

Insurance qualifications

2016 Information for candidates

Accelerating your development as an insurance professional



Supporting your success

CII membership gives you the tools and ongoing support to help achieve your professional goals.

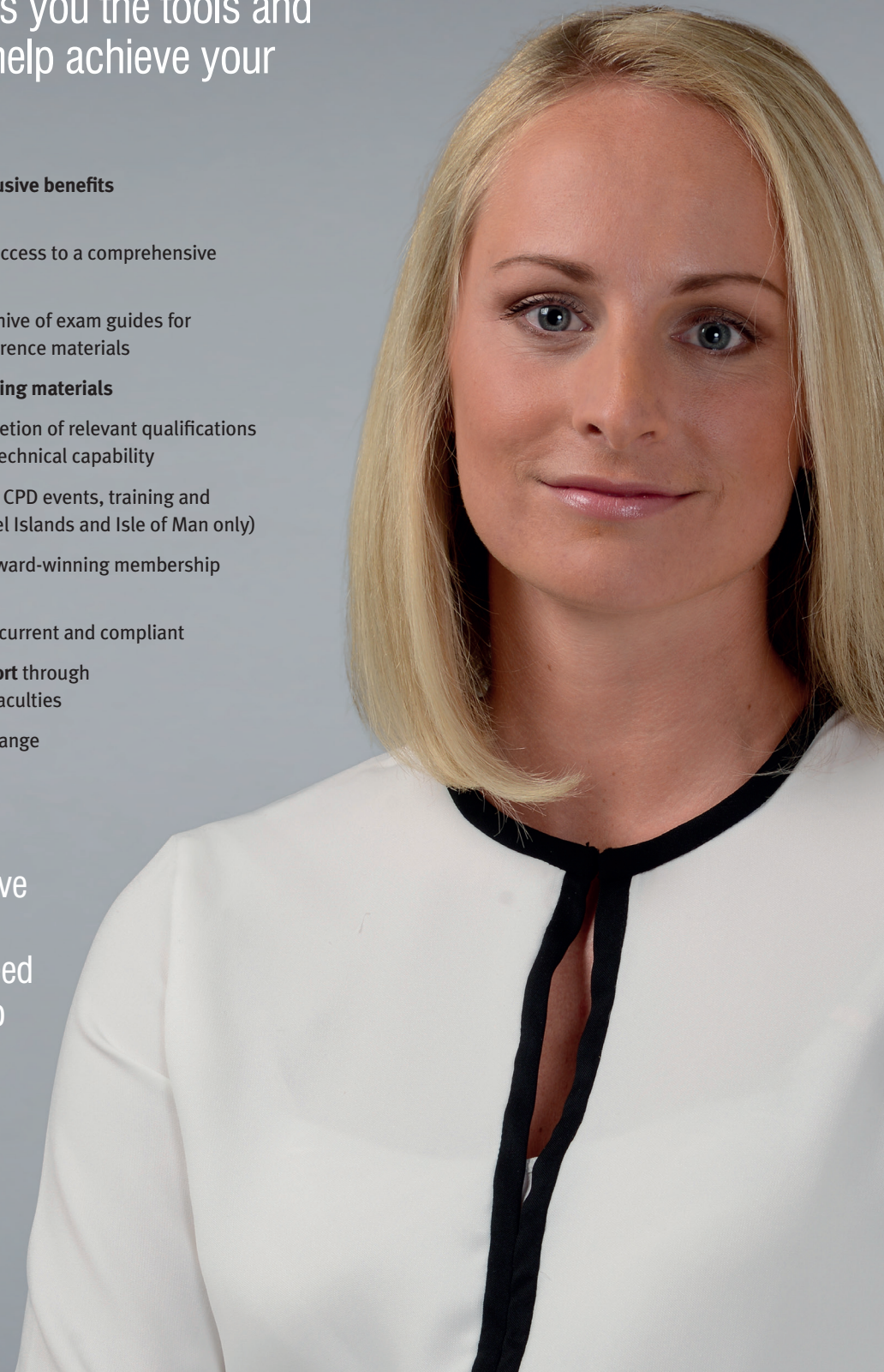
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- **Current market information** through access to a comprehensive online library
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- **Discounts on qualifications and learning materials**
- **Professional designation** upon completion of relevant qualifications to demonstrate your knowledge and technical capability
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- **Market news and updates** from our award-winning membership magazine, The Journal
- **CPD scheme** to keep your knowledge current and compliant
- **Sector specific information and support** through membership to one of five specialist faculties
- **Affinity benefits scheme** providing a range of high street and online discounts.

“
As a member of the CII, I've been given the tools and ongoing support to succeed in my studies and develop my career in insurance.
”



Serena France-Hayhurst BA (Hons) ACII
Placing Broker, AON



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The Chartered Insurance Institute (CII) Professionalism in practice

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

With over 120,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to these sectors.

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



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Contacting the CII

If you have any queries regarding the qualifications in this brochure please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

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

Customer Service

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website: www.cii.co.uk

**Membership from
£6.12 a month***

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

For more information and to join, visit:

www.cii.co.uk/join

Or call +44 (0)20 8989 8464

2 Make the most of your career with CII qualifications

The CII provides market-led qualifications serving all sectors of the insurance sector and catering for all levels of knowledge and experience.

Completion of the following qualifications enables you to use CII member designations, which are widely recognised and respected across the global insurance market. For examples of how qualifications can be matched to different job roles visit www.cii.co.uk/insurance-routes

Further information on these qualifications can be found in the pages overleaf. To compare the key components and requirements of all the CII's insurance qualifications see www.cii.co.uk/gi-keyfacts

Studying for a qualification can sometimes seem quite daunting, especially if you've been out of formal education for a while. But there's no need to worry. If you plan properly, and take advantage of all the support the CII has to offer, your journey should be a smooth one.

Your guide to studying with us

When starting study with the CII there are a number of steps to take and decisions you'll need to make. As a guide, we recommend you consider the following:

Get ahead of the game by joining the CII

Joining the CII gives you an advantage by creating a platform for your study. You'll benefit from privileged access to technical information including an archive of past papers for written exams, online technical dictionaries and additional reference material building on the core qualification study texts. You also get a discount of up to 22% on study materials and exam entry.

Get recognition for your non-CII qualifications

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

For further information visit www.cii.co.uk/prior-learning where you'll find full guidance on the rules, requirements, fees and an application form.

Build a study programme around your career ambitions

Our qualifications typically require you to complete a number of units. Some units are compulsory as they provide essential foundation knowledge; the remainder cover all of 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 [pages 8–9](#).

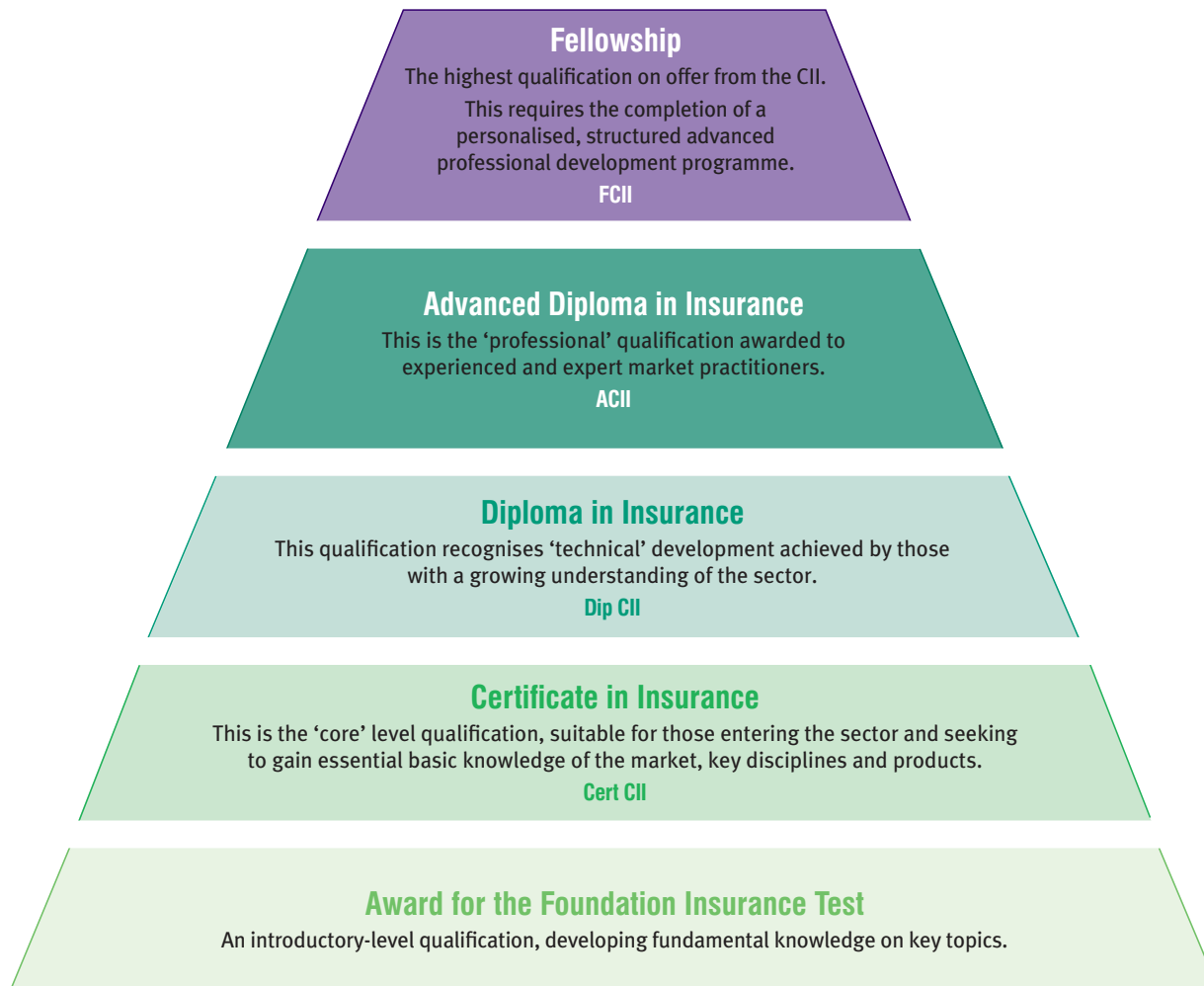
Create a personalised learning programme

Exam results show that a blended learning approach using a combination of learning and revision materials substantially increases your chance of first-time exam success. Make sure you understand the range of CII learning materials on offer to build a programme that best suits your learning style. Find out more on [pages 12–15](#).

