upon-Avon	066
Peterborough	056	Swansea	067
Plymouth	057	Tunbridge Wells	071
Preston	059	Watford	072
Reading	060	York	075
St Austell	092		
Sheffield	062		

Centre	Code	Centre	Code
International Centres		International Centres	
		(Denmark)	438
		Gibraltar	452
		Helsinki (Finland)	705
		Istanbul (Turkey)	461
		Kiev (Ukraine)	405
		Madrid (Spain)	482
		Milan (Italy)	489
		Moscow (Russia)	649
		Munich (Germany)	594
		Nicosia (Cyprus)	501
		Oslo (Norway)	502
		Paris (France)	503
		Riga (Latvia)	701
		Rotterdam (Netherlands)	642
		Sofia (Bulgaria)	417
		Tbilisi (Georgia)	713
		Valetta (Malta)	535
		Vilnius (Lithuania)	729
		Warsaw (Poland)	700
		Yerevan (Armenia)	719

Centre	Code	Centre	Code
Central Asia		Central Asia	
		Almaty (Kazakhstan)	712
		Baku (Azerbaijan)	608
		West & Central Africa	
		Accra (Ghana)	401
		Freetown (Sierra Leone)	449
		Lagos (Nigeria)	476
		Horn and East Africa	
		Addis Ababa (Ethiopia)	402
		Dar Es Salaam (Tanzania)	441
		Asmara (Eritrea)	710
		Kampala (Uganda)	465
		Khartoum (Sudan)	469
		Kigali (Rwanda)	415
		Mombasa (Kenya)	490
		Nairobi (Kenya)	497
		Southern Africa	
		Blantyre (Malawi)	548
		Gaborone (Botswana)	618
		Harare (Zimbabwe)	517
		Johannesburg (South Africa)	463
		Lilongwe (Malawi)	615
		Lusaka (Zambia)	480
		Ndola (Zambia)	499
		North Africa, Middle East & Gulf	
		Abu Dhabi (UAE)	609

Amman (Jordan)	408	Mumbai (India)	422
Manama (Bahrain)	414	Pune (India)	731
Beirut (Lebanon)	675	East Asia	
Cairo (Egypt)	427	Beijing (China)	670
Dammam (Saudi Arabia)	407	Hong Kong	457
Doha (Qatar)	617	Seoul (Korea)	627
Dubai (UAE)	547	Shanghai (China)	671
Jeddah (Saudi Arabia)	553	Taipei (Taiwan)	527
Safat (Kuwait)	475	Tokyo (Japan)	546
Muscat (Oman)	587	South East Asia	
Riyadh (Saudi Arabia)	572	Bangkok (Thailand)	416
South Asia		Ho Chi Minh City (Vietnam)	711
Ahmedabad (India)	659	Jakarta (Indonesia)	443
Bangalore (India)	661	Kuala Lumpur (Malaysia)	472
Chennai (India)	481	Phnom Penh (Cambodia)	728
Colombo (Sri Lanka)	437	Singapore	521
Delhi (India)	442	Australasia	
Dhaka (Bangladesh)	440	Sydney (Australia)	526
Hyderabad (India)	724	Indian Ocean	
Islamabad (Pakistan)	718	Port Louis (Mauritius)	510
Jaipur (India)	662	Mahe (Seychelles)	607
Karachi (Pakistan)	468	Malé (Maldives)	664
Kolkata (India)	727	Atlantic	
Lahore (Pakistan)	477	Hamilton (Bermuda)	456

Note: Occasionally, examinations may have to be held at locations other than those shown. Please remember to check your admission document to confirm all details of your examination.

Copyright

- All CII study materials are copyrighted. By placing an order you undertake to use the materials for your own purposes only and not to sell, lend or give them to anyone else. Any form of copying of materials is prohibited.

Delivery

- From the date of receipt by the CII of your order please allow 10 days within the UK or 21 days outside the UK for delivery of printed materials. Materials sent within the UK require a signature; please ensure that there will be someone to accept delivery at the address shown on the form. For material delivered electronically (such as ebooks) we aim for same day delivery for orders before midday Monday to Friday (customers receive an email to confirm their purchase is ready to download).

Your right to cancel

- In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have a right of cancellation in respect of the Products and Services sold by the CII, which right shall (subject to the Regulations) expire fourteen calendar days from the day on which either the Products are received by you, or a person nominated to receive the Products on your behalf, or your order for Services is accepted by the CII.

Note: No right of cancellation or refund is available in respect of ebooks or any other electronic download of the Products and Services once the download has started. You acknowledge that, by commencing the download of the Products or Services, your right to cancel under 29(1) of the Regulations will be lost. Should you wish to cancel, notice should be sent to Customer Service. Where Products have been supplied to you prior to such cancellation they must be returned to us, in the condition in which they were supplied to you, at your expense. Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within fourteen days of receiving the notice of cancellation or if Products are to be returned to us, within fourteen days of their receipt or proof of sending.

Any request for entry to an exam received less than 14 days before the exam date shall be treated as express consent for the CII to provide a service. This express consent will also be treated as formal acknowledgement by you that your rights to cancellation under Regulation 29(1) of the Regulations will be lost upon receipt of your application form by the CII. In the event of less than fourteen days notice of cancellation being given in respect of an entry for an exam sat online, and if, where applicable, the CII is unable to recover costs suffered as a result of such short notice cancellation, then the CII can recover these costs from you.

Additional terms, conditions and regulations

- Please note there are additional terms and conditions which apply to all purchases of goods or services from the CII which you agree to be bound by upon completion of your order. By taking a CII exam you are agreeing to the regulations detailed on the exam admission document sent to your correspondence address prior to the exam date (see pages 22–23 for more information on the exam admission document). Full details of these terms, conditions and regulations can be found at www.cii.co.uk/exampolicies and www.cii.co.uk/tandc

Equal opportunities

- The CII is committed to creating and maintaining conditions which give access to its education and assessment provision regardless of age, disability, gender, reassignment, pregnancy, maternity, marriage/civil partnership, race, religion and belief, sex or sexual orientation.

Access arrangements

- Provisions can be made for candidates taking CII exams who have different educational requirements or disabilities. To find out more, including how to request reasonable adjustments, visit www.cii.co.uk/exampolicies

CII appeals procedure

- The CII is committed to open and fair processes and as part of this process runs a transparent appeals process. For more information visit www.cii.co.uk/appeals

- Once you have read the notes on completing your application, you can either:
- complete and submit your application online at www.cii.co.uk/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.

“ We firmly believe that enhanced technical skills and capability improves business performance and supports our ultimate aim of providing customers with an exceptional experience.

CII qualifications are key to this strategy, not only for our own employees, but also for our business partners.

This is why we introduced our Scholarship Programme, in which we support brokers to achieve the Diploma in Insurance. And why we maintain accreditation for our internal training programmes, so that our people can earn credits in the CII qualifications framework through their learning at work.

We are proud of our commitment to the highest technical and ethical standards and our Chartered Insurers status helps demonstrate this commitment to potential recruits, business partners and customers alike. ”

Philip Gennoy
HR Director
Allianz UK



Important note: To ensure that your application is processed correctly 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/Other Surname

Forenames

Gender Male Female (Please tick) 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 ebooks or LEARN.

Tick address to be used for postal correspondence Home Work

Please tick one box per category

Type of organisation

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

Area of work

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

Job category

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> Board member (CEO, Director) | <input type="checkbox"/> Business owner | <input type="checkbox"/> Middle management (Branch, Office, Dept) | <input type="checkbox"/> Senior management (General, Head of) | <input type="checkbox"/> Supervisory/Controller |
| <input type="checkbox"/> Technician/Co-ordinator | <input type="checkbox"/> Trainee | <input type="checkbox"/> Other | | |

Area(s) of specialism

(Commercial)