Flexible and relevant testing

CII study offers a range of assessment methods, designed to promote the optimum type and level of learning for each qualification.

Online tested exams are offered throughout the year, typically weekly, so pick your choice of time and location. And increasingly, the CII is switching from traditional written exams to coursework, dissertation and mixed assessment (which combine coursework with a multiple-choice question exam) which encourage candidates to apply knowledge and experience gained through work. Find out more about CII assessment options on [page 10](#).



Note: CII membership and Continuing Professional Development requirements apply to the use of designations.

Quality assurance at every level

The CII is committed to seeking external validation of its qualifications by registering them with the Office of Qualifications and Examinations Regulation (Ofqual), the regulator of qualifications, exams and tests in England. Each registered qualification has a formally specified level.

Level 2 = GCSE grade A*–C through to Level 7 = Masters degree

Please refer to [pages 4–6](#) for each qualification's Ofqual status and visit www.ofqual.gov.uk for more information.

Important: Upcoming qualification framework enhancements

The CII insurance qualifications framework is regularly reviewed, and where necessary, enhanced and updated to reflect the current and future needs of the profession. A major review in 2013 resulted in the announcement of a range of enhancements which take effect in the five years to 2018. These include:

- **Changed completion requirements** – we are introducing more robust requirements for the Advanced Diploma to increase learning at advanced-level and sharpen the focus on the core disciplines of broking, underwriting and claims.
- **Enhanced subject offering** – we are expanding the subjects offered to cover new and developing needs, and to address identified gaps in the framework.
- **Enhanced assessment methods** – we are increasing the use of coursework, mixed assessment and dissertation as assessment methods to promote the development and application of both academic and work-related knowledge.
- **Withdrawal of financial services credits** – we are phasing out the option to use credits gained from completing the CII's financial services units (with the exception of specified relevant units), or comparable from other awarding bodies, towards CII insurance qualifications. Candidates will still be able to seek recognition of prior learning for relevant exams and qualifications obtained through other awarding bodies that match a current CII insurance unit.

As these changes may impact on your choice of study we strongly recommend that you familiarise yourself with these in full. Visit www.cii.co.uk/insurance-developments for more information.

Award for the Foundation Insurance Test (FIT)

Overview

The Award is an introductory-level qualification that helps develop an understanding of key insurance topics, including: how the insurance market operates; fundamental risk and insurance principles and procedures; and core personal and commercial insurance products.

The Award is particularly suitable for those who are new to the sector and just beginning study for an insurance qualification, or for those in associated industries and support roles who need to demonstrate a basic understanding of general insurance.

As part of your study package you will receive full CII membership for 12 months. This provides a range of benefits including member-only access to our online 'Knowledge' service, a virtual library of technical and market information, which can assist your studies and provide essential support in your working life.

Entry requirements

None

Completion requirements

To complete you need to pass the compulsory FIT unit. On completion you will also receive **6 CII credits that can be used towards other CII qualifications**.

Turn to **pages 8–11** for further information on this unit including assessment method.

Recommended study time

A minimum of 40 hours.

Learning support

Study materials available for the Award are:

- Study text with updates
- RevisionMate online study support
- Test guide
- Key fact booklet
- Question pack
- Learn interactive tutorial
- Revision course.

See **pages 12–15** for further details, including fees.

CII member designation

N/A

Ofqual level

2

More details and to enrol online

www.cii.co.uk/FIT

Next step qualification

Certificate in Insurance

Certificate in Insurance

Overview

The Certificate in Insurance is a core qualification for insurance staff working across all sectors of the profession and provides candidates with a fundamental grounding in key insurance principles, disciplines, products and markets. 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.

Entry requirements

None

Completion requirements

To complete you need to obtain a minimum of **40 CII credits**.

The following compulsory unit requirements apply:

- (IF1) Insurance, legal and regulatory (15 credits); **or**
- The Award in London Market insurance: (LM1) London market insurance essentials and (LM2) London market insurance principles and practices (25 credits in total); **or**
- (W01) Award in General Insurance (15 credits). **Note:** This unit is only available to non-UK candidates.

Note: Due to the extent of syllabus overlap between units IF1, LM1 and W01, candidates who sit more than one of these units will receive only one award of credits.

The remaining credits can come from any of the units offered within the CII insurance framework.

Turn to **pages 8–11** for further information on these units including assessment method.

Recommended study time

Certificate units: 40–60 hours per unit, depending on the unit chosen.

Learning support

Unit study materials for this qualification typically include:

- Study text with updates
- RevisionMate online study support
- Key fact booklet
- Question pack
- Learn interactive tutorial
- Revision courses.

See **pages 12–15** for further details, including unit availability and fees.

Notes

1 CII membership and Continuing Professional Development requirements apply.

2 Mixed assessment involves both coursework and a multiple-choice question exam. This new Diploma-level assessment method is being progressively introduced and will be available for all Diploma units by April 2018 (unit codes begin with 'M' rather than 'P'). In turn, the written exam option will be withdrawn. The last exam date for P92 will be in April 2016 and the last exam date for P05 will be in October 2016. Thereafter, these two units will be assessed by mixed assessment only.

Diploma in Insurance

Overview

The Diploma in Insurance is a technical and supervisory qualification for insurance staff working across all areas of the sector. The Diploma will provide you with a firm understanding of insurance fundamentals and will develop advanced technical knowledge.

Entry requirements

None, but we recommend that candidates hold the Certificate in Insurance or 5 GCSEs at grade C, or above, or equivalent.

Completion requirements

To complete the Diploma you must obtain a minimum of **120 CII credits**, with at least 90 credits at Diploma level or above.

The following compulsory unit requirements apply:

- (P92/M92²) Insurance business and finance **or** (530) Economics and business (Advanced Diploma in Insurance unit); **and**
- (P05/M05²) Insurance law.

We recommend that all Diploma entrants also sit unit (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 remaining credits can come from any of the units offered within the CII insurance qualifications framework.

Turn to **pages 8–11** for further information on these units including assessment methods.

Recommended study time

Diploma units: 100 hours per unit.

Learning support

Unit study materials for this qualification typically include:

- Study text with updates
- Continuous assessment programme
- RevisionMate online study support
- Revision courses.

See **pages 12–15** for further details, including unit availability and fees.

CII member designation¹

Dip CII (see page 7 for specialist designations)

Ofqual level

4

More details and to enrol online

www.cii.co.uk/dip-insurance

Next step qualification

Advanced Diploma in Insurance

Advanced Diploma in Insurance

Overview

The Advanced Diploma in Insurance is a professional qualification for insurance staff working across all areas of the sector. 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. Widely recognised, it is evidence of your commitment and ability and can be your passport to a successful and fulfilling career.

Entry requirements

None, however it is recommended that candidates hold the Diploma in Insurance or 3 A-levels or equivalent.

Completion requirements

To complete the Advanced Diploma you must obtain a minimum of **290 CII credits**, with at least 205 credits at Diploma-level or above, including at least 90 credits at Advanced Diploma-level. **From 01 Jan 2017 this requirement is changing** and you must obtain at least 150 credits at Advanced Diploma level.

The following compulsory unit requirements apply:

- (P92/M92²) Insurance business and finance or (530) Economics and business; **and**
- (P05/M05²) Insurance law

From 01 Jan 2017 there will be an additional compulsory unit requirement:

- **One of** (820) Advanced claims; **or** (930) Advanced insurance broking; **or** (960) Advanced underwriting

The remaining credits can come from any of the units offered within the CII insurance framework.

Turn to **pages 8–11** for further information on these units including assessment methods.

Turn to **page 4** and visit www.cii.co.uk/insurance-developments for details of upcoming changes to the Advanced Diploma.

Recommended study time

Advanced Diploma: 120–180 hours per unit, depending on the unit chosen.

Learning support

Unit study materials for this qualification typically include:

- Study text with updates
- RevisionMate online study support
- Revision courses.

See **pages 12–15** for further details, including unit availability and fees.

CII member designation¹

ACII and Chartered status

Ofqual level

Not currently Ofqual registered

More details and to enrol online

www.cii.co.uk/adip-insurance

Next step qualification

Fellowship; or See graduate and postgraduate courses

Beyond the Advanced Diploma

Fellowship

An exclusive qualification held by fewer than 6,000 working insurance practitioners, Fellowship (FCII) is the CII's highest level of qualification and attainment is globally recognised as an indicator of expertise and experience.

Fellowship is an advanced structured learning programme available to Advanced Diploma in Insurance holders.

Find out more at www.cii.co.uk/fellowship

Chartered status

CII members holding the Advanced Diploma can apply for Chartered status (subject to having five years' experience, not necessarily post-qualification). Three titles are available reflecting your career specialism:

- Chartered Insurer;
- Chartered Insurance Broker;
- Chartered Insurance Practitioner; **and**
- Chartered Insurance Risk Manager.

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 include requirements relating to the holding of Chartered status by individuals.

Visit www.cii.co.uk/chartered for further information.

Fast track and direct entry graduate and postgraduate courses

The CII has partnered with a panel of UK universities to give Advanced Diploma holders fast-track and/or direct entry routes to a programme of graduate and postgraduate degree courses.

These range from Bachelor degrees in financial services and management services to Masters in insurance and risk management, finance, marketing and business administration. Course format includes both full-time and part-time study and, in some instances, distance learning.

For more information on available courses please go to www.cii.co.uk/degrecourses

Specialist qualification options

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

Award in London Market Insurance (ALMI)

A specialist qualification for those working in or with the London market, the Award in London Market Insurance (ALMI) comprises two units (LM1) London market insurance essentials and (LM2) London market insurance principles and practices.

Together the two units provide a broad understanding of insurance process and practice across the London market as well as detailed understanding of technical topics.

Certificate in Contract Wording

The Financial Conduct Authority 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 pass two units from the Diploma in Insurance: (P21) Commercial insurance contract wording and (P05²/M05) Insurance law (or already hold one of the withdrawn legal units (P03) Legal aspects of insurance or (520) Company and contract law).

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). It is recognised at Level 7 on the Ofqual qualifications framework.

You can achieve the qualification by completing one Advanced Diploma level unit: (991) London market insurance specialisation, which involves a 10,000 word dissertation on a topic of your choosing relevant to the London insurance market*.

Find out more and register your interest at www.cii.co.uk/lm-specialisation

Certificate in Insurance Market Specialisation

This new advanced level qualification developed for the broader insurance community is recognised at Level 7 on the Ofqual qualifications framework.

Candidates can achieve the qualification by completing one Advanced Diploma level unit: (994) Insurance market specialisation, which involves a 10,000 word dissertation on an insurance related topic of your choosing*.

Find out more and register your interest at www.cii.co.uk/im-specialisation

*Entry onto these qualifications 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 market practitioners.

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 at www.amus.org.uk/education.html
- **Diploma in Life and Disability Underwriting and Diploma in Life and Disability Claims** – awarded to those completing units (P05²/M05) 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 at www.amus.org.uk/education.html

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

Sector/discipline specific designations

Cert CII¹

The following designations are available to CII members completing the Certificate in Insurance and satisfying specified unit requirements:

- 'Cert CII (Claims)' – including one of: units IF4, P85 or 820. Faculty membership requirements apply.
- 'Cert CII (Customer Service)' – including unit IF9.
- 'Cert CII (Health and Protection)' – including satisfying one of the specified unit combinations – see www.cii.co.uk/cert-insurance for details.
- 'Cert CII (Insurance Broking)' – including one of: units I10, P81/M81 or 930. Faculty membership requirements apply.
- 'Cert CII (London Market)' – including the Award in London Market Insurance (comprising units LM1 and LM2), or LLMIT prior to 01 July 2010. Faculty membership requirements apply.

Dip CII (Claims)¹

'Dip CII (Claims)' is available to CII members completing the Diploma in Insurance including a pass in unit P85/M85 or 820. Faculty membership requirements apply.

Notes

1 CII membership and Continuing Professional Development requirements apply.

2 Mixed assessment involves both coursework and a multiple-choice question exam. This new Diploma-level assessment method is being progressively introduced and will be available for all Diploma units by April 2018 (unit codes begin with 'M' rather than 'P'). In turn, the written exam option will be withdrawn. The last exam date for P92 will be in April 2016 and the last exam date for P05 will be in October 2016. Thereafter, these two units will be assessed by mixed assessment only.

Once you've selected your chosen qualification and understood the completion requirements, you'll need to plan your unit pathway. This section gives you more information about each unit and highlights where you can find further information online.

Advanced Diploma in Insurance

(530) Economics and business 30 credits, 150 study hours Last written exam Oct 16	(590) Principles of Takaful 30 credits, 120 study hours	(820) Advanced claims 30 credits, 150 study hours	(930) Advanced insurance broking 30 credits, 150 study hours	(945) Marketing insurance products and services 30 credits, 150 study hours Last written exam Oct 16	(960) Advanced underwriting¹ 30 credits, 150 study hours
(990) Insurance corporate management 30 credits, 150 study hours	(991) London market insurance specialisation 50 credits, 180 study hours	(992) Risk management in insurance 30 credits, 150 study hours	(993) Advances in strategic risk management in insurance 50 credits, 180 study hours	(994) Insurance market specialisation 50 credits, 180 study hours	(995) Strategic underwriting 30 credits, 150 study hours Avail. Apr 17
(996) Strategic claims management 30 credits, 150 study hours Avail. Apr 17	(997) Advanced risk financing and transfer 30 credits, 150 study hours Avail. Apr 17				

Diploma in Insurance

(P05/M05²) Insurance law¹ 25 credits, 100 study hours Last P05 written exam Oct 16	(P21/M21²) Commercial insurance contract wording 20 credits, 100 study hours Mixed assessment avail. Apr 16 ² Last P21 written exam Oct 17	(P61) Life, critical illness and disability underwriting¹ 30 credits, 100 study hours	(P62) Life, critical illness and disability claims¹ 30 credits, 100 study hours	(P63) Long term insurance business¹ 25 credits, 100 study hours	(P64) Private medical insurance practice¹ 25 credits, 100 study hours
(P66) Delegated authority 25 credits, 100 study hours	(P67) Fundamentals of risk management¹ 25 credits, 100 study hours	(P80/M80²) Underwriting practice 20 credits, 100 study hours Last P80 written exam Oct 16	(P81/M81²) Insurance broking practice 20 credits, 100 study hours Last P81 written exam Oct 16	(P85/M85²) Claims practice 20 credits, 100 study hours Last P85 written exam Oct 16	(P86) Personal insurances 20 credits, 100 study hours
(P90) Cargo and goods in transit insurances 25 credits, 100 study hours	(P91) Aviation and space insurance¹ 30 credits, 100 study hours	(P92/M92²) Insurance business and finance¹ 25 credits, 100 study hours Last P92 written exam April 16	(P93/M93²) Commercial property & business interruption insurances 25 credits, 100 study hours Mixed assessment avail. Apr 16 ² Last P93 written exam Oct 17	(P94/M94²) Motor insurance 25 credits, 100 study hours Mixed assessment avail. Apr 16 ² Last P94 written exam Oct 17	(P96/M96²) Liability insurances 25 credits, 100 study hours Mixed assessment avail. Apr 16 ² Last P96 written exam Oct 17
(P97/M97²) Reinsurance 30 credits, 100 study hours Mixed assessment avail. Apr 16 ² Last P97 written exam Oct 17	(P98) Marine hull and associated liabilities¹ 30 credits, 100 study hours				

Certificate in Insurance

(IF1) Insurance, legal and regulatory¹ 15 credits, 50 study hours	(IF2) General insurance business¹ 15 credits, 50 study hours	(IF3) Insurance underwriting process 15 credits, 50 study hours	(IF4) Insurance claims handling process 15 credits, 50 study hours	(IF5) Motor insurance products 15 credits, 50 study hours	(IF6) Household insurance products 15 credits, 50 study hours
(IF7) Healthcare insurance products¹ 15 credits, 50 study hours	(IF8) Packaged commercial insurances 15 credits, 50 study hours	(IF9) Customer service in insurance 15 credits, 50 study hours	(I10) Insurance broking fundamentals 15 credits, 50 study hours	(I11) Introduction to risk management 15 credits, 50 study hours Avail. Jun 16	(LM1) London market insurance essentials¹ 10 credits, 40 study hours
(LM2) London market insurance principles and practices 15 credits, 60 study hours					

Award for the Foundation Insurance Test

(FIT) Foundation Insurance Test 6 credits, 40 study hours

Assessment method

Each unit covers an individually assessed topic. Assessment methods vary and depend on a unit's level and subject matter.

Online exam

Multiple-choice questions, typically tested weekly, at online exam centres, with immediate notification of results. Offered as paper-based exams outside the UK in April and October.

Written exam

Tested in April and October. Includes a 'continuous assessment' option (not available for units 590, P66 & P67), allowing completion of assignments which count towards the final exam mark.

Mixed assessment

A combination of a single coursework assignment which must be passed within six months and a multiple-choice question exam which must be passed within 18 months.