- | | | | | |
|--|-----------------------------------|---------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Accident and health | <input type="checkbox"/> Aviation | <input type="checkbox"/> Construction | <input type="checkbox"/> Engineering | <input type="checkbox"/> Liability |
| <input type="checkbox"/> Marine | <input type="checkbox"/> Motor | <input type="checkbox"/> Property | <input type="checkbox"/> Travel | <input type="checkbox"/> Other |

(Personal)

- | | | | | |
|--|-------------------------------|--------------------------------|---|---------------------------------|
| <input type="checkbox"/> Accident and health | <input type="checkbox"/> Home | <input type="checkbox"/> Motor | <input type="checkbox"/> Pecuniary loss | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Other | | | | |

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

Certificate/Diploma/Advanced Diploma in Insurance application form – IC1005 (07/14)

Enter your name

Section B – Associated or affiliated institute membership

Current members of an associated or affiliated institute of the CII (see pg 28) may enter CII exams and purchase study materials at the same prices as those charged to members of the CII. If you wish to benefit from this discount, please provide details of your institute membership here. Please note: this discount is only available to current associated or affiliated institute members. False applications may result in being barred from future CII exams.

Name of institute

Current membership no

Section C – CII membership

Remember, membership not only gives you useful discounts on learning material and exam entry, you'll also receive exclusive benefits to help you in your studies and working life. And once qualified, you may be able to use an industry recognised designation.

(Please **ONLY** complete this section if you are applying for membership. Go to Section D if you are already a member.)

I wish to apply for membership of the CII Yes No

Please choose from one of the following membership levels. If you hold any CII qualifications you must join the CII at the correct member level:

- Ordinary** – I do not currently hold a CII insurance qualification.
- Cert CII** – I have passed the Certificate in Insurance or equivalent.
- Cert CII (Claims)** – I have passed the Certificate in Insurance including one of: (IF4) Insurance claims handling process, (P85) Claims practice or (820) Advanced claims, and I also wish to join the Claims Faculty.
- Cert CII (London Market)** – I have passed the Certificate in Insurance, including the Award in London Market Insurance (or LLMIT prior to 01 July 2010) and I also wish to join the London Market Faculty.
- Cert CII (Customer Service)** – I have passed the Certificate in Insurance including the unit (IF9) Customer service in insurance
- Cert CII (Health and Protection)** – I hold the Certificate in Insurance, including the compulsory unit IF1 and two of the specified health and protection units. I am also employed in the health and protection market.
- Dip CII** – I have passed the Diploma in Insurance or equivalent.
- Dip CII (Claims)** – I have passed the Diploma in Insurance, including units either (P85) Claims practice or (820) Advanced claims; and I also wish to join the Claims Faculty.

I wish to join the following local institute – UK only (See page 28)

By becoming a member of the CII, I agree to be bound by the CII's Charter, Bye-laws, Code of Ethics, rules, regulations and requirements of membership. I also agree to be bound by the constitution and Bye-laws of any local institute of which I become a member. Full details of these obligations of membership can be found online at www.cii.co.uk/memberobligations

Please tick the relevant box to confirm whether you have:

– Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure) or any judgement debt. Yes No

– Been convicted for (or have you been charged but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence.

Please note, if the conviction is considered spent under the Rehabilitation of Offenders Act you should select 'no'. Yes No

– Been subject to any disciplinary sanctions (or are currently the subject of any investigation) by the CII/PFS or any other professional and/or membership body or regulatory authority. Yes No

If you have answered 'yes' to any of these questions, please also provide any relevant details on a separate sheet of paper.

Please note that, as a member of the CII, you are required to let us know if and when, at any point in the future, your circumstances are such that you would have to answer 'yes' to any of the above.

Faculties

Please choose below which faculty you would like to join. These provide access to market-relevant CPD and career support. You should select the faculty that will best support your personal career development needs. More information can be found at www.cii.co.uk/faculties

You can **join one faculty for free**. If you wish to join additional faculties please contact CII Customer Service on +44 (0)20 8989 8464.

(select one)
 Insurance Broking Faculty Claims Faculty London Market Faculty Underwriting Faculty Life & Pensions Faculty

Membership fees

1. An admission fee of £37 is payable by **ALL** applicants except those buying a blended learning package at the point of joining.