Coursework assignments

Three assignments which must be passed within a 12 month enrolment period.

Dissertation

A dissertation on an agreed subject which must be completed within 18 months.

See overleaf for more information on each unit's assessment method.

Unit syllabuses

CII units are based on the published syllabuses which set out the learning outcomes expected of candidates during the assessment. It is essential that you familiarise yourself with these before commencing study. Syllabuses may also specify entry guidance, where existing knowledge gained from previous study is required, and identify published material designed to help candidates prepare for exams or coursework assessment. Visit www.cii.co.uk/qualifications (and select your qualification) to download unit syllabuses.

Qualifications framework enhancements

The CII is introducing a range of enhancements that will take effect between now and 2018. As the changes may impact on your choice of study we strongly recommend that you familiarise yourself with these. See page 4 and visit www.cii.co.uk/insurance-developments for more information.

Notes

¹ This unit is treated as equivalent to a current or withdrawn CII unit. Refer to 'Credit awards for similar units' on page 11 for more information.

² Mixed assessment involves both coursework and a multiple-choice question exam. This new Diploma-level assessment method is being progressively introduced and will be available for all Diploma units by April 2018 (unit codes begin with 'M' rather than 'P'). In turn, the written exam option will be withdrawn.

Online exam

Available for the Foundation Insurance Test as well as all Certificate level units. Exams are 1–2 hours in length, multiple-choice question (MCQ) format and are completed on-screen. These are available year-round at online exam centres throughout the UK.

Outside of the UK these are held as paper-based MCQ exams, available twice-yearly in April and October at almost 120 exam centres. See [page 13](#) – ‘Study option guidance – Exam assessed units’ for information on the applicable enrolment period.

For more information visit www.cii.co.uk/online

Written exam

This Diploma and Advanced Diploma level assessment method involves completion of a paper-based written exam. Exams are 2–3 hours in length and may include case study, essay and short answer questions. Available twice-yearly in April and October at more than 50 exam centres in the UK and almost 120 exam centres outside of the UK.

It is planned that written exams will be withdrawn from all Advanced Diploma units except (590) Principles of Takaful by October 2016 and from all Diploma units by October 2019. Find out more about this and other changes to the insurance qualifications framework at www.cii.co.uk/insurance-developments

Mixed assessment

This new Diploma level assessment method involves the completion of one coursework assignment and one multiple-choice question (MCQ) exam within an 18 month enrolment period. The assignment requires completion of a number of scenario-based questions and must be completed within the first six months of enrolment. The MCQ exam may be completed at any time during the enrolment period and is 60–90 minutes in duration, depending on the unit chosen. MCQ exams are available year-round at online exam centres throughout the UK. Outside of the UK MCQ exams are held twice per year in April and October.

The MCQ exam will predominantly test knowledge and understanding, with coursework assessment requiring candidates to combine and apply academic theory and work-gained knowledge and experience, ensuring a practical understanding of the subject.

Mixed assessment delivers a degree of flexibility compared to the traditional written exams, allowing you to build your study programme around your work-life commitments.

From April 2016 mixed assessment will be available for 10 Diploma level units and for all Diploma units by April 2018. Find out more about the planned roll-out and other enhancements to the insurance qualifications framework at www.cii.co.uk/insurance-developments

For more information visit www.cii.co.uk/mixedassessment

Coursework

This Advanced Diploma level assessment method involves the completion of three coursework assignments within a 12 month enrolment period. Assignments are typically 3,200–4,000 words in length, depending on the unit selected, and are due at regular intervals throughout the enrolment period.

Involving degree-level learning, candidates are required to research and analyse real-life insurance scenarios, applying both academic study and work-gained knowledge and experience.

In addition to its educational benefits, coursework assessment delivers a degree of flexibility compared to the traditional written exams, allowing you to build your study programme around your work-life commitments.

For more information visit www.cii.co.uk/coursework

Continuous assessment

Available for candidates enrolled on written exam assessment for certain Diploma and Advanced Diploma units. Continuous assessment involves the completion of a series of assignments for which candidates will receive a mark and feedback from an expert tutor.

Upon successful completion, candidates receive a fixed increase of 10% of the total marks available on the exam paper applied to their exam result.

This option is not applicable to either coursework or mixed assessment. As a result, continuous assessment will no longer be available for those units switching from exam assessment to coursework/mixed assessment.

For more information visit www.cii.co.uk/ca

Dissertation

Available for Advanced Diploma units (991) London market insurance specialisation and (994) Insurance market specialisation. It involves the submission of a dissertation proposal and upon approval, completion of a 10,000 word dissertation, which must be completed within an 18 month enrolment period. This is an advanced level assessment method requiring in-depth research and analysis. Entry is limited, depending on the availability of subject matter experts. Entries are accepted on a first-come, first-served basis.

For more information visit www.cii.co.uk/qualifications

Units	Assessment method	Pass mark ¹
Advanced Diploma		
590	Three hour exam comprising eight compulsory short answer questions, one case study question and three essay questions	55%
530, 945	Three hour exam comprising one case study question and two essay questions; or Three coursework assignments of up to 3,200 words	50% ----- 50% (actual pass mark)
820, 930, 960, 990, 992	Three coursework assignments of up to 3,200 words	
991, 994	One 10,000–11,000 word dissertation	
993	Three 4,000 word coursework assignments	
Diploma		
P05 ² , P61, P62, P63, P64, P66, P67, P90, P91, P93, P94, P96, P97, P98	Three hour exam comprising 14 compulsory short answer questions and two case study/essay questions	55%
P21	Two hour exam comprising eight compulsory short answer questions and two case study/essay questions	
P80 ² , P81 ² , P85 ² , P86	Two hour exam comprising 15 short answer questions	
P92 ³	Three hour exam comprising 20 compulsory short answer questions	
M92 ⁴	Coursework assignment with 10 compulsory scenario-based questions; and 90 minute exam comprising 25 multiple-choice questions (MCQs) and 5 case studies each comprising 5 MCQs	60% (actual pass mark) ----- 65%
M05 ⁴ , M21 ⁴ , M80 ⁴ , M81 ⁴ , M85 ⁴ , M93 ⁴ , M94 ⁴ , M96 ⁴ , M97 ⁴	Coursework assignment with 10 compulsory scenario-based questions; and 60 minute exam comprising 50 multiple-choice questions (MCQs)	60% (actual pass mark) ----- 65%
Certificate		
IF1, IF2, IF7	Two hour exam comprising 100 MCQs	70%
IF3, IF4, IF8	Two hour exam comprising 75 MCQs	
IF5, IF6	Two hour exam comprising 50 MCQs and five case studies each comprising 5 MCQs	
IF9	90 minute exam comprising 50 MCQs written to 10 case studies	
I10	Two hour exam comprising 65 MCQs and two case studies each comprising 5 MCQs	
I11 ⁵	Two hour exam comprising 75 MCQs	
LM1	One hour exam comprising 50 MCQs	
LM2	Two hour exam comprising 55 MCQs and four case studies each comprising 5 MCQs	
Award		
FIT	Two hour exam comprising 100 MCQs	70%

Notes

- 1 Except where noted, the nominal pass mark is shown. The final pass mark may vary slightly from one session to another to ensure that the pass standard remains constant
- 2 The final written exam for P05, P80, P81 and P85 will be Oct 2016. Thereafter, assessment will be by mixed assessment only
- 3 The final written exam for P92 will be April 2016. Thereafter, assessment will be by mixed assessment only
- 4 Mixed assessment involves both coursework and a multiple-choice question exam. This new Diploma-level assessment method is being progressively introduced and will be available for all Diploma units by April 2018 (unit codes begin with ‘M’ rather than ‘P’). In turn, the written exam option will be withdrawn
- 5 Study material will be available for unit I11 in June 2016. Online exam available from September 2016, written exam for international candidates available from April 2017.

Credit awards for similar 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 (for which you will gain no credits).

Visit www.cii.co.uk/similar-units for details.

Once you've chosen your unit you can purchase a corresponding study option providing core learning support across the unit syllabus.

Study options	Qualifications/ units	Cost per unit	
		Member	Non-member
<p>Blended learning programme</p> <p>Includes: study text with updates, RevisionMate online study support, exam guide, key fact booklet, Learn interactive tutorial, 20% off any revision course for the unit selected and first exam entry.</p> <p>See page 14 for information on revision aids. Non-members can join at the point of purchase and benefit from a waiver of the membership admission fee.</p>	Certificate units: IF1–IF8	£278	Not available
<p>Study text and exam package</p> <p>Includes the provision of a study text with updates (see 'Study text with updates' below for more information) and first exam entry.</p>	Award units: LM1 and LM2 as a package	£302	£312
	LM1	£148	£193
	LM2	£217	£282
<p>Study text with updates</p> <p>Offering structured self-study that develops understanding and learning of the exam syllabus. Chapters clearly define learning outcomes and include self-test questions. Study texts are offered in either printed or ebook format. Includes electronic updates and access to a host of online study support services through our RevisionMate study tool (RevisionMate not available for unit 590).</p> <p>*Non-EU candidates: CII ebooks attract Value Added Tax (VAT) in the EU. Non-EU customers selecting the ebook option pay the 'excl.VAT' price.</p>	Exam-assessed Dip and Ad Dip units	£140 (ebook excl. VAT £117)*	£162 (ebook excl. VAT: £135)*
	Certificate units: IF1–IF9, I10 Available Jun 16: I11	£121 (ebook excl. VAT £101)*	£149 (ebook excl. VAT: £124)*
	Award unit: FIT	£45	£79 (includes 12 month's membership)
<p>Mixed assessment and study text</p> <p>This option includes the provision of a study text with updates and is assessed by a combination of coursework and multiple-choice exam. Mixed assessment will be rolled out to all Diploma units by April 2018.</p> <p>See opposite for more information and visit www.cii.co.uk/mixedassessment</p>	Dip units: M05, M80, M81, M85, M92 Available Apr 16: M21, M93, M94, M96, M97	£402	£484
	Ad Dip units: 530, 820, 930, 945, 960, 990, 992	£436	£517
<p>Coursework assessment and study text</p> <p>This 12 month learning course includes the provision of a study text (see above for more information) for all units except 993 and marking of a series of assignments.</p> <p>See opposite for more information and visit www.cii.co.uk/coursework to access candidate guidelines and instructions prior to enrolling.</p>	Ad Dip unit: 993	£1,093	£1,350
	Exam-assessed Dip and Ad Dip units (excl. units P66, P67 & 590)	£257	£292
<p>Continuous assessment and study text</p> <p>This 12 month tutor assisted learning course includes the provision of a study text (see above for more information) and marking of a series of assignments. 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.</p> <p>See opposite for more information and visit www.cii.co.uk/ca</p>	Units as above	£117	£130
<p>Add continuous assessment to study text with updates</p> <p>Only available to those who have not previously submitted assignments for that unit under a current or previous continuous assessment course.</p>			
<p>Dissertation</p> <p>This 18 month advanced-level tutor assisted learning course includes assessment of the dissertation by subject matter experts. There is no study text for this option.</p>	Ad Dip units: 991, 994	£1,093	£1,350

Study option guidance

Exam assessed units

FIT and Certificate-level units:

Study options are based on a specified enrolment period, during which time you should sit the exam whilst your material remains current with any updates being provided online.

The 2015 enrolment period has been extended and will run until 30 April 2016. This is due to the need to incorporate details of Solvency II and the Insurance Act into 2016 unit syllabuses.

Study material for the 2016 enrolment period will be available from February, with assessment from 01 May–31 December 2017.

Diploma and Advanced Diploma level units:

Study options for these units come with a 12 month enrolment period, during which time you can access online study text updates and you will be sent any new study text editions that are published (regardless of whether or not you hold a pass in the unit). This ensures your material is applicable to at least two exam sessions.

Mixed assessment

Candidates must complete and pass the coursework assignment within six months of enrolment and one multiple-choice question exam within 18 months of enrolment. Those failing to do so will need to re-enrol and complete a new multiple-choice question exam and assignment. In the event of a failed assignment or missed assignment deadline (resulting in a timed-out notification), a resubmission may be purchased by contacting Customer Service. See **page 18** for fees. Please note that a maximum of two assignment re-submissions may be purchased per unit enrolment. In the event of a failed multiple-choice question exam, this may be re-booked by contacting Customer Service. See **page 18** for fees.

Coursework assessment

To complete the unit, all three written assignments must be passed, including any re-submissions, during the 12 month enrolment period. Otherwise, you will need to re-enrol and complete three new assignments. In the event of a failed assignment or missed assignment deadline (resulting in a timed-out notification), a resubmission may be purchased by contacting Customer Service. See **page 18** for fees. Please note that a maximum of two assignment re-submissions may be purchased per assignment.

Continuous assessment

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.

This option is not available for either coursework or mixed assessment. As a result it will be withdrawn on those units switching from exam assessment to coursework/mixed assessment. Please note, the final exam session for a unit will be the final opportunity for continuous assessment to be used towards your exam mark.

For more information visit www.cii.co.uk/ca

Dissertation

Candidates must complete a dissertation on an agreed subject within 18 months of enrolment. After enrolment, candidates submit a proposed dissertation topic for approval, before commencing work on the dissertation itself.

Study option renewal

You can extend the life of your study text enrolment once your course has expired by purchasing a study option renewal. For FIT and Certificate units you'll receive the next edition of the study text together with electronic updates. For Diploma and Advanced Diploma units you'll receive updates for a further 12 months. These options are renewable on an annual basis

and you will be sent a letter inviting you to update your material. Turn to **page 3** of the application form at the back of this brochure for details of fees or visit www.cii.co.uk/qualifications (select your qualification then unit).

RevisionMate study support

Available to candidates with a current study option enrolment (excludes unit (590) Principles of Takaful), RevisionMate gives free access to an unrivalled suite of support tools designed to maximise the chances of exam success.

These typically include:

- **Online study text** – provided for quick reference (requires internet connection)
- **Study planner** – build a routine and manage time most effectively
- **Study tips** – get practical guidance on achieving the most from your studies
- **Student discussion forum** – share common queries and learn with peers
- **Quiz questions** – check understanding of the study text
- **Exam guide** – practise exam technique by downloading the latest CII exam guide.

For more information visit www.cii.co.uk/revisionmate

ebooks

Study texts and key fact booklets are available in ebook format, allowing you to study on the move and reduce your carbon footprint. The cost (incl. VAT) is the same as the equivalent printed study text, so when ordering just choose which version you want.

Once ordered, you'll be given access to a variety of formats (downloaded from RevisionMate) suitable for the majority of popular devices, such as iPad and Kindle. Ebooks require appropriate ereader software to be installed on your portable device or computer. **Please note that once downloaded ebooks are non-refundable.**

Study text ebooks give you access to the same benefits as the printed study text, with the same enrolment period, updates to content and access to RevisionMate.

Further information and free sample chapters can be found online at www.cii.co.uk/ebooks

Delivery of materials

Printed

Once we've received your order you should allow 5 days for delivery of printed material within the UK and 21 days outside the UK. Study options delivered to a UK address will need to be signed for and include email/SMS delivery notifications and online tracking. To be kept updated on the progress of your delivery please ensure you have provided us with a valid email address and mobile number. Postage fees apply. Refer to section D of the application form for more information.

Electronic

For material received electronically, such as ebooks, we aim for same-day delivery for orders received before midday, Monday to Friday. Once ready to access, you'll receive an email with instructions on how to access your material.

Exam entry fees

Where exam is the selected assessment method, there is a standard exam entry fee per unit. See **pages 18–19** for details.

If you've selected an individual study option, you can supplement your learning with a range of revision aids, each developed to maximise your chances of passing.

Revision aids	Units	Cost per unit	
		Member	Non-member
<p>Exam guides</p> <p>For written exams these comprise a past paper with examiners' comments on candidates' performance and key points for inclusion in your answers. For online-tested units these comprise a complete mock exam and answers, highlighting syllabus areas covered and useful hints.</p> <p>Study option enrollees can download the latest exam guide for free from RevisionMate. Alternatively, these are available to purchase online at www.cii.co.uk/qualifications (supplied as PDF files for you to print off).</p>	<p>Available for exam-assessed units (excl 590)</p> <p>Free example papers are available for all coursework units.</p>	£12 (£10 excl. VAT)*	£13 (£10.83 excl. VAT)*
<p>Key fact booklets</p> <p>Key fact booklets summarise the key information contained in the study text and are perfect for studying whilst travelling to and from work or in situations when reading a study text is impractical. Available as either printed pocket-sized booklets or in ebook format. The cost of e-key fact booklets includes VAT, see the 'ebook' section on page 13 for more information.</p>	<p>FIT, IF1–IF9, I10, LM1, LM2, P05/M05, P80/M80, P81/M81, P85/M85 and P92/M92</p> <p>Available Jul 16: I11</p>	£26	£30
<p>Question packs</p> <p>Delivered online through RevisionMate, question packs provide comprehensive, flexible and interactive self-testing of the unit syllabus. Depending on the unit chosen, these contain 150–225 questions.</p>	<p>IF1–IF4, IF8, LM1, LM2</p>	£26 (£21.67 excl. VAT)*	£30 (£25 excl. VAT)*
<p>Learn interactive tutorial</p> <p>This elearning course provides highly interactive study and is backed by a revision assessment tool for you to check understanding as you progress.</p> <p>Minimum system requirements:</p> <ul style="list-style-type: none"> Operating system: Windows/OSX/Android/iOS Web browser: Latest versions of IE/Safari/Firefox/Chrome <p>To check compatibility with a computer or device you can access a course demo at www.cii.co.uk/elearning</p>	<p>FIT, IF1–IF8</p>	£59 (£49.17 excl. VAT)*	£66 (£55 excl. VAT)*

***Non-EU candidates:** Exam guides, question packs and Learn interactive tutorials attract Value Added Tax (VAT) in the EU. Non-EU customers pay the 'excl. VAT' price where one is indicated.

Delivered by our expert tutors, CII revision courses offer valuable support to help you prepare for your exam or coursework assignments.