2(a). Please then select the appropriate member fee.

CII membership level	UK subscription (Monthly fee)	UK subscription (Annual fee)	International subscription (Annual fee)	Low GDP† subscription (Annual fee)
Ordinary member	£6.00	£72	£52	£36
Cert CII*	£9.62	£115	£75	£47
Dip CII **	£12.50	£150	£90	£60

* Same fee applies to Cert CII (Claims)/(London Market)/(Customer Service)/(Health and Protection)

** Same fee applies to Dip CII (Claims)

† A discounted membership fee is available for individuals resident in low GDP countries. See page 26 for details.

Important note: An additional £3 subscription fee is payable for membership of the Insurance Institute of London.

2(b). Choose the method of payment. This can either be:

- i) by monthly Direct Debit. **If you choose this option do not complete the sub total box, but fill out the Direct Debit form at the back of this application form. The admission fee will be spread across your 12 monthly payments**
- ii) by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box, including the admission fee.**

(to include the £37 admission fee)

Sub total £


Certificate/Diploma/Advanced Diploma in Insurance application form – IC1005 (07/14)

Enter your name

Section D – Study options and revision aids

Please indicate when you will be sitting the exam(s) as this will determine which version of study/option(s)/revision aids we send you:

Pre 01 Jan 2015 Post 01 Jan 2015

 To order your study text as an ebook put a tick in the box under the 'e' icon. If left unticked, you will receive a printed book. Please check www.cii.co.uk/ebooks for details and availability before ordering.

I wish to order the following learning materials:

Study packages (exam entry included)	CII use	Member	Non-member	Unit codes and ebook requirement				Total
				code	e	code	e	
Certificate in Insurance blended learning programme (units IF1–IF8) (See pg 14)	LP	£270 (membership payable separately)	Member only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Award in London Market Insurance	UD	£294	£297	<input type="checkbox"/>	+	<input type="checkbox"/>	<input type="checkbox"/>	£
• LM1 only		£144	£183	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	£
• LM2 only		£211	£268	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	£
Sub total								£ <input type="text"/>

Non-EU candidates: where applicable, an ex.VAT price is listed on p.18–21. When ordering outside the EU, include the ex.VAT price below.

Study options	CII use	Member	Non-member	Unit codes and ebook requirement				Total
				code	e	code	e	
Continuous assessment (See pg 16 for information on units available)	CA	£249	£278	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Coursework assessment	UD	£424	£492	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• 820, 930, 960, 990 and 992		£1,061	£1,285	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• 993				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
991 Dissertation assessment		£1,061	£1,285	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Mixed assessment pilot (unit M92)		£390	£460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Study text with updates	UD	£136	£154	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• Diploma/Advanced Diploma units (except M92, 991, 992 and 993)		£117	£141	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• units IF1–IF9				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Study text renewal	UD	£56	£71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• Diploma/Advanced Diploma units				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• Certificate units (except LM1 and LM2)		£52	£68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• LM1		£33	£39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• LM2	£56	£66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	
Upgrade to continuous assessment (See pg 16 for information on units available)		£113	£124	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Sub total								£ <input type="text"/>

Sub total £

Revision aids	CII use	Member	Non-member	Unit code				Total
Specimen/past examination guides		available online at www.cii.co.uk/qualifications						
Key fact booklets (See pg 20)	KF	£26	£28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Question packs (See pg 20)	QP	£26	£28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
LEARN (See pg 20)	EL	£57	£62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Revision workshops (See pg 20)	WS	£380	£440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• (LM2)		£415	£490	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• (P05, P92, P97)		£435	£505	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• (590, 820, 930, 960, 990)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
	Date			Venue				£
Revision days (See pg 20)	R	£215	£255	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• (IF1–IF4, IF7, IF9, LM1)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• (P05, P21, P63, P64, P66, P67, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97, P98)		£250	£290	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• (530, 590, 820, 945, 960, 990)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
	Date			Venue				£
Evening classes (See pg 20)	EC	£390	£460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• Six week course (LM1+LM2, P05, P92, P97)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
• Six week course 992	EC	£440	£510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Sub total								£ <input type="text"/>