Revision courses	Units	Cost per unit	
		Member	Non-member
<p>Revision days</p> <p>CII revision courses provide expert tutor support and are designed to improve your chances of passing.</p> <p>Courses enable you to:</p> <ul style="list-style-type: none"> • Explore the syllabus in detail • Clarify areas of concern in the syllabus • Discover what the examiner is looking for • Discuss common mistakes and how to avoid them • Learn useful revision and exam techniques. 	<p>FIT, IF1–IF4, IF7, IF9, LM1</p> <p>M05, M92, P05/M05, P21, P66, P67, P80, P81, P85, P86, P90, P91, P93, P94, P96, P97, P98</p>	£225	£265
<p>Two day revision workshops</p> <p>Two day revision workshops provide all the benefits of the one day course but offer increased opportunity to interact with the tutor and fellow students, plus allotted time to practise exam technique and to gain feedback on your answers.</p>	<p>LM2</p> <p>P05/M05, P97</p> <p>590</p>	£390	£460
<p>Evening classes</p> <p>Ideal for those candidates who find that work commitments prevent them from attending courses during working hours.</p> <p>Courses are made up of six evening sessions running over six weeks.</p>	<p>P05/M05, P97</p>	£400	£480

When?

Revision courses for units assessed by written exam are usually scheduled 3–4 weeks before the April and October exam sessions.

Courses for units assessed by multiple choice question exams or coursework are offered throughout the year according to demand.

Where?

Courses are held throughout the UK, and whilst locations vary according to demand, venues include: London, Birmingham, Bristol, Doncaster and Glasgow.

Making your choice

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

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

In 2015 candidates who attended a CII revision course improved their chances of success by up to 59%.

Source: CII Statistics 2015

You should plan to enter the exam as soon as you're ready. This section contains exam deadlines and dates.

Online exams

Exam dates for online-tested units are released online up to four months in advance. These are scheduled year-round at exam centres across the UK. Results are notified immediately on completion. Visit www.cii.co.uk/online for more information.

Written exam deadlines

The following information applies to Diploma and Advanced Diploma written exams together with non-UK FIT, Certificate and Diploma mixed-assessment exams (excludes UK mixed-assessment multiple-choice question exams).

		April 2016	October 2016
Continuous assessment	Recommended last date for continuous assessment enrolment	08 Jan 16	01 Jul 16
	Last date for continuous assessment assignments to be with your tutors	18 Mar 16	09 Sep 16
		April 2016	October 2016
Exam entry The following entry deadlines apply (after which changes to entries won't be accepted)	• At normal fee	02 Mar 16	24 Aug 16
	• At late fee	24 Mar 16	16 Sep 16
Once entered for an exam:			
<ul style="list-style-type: none"> • an exam entry confirmation will be sent within seven working days from receipt of your application • an exam admission permit will be sent ten working days before the exam begins or six weeks for non-UK applicants. 			
		April 2016	October 2016
Exam sittings	Exams are scheduled on the following dates	11–13 Apr 16	04–06 Oct 16
Exam results Results are released online at www.cii.co.uk/results (you will need to log in using your CII PIN and password) and sent by 1st class post on the following dates.	• Diploma/Advanced Diploma units (excl. unit 590) – UK exam centres	10 Jun 16	02 Dec 16
	• Unit 590 – UK exam centres	17 Jun 16	09 Dec 16
	• Diploma/Advanced Diploma units – international exam centres	17 Jun 16	09 Dec 16
	• Certificate units – international centres	20 May 16	11 Nov 16

Important information for written exam entrants

- Please contact Customer Service if you do not receive your exam entry confirmation or exam admission permit, either by emailing admissionperitenquiries@cii.co.uk or calling +44(0)20 8989 8464.
- When you receive your exam admission permit you **must** read it in full and check whether any change has been made to the date or times of the units for which you have entered and that the units shown on your permit are those that you intend to sit. If there is any discrepancy you should contact Customer Service immediately.
- By taking a CII exam you are agreeing to the regulations stated on the exam admission permit as well as those detailed at www.cii.co.uk/exampolicies

Written exam timetable

The following dates apply to Diploma and Advanced Diploma exams together with non-UK FIT and Certificate exams. The CII reserves the right to make changes to the published dates where necessary.

Exam unit	Date	Time	Exam unit	Date	Time
Non-UK FIT & Certificate			Diploma		
(FIT) Foundation Insurance Test	11 Apr/04 Oct	09:30	(P86) Personal insurances	11 Apr/04 Oct	09:30
(IF1) Insurance, legal and regulatory	11 Apr/04 Oct	13:00	(P90) Cargo and goods in transit insurances	13 Apr/06 Oct	09:30
(IF2) General insurance business	11 Apr/04 Oct	16:30	(P91) Aviation and space insurance	13 Apr/06 Oct	14:00
(IF3) Insurance underwriting process	11 Apr/04 Oct	09:30	(P92) Insurance business and finance Last exam Apr 16¹	12 Apr	09:30
(IF4) Insurance claims handling process	11 Apr/04 Oct	16:30	(P93) Commercial property and business interruption insurances	13 Apr/06 Oct	09:30
(IF5) Motor insurance products	11 Apr/04 Oct	13:00	(P94) Motor insurance	12 Apr/05 Oct	14:00
(IF6) Household insurance products	11 Apr/04 Oct	13:00	(P96) Liability insurances	13 Apr/06 Oct	14:00
(IF7) Healthcare insurance products	11 Apr/04 Oct	09:30	(P97) Reinsurance	13 Apr/06 Oct	14:00
(IF8) Packaged commercial insurances	11 Apr/04 Oct	16:30	(P98) Marine hull and associated liabilities	12 Apr/05 Oct	09:30
(IF9) Customer service in insurance	11 Apr/04 Oct	16:30	Non-UK Diploma mixed assessment²		
(I10) Insurance broking fundamentals	11 Apr/04 Oct	16:30	(M05) Insurance law	11 Apr/04 Oct	09:30
(LM1) London market insurance essentials	11 Apr/04 Oct	13:00	(M21) Commercial insurance contract wording	04 Oct	16:30
(LM2) London market insurance principles and practices	11 Apr/04 Oct	09:30	(M80) Underwriting practice	11 Apr/04 Oct	09:30
Diploma			(M81) Insurance broking practice	11 Apr/04 Oct	13:00
(P05) Insurance law Last exam Oct 16¹	12 Apr/05 Oct	14:00	(M85) Claims practice	11 Apr/04 Oct	16:30
(P21) Commercial insurance contract wording	11 Apr/04 Oct	16:30	(M92) Insurance business and finance	11 Apr/04 Oct	13:00
(P61) Life, critical illness and disability underwriting	13 Apr/06 Oct	14:00	(M93) Commercial property and business interruption insurances	04 Oct	13:00
(P62) Life, critical illness and disability claims	12 Apr/05 Oct	09:30	(M94) Motor insurance	04 Oct	16:30
(P63) Long term insurance business	13 Apr/06 Oct	09:30	(M96) Liability insurances	04 Oct	13:00
(P64) Private medical insurance practice	12 Apr/05 Oct	14:00	(M97) Reinsurance	04 Oct	09:30
(P66) Delegated authority	12 Apr/05 Oct	14:00	Advanced Diploma		
(P67) Fundamentals of risk management	12 Apr/05 Oct	09:30	(530) Economics and business Last exam Oct 16³	13 Apr/06 Oct	09:30
(P80) Underwriting practice Last exam Oct 16¹	11 Apr/04 Oct	09:30	(590) Principles of Takaful	12 Apr/05 Oct	14:00
(P81) Insurance broking practice Last exam Oct 16¹	11 Apr/04 Oct	13:00	(945) Marketing insurance products and services Last exam Oct 16³	12 Apr/05 Oct	09:30
(P85) Claims practice Last exam Oct 16¹	11 Apr/04 Oct	16:30			

Notes

- 1 After the last written exam session assessment will be by mixed assessment only.
- 2 Dates are applicable to international candidates only. Mixed assessment multiple-choice exams are assessed year-round within the UK.
- 3 After the last written exam sessions assessment will be by coursework only.

CII membership

For those candidates wishing to become CII members, one of the subscription fees shown below 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.

UK residents

CII membership level	Monthly fee	Annual fee
Ordinary member	£6.12	£73
Cert CII*	£9.87	£118
Dip CII **	£13.12	£157
ACII	£13.99	£167

Non-UK residents

CII membership level	Non-UK residents Annual fee	Low GDP+ subscription annual fee
Ordinary member	£53	£37
Cert CII*	£80	£48
Dip CII **	£95	£60
ACII	£97	£70

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

** Same fee applies to Dip CII (Claims)

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

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

Low GDP discount

Residents of the countries listed below benefit from a special membership rate (see above for details) and a 50% discount on 'study text with updates', 'coursework assessment and study text', as well as all revision aid products. Additionally, the coursework element of mixed assessment packages is eligible for a 50% discount (exam element of mixed-assessment packages not discountable).

Note: Discount not available for unit (590) Principles of Takaful.

Residents of the following countries are eligible: 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, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Philippines, Republic of Moldova, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, 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.

Associated and affiliated institute member pricing

Candidates who are members of an overseas associated or affiliated institute, and are residents of the same country, may purchase study materials and enter for CII exams at the same price as that charged to CII members (see [page 21](#) for a full list of these institutes).

Exam entry

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

Units	Member	Non-member
Foundation Insurance Test	£74	£74
LM1 re-sit (first exam included with study package)	£80	£108
LM2 re-sit (first exam included with study package)	£104	£144
All other Certificate units	£104	£144
Diploma units * (excl. mixed-assessment units)	£123	£168
Advanced Diploma units	£130	£178

Late entry fee: 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 £83 per unit. This is subject to space being available at the exam centre.

* No additional fee payable for mixed-assessment multiple-choice question exams.

Mixed assessment exam re-sits

In the event of a failed multiple-choice question exam the following fees apply to re-book: £123 members/£168 non-members.

Coursework and mixed assessment assignment re-submissions

In the event of a failed assignment or missed assignment deadline (resulting in a timed-out notification), the following fees apply to re-submit: £126 members/£172 non-members, per assignment.

Change of exam session, unit or centre

Change after entry:

£44

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.

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

Changes must be requested before the relevant closing date for the 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 change, 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 on [page 16](#). After the relevant deadline has passed should you wish to withdraw you will not receive a refund except in the case of illness.

Exam entry refunds

Should you wish to cancel* your exam entry you will need to contact Customer Service. The refunding of any entry fees will be subject to the charges laid out in the table below. Please note this does not affect your statutory rights.

Certificate units (UK)	Cancellation of an exam entry at least 21 days before the date of the exam for which you have entered	50% of exam entry fee
Certificate (non-UK)/Diploma/Advanced Diploma units	Cancellation of an exam entry before the 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 or free entry

* For more information regarding the cancellation of CII products and services, please see [page 21](#).

Exam post-results review of marking

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

Exam centres – UK and non-UK

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.

UK, Channel Islands, Isle of Man & Ireland

Centre	Code	Centre	Code
Aberdeen	010	Leicester	046
Belfast	015	Limerick	303
Birmingham	005	Lincoln	047
Bolton	080	Liverpool	002
Bournemouth	018	London	001
Bristol	021	Manchester	003
Cambridge	022	Middlesbrough	051
Cardiff	024	Mid Kent	050
Carlisle	025	Newcastle-upon-Tyne	008
Chelmsford	026	Northampton	052
Chester	028	Norwich	007
Croydon	030	Nottingham	053
Douglas, IoM	091	Perth	055
Dublin	301	Peterborough	056
Edinburgh	009	Plymouth	057
Exeter	035	Preston	059
Folkestone	087	Reading	060
Glasgow	004	Sheffield	062
Gloucester	036	Shrewsbury	063
Guernsey	090	Southampton	064
Guildford	038	Stoke-on-Trent	065
Horsham	082	Stratford-upon-Avon	066
Hull	041	Swansea	067
Inverness	043	Tunbridge Wells	071
Ipswich	044	Watford	072
Jersey	081	York	075
Leeds	006		

International centres

Centre	Code	Centre	Code
North America		Central America	
Chicago (USA)	435	Belize City (Belize)	577
Nova Scotia (Canada)	663	Mexico City (Mexico)	488
Toronto (Canada)	531	South America	
Caribbean		Buenos Aires (Argentina)	685
Bridgetown (Barbados)	423	Bogota (Colombia)	421
Castries (St Lucia)	595	Georgetown (Guyana)	451
Freeport (Bahamas)	570	Lima (Peru)	542
George Town (Grand Cayman)	597	Rio de Janeiro (Brazil)	514
Grand Turk (Turks & Caicos Islands)	702	Santiago (Chile)	730
Kingston (Jamaica)	471	Europe	
Nassau (Bahamas)	498	Athens (Greece)	411
Port of Spain (Trinidad)	511	Barcelona (Spain)	557
St John's (Antigua)	605	Berne/Basel (Switzerland)	568
		Bucharest (Romania)	706

Centre	Code	Centre	Code
Budapest (Hungary)	676	Cairo (Egypt)	427
Cologne (Germany)	448	Casablanca (Morocco)	433
Copenhagen (Denmark)	438	Dammam (Saudi Arabia)	407
Gibraltar	452	Doha (Qatar)	617
Helsinki (Finland)	705	Dubai (UAE)	547
Istanbul (Turkey)	461	Jeddah (Saudi Arabia)	553
Kiev (Ukraine)	405	Safat (Kuwait)	475
Madrid (Spain)	482	Manama (Bahrain)	414
Milan (Italy)	489	Muscat (Oman)	587
Moscow (Russia)	649	Riyadh (Saudi Arabia)	572
Munich (Germany)	594	South Asia	
Nicosia (Cyprus)	501	Ahmedabad (India)	659
Riga (Latvia)	701	Bangalore (India)	661
Rotterdam (Netherlands)	642	Bhopal (India)	668
Sofia (Bulgaria)	417	Chandigarh (India)	434
Tblisi (Georgia)	713	Chennai (India)	481
Valetta (Malta)	535	Colombo (Sri Lanka)	437
Vilnius (Lithuania)	729	Delhi (India)	442
Warsaw (Poland)	700	Dhaka (Bangladesh)	440
Yerevan (Armenia)	719	Hyderabad (India)	724
Central Asia		Islamabad (Pakistan)	718
Almaty (Kazakhstan)	712	Jaipur (India)	662
Baku (Azerbaijan)	608	Karachi (Pakistan)	468
West & Central Africa		Kolkata (India)	727
Accra (Ghana)	401	Lahore (Pakistan)	477
Cameroon (Buea)	673	Lucknow (India)	665
Freetown (Sierra Leone)	449	Mumbai (India)	422
Lagos (Nigeria)	476	Patna (India)	505
Horn and East Africa		Pune (India)	731
Addis Ababa (Ethiopia)	402	Thiruvananthapuram (India)	667
Dar Es Salaam (Tanzania)	441	East Asia	
Asmara (Eritrea)	710	Beijing (China)	670
Kampala (Uganda)	465	Hong Kong	457
Khartoum (Sudan)	469	Seoul (Korea)	627
Kigali (Rwanda)	415	Shanghai (China)	671
Mombasa (Kenya)	490	Taipei (Taiwan)	527
Nairobi (Kenya)	497	Tokyo (Japan)	546
Southern Africa		South East Asia	
Blantyre (Malawi)	548	Bangkok (Thailand)	416
Bulawayo (Zimbabwe)	426	Ho Chi Minh City (Vietnam)	711
Gaborone (Botswana)	618	Jakarta (Indonesia)	443
Harare (Zimbabwe)	517	Kuala Lumpur (Malaysia)	472
Johannesburg (South Africa)	463	Pasig City (Philippines)	672
Lilongwe (Malawi)	615	Phnom Penh (Cambodia)	728
Lusaka (Zambia)	480	Singapore	521
Ndola (Zambia)	499	Australasia	
North Africa, Middle East & Gulf		Sydney (Australia)	526
Abu Dhabi (UAE)	609	Indian Ocean	
Amman (Jordan)	408	Port Louis (Mauritius)	510
Beirut (Lebanon)	675	Mahe (Seychelles)	607
		Malé (Maldives)	664
		Atlantic	
		Hamilton (Bermuda)	456
		St Helena	669

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

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 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 and/or financial planning. If you wish to apply for membership and it is not clear from your application form that you work in insurance or financial planning, 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. These are local hubs providing you with a programme of services, typically including: CPD events, exam revision courses, social and networking activities and local news and market information. When joining 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; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & S Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Edinburgh; Exeter; Folkestone, Canterbury & E Kent; Glasgow; Guernsey; Guildford; Halifax; 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; North Downs; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Sussex; 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 a country/region where an associated or affiliated institute is established (see following list) 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/affiliated institute membership number must be provided as proof of membership.

Associated institutes:

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

Affiliated institutes:

The Australian and New Zealand Institute of Insurance and Finance (ANZIIIF), The Insurance Institute of the Bahamas, The Insurance Institute of Barbados, The Bermuda Insurance Institute, The Insurance Institute of Canada, Taiwan Insurance Institute (The Insurance Institute of the Republic of China), The Insurance Institute of Cyprus, The Insurance Institute of Egypt, Emirates Insurance Association, The Insurance Institute of Ghana, The Insurance Institute of Guyana, The Insurance Institute of Harare, Institute of Insurance and Risk Management (IIRM), The Insurance Institute of

India, The Indonesian Insurance Institute (AAMI), The Insurance Institute of Jamaica, The Insurance Institute of Kenya, The Insurance Institute of Lilongwe, The Insurance Institute of Malawi,

The Malaysian Insurance Institute, The Insurance Institute of Mauritius, The Insurance Institute of Namibia, The Netherlands Institute for Banking, Insurance and Investment (NIBE-SVV), The Chartered Insurance Institute of Nigeria, The Pakistan Insurance Institute, The Insurance Institute of Papua New Guinea, The Philippines Insurance Institute, Inc, University of Insurance and Banking, Poland, The Insurance Institute of Riyadh, St Lucia Insurance Institute, Singapore Insurance Institute, The Insurance Institute of South Africa, The Sri Lanka Insurance Institute, The Insurance Institute of Tanzania, Trinidad & Tobago Insurance Institute, The Insurance Institute of Uganda, West African Insurance Institute (WAI), The Insurance Institute of Zambia, The Insurance Institute of Zimbabwe.