Sub total £

Sub total £

Certificate/Diploma/Advanced Diploma in Insurance application form – IC1005 (07/14)

Enter your name

Section D – Study options and revision aids (cont)

Postage fee (not applicable to ebooks, 991 dissertation enrolment, training courses, upgrade to continuous assessment or LEARN):

- **£7 per order:** UK, Channel Islands, Isle of Man, Republic of Ireland, Malta and Gibraltar.
- **£15 per order:** All other countries.

Please note: These postage rates are flat fees applicable to orders from individual candidates (orders may contain more than one item). Separate fees apply to corporate bulk orders – please contact Customer Service.

Sub total

Section E – Exam entry

I wish to enter the following exams in April/October 2014 (delete session which is not applicable) at the centre in:

First choice Centre code

Second choice Centre code

Unit codes	Member	Non-member	No of units	Entry fee
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Certificate:

- Only complete this section if you are planning to sit Certificate exams **outside of the UK**. To sit an exam in the UK, you must enter online at www.cii.co.uk/online or by calling Customer Service
- If you have bought the blended learning programme or an Award in London Market Insurance study package **do not** include the exam fee

Unit codes	Member	Non-member	No of units	Entry fee
<input type="text"/>	£78 for LM1 resit or £100 for all other units	£102 for LM2 resit or £137 for all other units	<input type="text"/>	£

Diploma

Unit codes	Member	Non-member	No of units	Entry fee
<input type="text"/>	£119	£160	<input type="text"/>	£

Advanced Diploma

Unit codes	Member	Non-member	No of units	Entry fee
<input type="text"/>	£126	£170	<input type="text"/>	£

Sub total

Additional late entry fee (See pg 26)

Section F – Declarations

I declare that all information provided by me on this form is true and correct to the best of my knowledge.

Data protection and privacy

The CII will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available on the CII's website). To process this application, I am deemed to have consented to the CII processing my data.

Sharing information with your employer

The CII will, upon request, provide your employer with details of your examination record and accreditation, including all attempts and future entries, along with your CII Personal Identification Number, unless you tick the following box.

Sharing your data with third parties

The CII Group will never sell your data to third parties for commercial gain. We may, however, share your data with third parties who provide products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

Privacy and electronic communications regulations

The CII and, where relevant, your Local Institute (LI) may from time to time wish to draw your attention to other CII or LI products and services electronically which are likely to be of interest to you. The CII and your LI will assume you consent to us using your data in this way, unless you tick the following box.

Application for study materials

I undertake to use them for my own purposes and not to sell, copy, lend or give them to anyone else.

Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

Signed Date

If ordering learning materials, please ensure you have read the important information regarding delivery on page 29.

Study options and revision aids are provided by the Education and Training Trust of the Chartered Insurance Institute (a company limited by guarantee)
Registered office: 20 Aldermanbury, London EC2V 7HY. Registered Charity no. 1021017

Certificate/Diploma/Advanced Diploma in Insurance application form – IC1005 (07/14)

Enter your name

Section G – Total payable and method of payment

Insert the total value of all items ordered in Sections C to E.

Total payable

Note: Unless stated otherwise, 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 D.

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 those at the beginning of this application

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.

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, complete and sign the declarations in Sections C and F 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.

“ The successful completion of the Advanced Diploma in Insurance is a core requirement of all underwriting, claims and operational roles within Hiscox, and is firmly embedded within our functional learning and development frameworks.

We view the professional learning available through the CII as integral to the technical development of our people and a valuable enhancement to the career options available to them within our business.

If you work in our sector, you need the relevant professional qualification to have credibility with clients and the Advanced Diploma is it. ”

Des Bishop Chartered Aifs, Chartered MCIPD

Group Head of People Development

Hiscox



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

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Ref: CII – ICI005 (07/14)
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