Delivery

From the date of receipt by the CII of your order please allow 5 days within the UK or 21 days outside the UK for delivery of printed materials. Materials delivered to a UK address will need to be signed for and include email/SMS delivery notifications and online tracking. To be kept updated on the progress of your delivery please ensure you have provided us with a valid email address and mobile number.

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 14 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 14 days of receiving the notice of cancellation or if Products are to be returned to us, within 14 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 14 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.

22 Important information continued

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.

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 you prior to the exam date (see **page 16** 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, pregnancy, maternity, marriage/civil partnership, race, religion and belief, sex, sexual orientation, or transgender status.

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 important information on pages 20–22, 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.

Insurance qualifications application form

ICI005 (05/16)

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

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

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

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

PIN

Mr/Mrs/Miss/ Ms/Other Surname/ Family name
Forename/ Given name(s)

Gender (Please tick) Male Female

Date of birth

Employer's name

Tel Ext Mobile

Work address

Postcode Country

Home address

Postcode Country

email

Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ebooks Learn, audio revision, question packs and coursework assessment.

Tick address to be used for postal correspondence (Please tick) 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 for the Foundation Insurance Test Award in London Market Insurance Certificate in Insurance Diploma in Insurance Advanced Diploma in Insurance

Please turn over

Insurance qualifications application form – IC1005 (05/16)

Enter your name

Section B – Associated or affiliated institute membership

If you are a member of an institute affiliated or associated with the CII (see **page 21**) you are able to enter CII exams and purchase study materials at the same price as those charged to members of the CII. If you wish to benefit from these discounts, please confirm details of your institute membership below for validation.

Name of institute

Current membership no

Important notes:

1. These discounts are only available to current associated or affiliated members and false applications may result in exclusion from future CII exams.
2. You must provide these details with each application. Failure to do so, will result in you being charged non-member rates.

Section C – CII membership

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

Membership is included with FIT enrolments – to be completed by **ALL** FIT candidates who are **NOT** already members.

I wish to apply for membership of the CII Yes No

Your CII membership level will be allocated based on your qualification history with the CII. Please tick the relevant box below:

- | | |
|---|--|
| <input type="checkbox"/> Ordinary – I do not currently hold a CII insurance qualification. | <input type="checkbox"/> Cert CII (Insurance Broking) – I hold the Certificate in Insurance, including one of units (I10) Insurance broking fundamentals, (P81/M81) Insurance broking practice or (930) Advanced insurance broking. |
| <input type="checkbox"/> CII (Award) – I hold the Award in General Insurance. | |
| <input type="checkbox"/> Cert CII – I hold the Certificate in Insurance. | <input type="checkbox"/> Cert CII (London Market) – I hold 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. |
| <input type="checkbox"/> Cert CII (Claims) – I hold the Certificate in Insurance including one of: (IF4) Insurance claims handling process, (P85) Claims practice or (820) Advanced claims. I also wish to join the Claims Faculty. | <input type="checkbox"/> Dip CII – I hold the Diploma in Insurance or equivalent. |
| <input type="checkbox"/> Cert CII (Customer Service) – I hold the Certificate in Insurance, including the unit (IF9) Customer service in insurance. | <input type="checkbox"/> Dip CII (Claims) – I hold the Diploma in Insurance, including one of: (P85) Claims practice, or (820) Advanced claims. |
| <input type="checkbox"/> 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. | |

I wish to join the following local institute – UK only (See **page 21**)

In applying to become a member of the CII, I agree to be immediately 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)

- | | | | | |
|---|---|--|---|--|
| <input type="checkbox"/> Insurance Broking Faculty | <input type="checkbox"/> Claims Faculty | <input type="checkbox"/> London Market Faculty | <input type="checkbox"/> Underwriting Faculty | <input type="checkbox"/> Life & Pensions Faculty |
| <input type="checkbox"/> Learning & Development Faculty | | | | |

Enter your name

Section C – CII membership continued

Membership fees

1. An admission fee of £37 is payable by ALL applicants except those buying a blended learning package or FIT enrolment 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)	Non-UK subscription (Annual fee)	Low GDP [†] subscription (Annual fee)
Ordinary member	£6.12	£73	£53	£37
Cert CII*	£9.87	£118	£80	£48
Dip CII **	£13.12	£157	£95	£60
ACII	£13.99	£167	£97	£70

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

** Same fee applies to Dip CII (Claims)

† A discounted membership fee is available for individuals resident in low GDP countries. See page 18 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:

- 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**
- 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 £

Section D – Study options and revision aids

For details on unit enrolment periods please refer to the Exam assessed units information, which can be found within the Study options guidance on page 13.



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	code	e		
Certificate in Insurance blended learning programme (units IF1-IF8) (See pg 12)	LP	£278 (membership payable separately)	Member only		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
Award in London Market Insurance	UD	£302	£312		+		<input type="checkbox"/>			£	
• LM1+ LM2										£	
• LM1 only		£148	£193		<input type="checkbox"/>					£	
• LM2 only		£217	£282		<input type="checkbox"/>					£	
Sub total £ <input type="text"/>											
Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total	
				code	e	code	e	code	e		
Continuous assessment (See pg 12 for information on units available)	CA	£257	£292		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
Coursework assessment	UD	£436	£517		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• 530, 820, 930, 945, 960, 990, 992											£
• 993		£1,093	£1,350							£	
Dissertation assessment 991,994		£1,093	£1,350							£	
Mixed assessment										£	
• M05, M21, M80, M81, M85, M92, M93, M94, M96, M97		£402	£484		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
Study text with updates	UD									£	
• Diploma/Advanced Diploma units (except M05, M80, M81, M85, M92, 991, 992 and 993)		£140	£162		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• IF1-IF9, I10, I11		£121	£149		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• FIT (membership included in non-member price)		£45	£79		<input type="checkbox"/>					£	
Study text renewal											£
• Diploma/Advanced Diploma units (except 991, 992 and 993)		£58	£75		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• Certificate units (except LM1 and LM2)		£54	£72		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• FIT	£42	£49		<input type="checkbox"/>					£		
• LM1	£33	£41		<input type="checkbox"/>					£		
• LM2	£58	£70		<input type="checkbox"/>					£		
Upgrade to continuous assessment (See pg 12 for information on units available)		£117	£130							£	
Sub total £ <input type="text"/>											

Non-EU candidates: where applicable, an excl.VAT price is listed on page 12. When ordering outside the EU, include the excl.VAT price below.

Sub total £

Sub total £


Please turn over

Insurance qualifications application form – ICI005 (05/16)

Enter your name

Section D – Study options and revision aids continued

Revision aids	CIJ use	Member	Non-member	Unit code				Total
Exam guides	Available to buy online at www.cii.co.uk/qualifications or to download for free from www.revisionmate.com if you have a live study option enrolment.							
Key fact booklets – Printed format (See pg 14)	KF	£26	£30					£
Key fact booklets – ebook format (See pg 14)	KF	£26	£30					£
Question packs (See pg 14)	QP	£26	£30					£
Learn (See pg 14)	EL	£59	£66					£
Revision workshops (See pg 15) • (LM2)	WS	£390	£460					£
• P05/M05, P97		£425	£515					£
• 590		£445	£535					£
	Date			Venue				£
Revision days (See pg 15) • FIT, IF1–IF4, IF7, IF9, LM1	R	£225	£265					£
• M05, M92, P05/M05, P21, P66, P67, P80, P81, P85, P86, P90, P91, P93, P94, P96, P97, P98		£260	£300					£
• 530, 590, 945		£285	£340					£
	Date			Venue				£
Evening classes (See pg 15) • Six week course P05/M05, P97	EC	£400	£480					£
	Date							

 Key fact booklets are now available in ebook format. Visit www.cii.co.uk/ebooks for more information.

Sub total £

Postage fee (not applicable to ebooks, training courses, upgrade to continuous assessment, Learn or enrolment for units 991, 993 and 994 which do not include a study text):

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

Sub total £

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.

Section E – Exam entry

I wish to enter the following exams in April/October 2016 (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
------------	--------	------------	-------------	-----------

FIT and Certificate:

- Only complete this section if you are planning to sit FIT or 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

<input type="text"/>	£74 for FIT, £80 for LM1 resit or £104 for all other units	£74 for FIT, £108 for LM1 resit or £144 for all other units	<input type="text"/>	£
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Diploma

<input type="text"/>	£123	£168	<input type="text"/>	£
----------------------	------	------	----------------------	---

Advanced Diploma

<input type="text"/>	£130	£178	<input type="text"/>	£
----------------------	------	------	----------------------	---

Sub total £

Additional late entry fee (See pg 18) £

Insurance qualifications application form – IC1005 (05/16)

Enter your name

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 assessment record and accreditation, including all attempts and future entries, along with your CII permanent identity number, unless you tick the following box.

Privacy and electronic communications regulations

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

Sharing your data with local institutes

The CII will share your data with your local institute (UK, Channel Islands and Isle of Man based members only) so they may communicate to you, electronically, any local events, 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.

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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 21.

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

See overleaf for total payable and method of payment.

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

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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

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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. In the interests of data security we do not recommend you send credit or debit card details by email.

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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)

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- If an error is made in the payment of your Direct Debit, by the Chartered Insurance Institute or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
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Fiona Claybrook

HR Director

Towergate Insurance



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Alternatively contact Customer Service if you are having any difficulty reading this brochure.

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