

CII Certificate in London Market Insurance Specialisation FAQs

in partnership with



INSIGHT CONSENSUS INFLUENCE

www.cii.co.uk



CII

FAQs – page listing

- 3 Q1. What does this qualification involve?
- 3 Q2. Why is the CII introducing this qualification ?
- 3 Q3. Are there any entry requirements?
- 3 Q4. How does completion work in practice?
- 3 Q5. How does the CII ensure that the dissertation assessment methodology is as robust as for examinations?
- 3 Q6. What benefits does the dissertation offer?
- 4 Q7. What support is available?
- 4 Q8. Are entrants able to work collaboratively on their answers?
- 4 Q9. How long should the dissertation be?
- 4 Q10. How are marks allocated?
- 4 Q11. How long will I have to wait to be notified of the results of my dissertation?
- 5 Q12. What happens if I fail the dissertation?
- 5 Q13. How many times can the dissertation be re-submitted?
- 5 Q14. If I need to re-submit my dissertation, can I change my proposal?
- 5 Q15. What happens if I don't achieve a pass within 18 months of enrolment?
- 5 Q16. What does Level 7 mean?
- 5 Q17. What does it cost?
- 5 Q18. Why is the fee higher than for other Advanced Diploma units?
- 6 Q19. How long will it take to receive the results of my dissertation?
- 6 Q20. Why does it take 50 working-days to receive results?
- 6 Q21. Am I allowed to publish my successfully completed and marked London Market dissertation?

FAQs

1. What does this qualification involve?

This qualification involves the completion of one unit: (991) London market insurance specialisation. This unit involves the submission of one dissertation proposal and one 10,000 word dissertation.

Before you commence work on the dissertation you need to get agreement for your proposal.

The dissertation involves research in an area related to the London insurance market and your job role.

You are required to score a minimum of 50% to achieve a pass.

On completion you will be awarded the CII Level 7 Certificate in London Market Insurance Specialisation (QCF). 50 CII Advanced Diploma level credits will be added to your CII learning statement. These can be used towards the completion of other CII insurance qualifications such as the Advanced Diploma in Insurance. The qualification also attracts 18 credits at Level 7 in the Qualifications and Credit Framework (QCF).

You must complete the dissertation, including any re-submissions, within 18 months of enrolment.

2. Why is the CII introducing this qualification?

This qualification will allow you to conduct in-depth study of a topic relevant to your job role and the London market, providing a unique opportunity to create a learning programme that meets your specific learning and development requirements.

3. Are there any entry requirements?

In line with other CII qualifications there are no entry requirements for this qualification. However, we would recommend that you hold the following minimum qualifications or their equivalent: the Diploma in Insurance or 3 A levels or equivalent, as these are good indicators that you will have the necessary study skills required to complete the qualification.

Before purchasing this product it is important that you read the 'CII London market dissertation guidelines and instructions' and look at the exemplar paper. Before purchasing please ensure that you are in a position where you will be able to access sufficient material that supports a London market dissertation. You should also be in a position where you have access to the relevant people in the London Market.

4. How does completion work in practice?

You are required to send your dissertation proposal to your guide for agreement and once finalised, submit to the CII via RevisionMate (the CII's online qualification study tool).

Results will take the form of either 'Pass', 'Distinction' or 'Fail'.

You will have to achieve a minimum of 120 of the available 240 marks to pass (50%).

To achieve a distinction you will need to achieve a minimum of 168 of the available 240 marks (70%).

Notification of your result will take up to 50 working-days from the deadline date for submission of dissertations (dates are published on RevisionMate).

You can access all guidance and submission templates on www.revisionmate.com

Full login details are sent after enrolment.

5. How does the CII ensure that the dissertation assessment methodology is as robust as for examinations?

All dissertations will be marked by a trained industry subject matter expert and moderated by a QA panel. Marking is based on a strict set of criteria.

All submissions will be run through plagiarism software, with any transgressions resulting in penalties ranging from being excluded from the unit in question to being excluded from all CII examinations. The exact penalty will depend upon the nature of the transgression. Details of the CII's policy on these matters can be found at www.cii.co.uk/dissertationpolicies

6. What benefits does the dissertation offer?

This will enhance the personal development of candidates through the undertaking of in-depth research and analysis into a subject directly relevant to their job role and the market that they operate in. In turn, this should result in more knowledgeable and capable staff better able to perform in the work place.

FAQs

7. What support is available?

As with all CII study programmes, the dissertation is completed by distance learning.

When you enrol you will be allocated a dissertation guide. This will be an expert London market practitioner who you will be able to contact by email or telephone at three points during the process:

- At the point you are refining and agreeing your proposal;
- Part way through drafting your dissertation submission;
- At final draft stage.

The guide is not allowed to write or change any content but may ask questions for clarification, provide challenges to help clarify your thoughts and provide guidance on your dissertation falling within the proposal framework. [Click here](#) for further information on the role of the guide.

You are also encouraged to seek guidance from a colleague who is an expert in the topic of your dissertation and who can act as a work-place mentor. Ideally, this is someone who will be able to stimulate your thinking around your topic and give guidance in terms of the approach and scoping of your dissertation.

There is also a range of support materials available on RevisionMate, in particular the 'research guidelines', which gives guidance and pointers on conducting research for your dissertation, and the 'dissertation specimen guide', which provides an example of a successful dissertation submission.

8. Are entrants able to work collaboratively on their answers?

You may work collaboratively while developing the dissertation proposal. The CII's 'Dissertation research guidelines' provide guidance on conducting research for the dissertation. Working with another person to write the final dissertation is not permitted.

Your final dissertation must be your own work. As you prepare your answer, you can draw upon available learning and reference material. However, the work submitted must be your own. Work may not be copied from other sources and, where you draw on other work, it must be fully referenced.

Please refer to question 5 for rules and penalties relating to plagiarism.

9. How long should the dissertation be?

The submission should be no less than 10,000 words and no more than 11,000. The word count does not include diagrams (which you are free to use in your answer); however, it does include text contained within any tables used. The executive summary and reference list is not included in the word count.

10. How are marks allocated?

Marks are allocated for the dissertation based on the following four components:

- **30% of the mark is allocated for knowledge and understanding.** This component forms the factual foundation of the dissertation. The essential facts should be accurate and broad enough in their scope to allow further application.
- **50% of the mark is allocated for application and analysis.** This is the largest component of the mark which is awarded for the way in which you analyse/examine the factual information and how you interpret this information to add value to your answer (this could be in the form of conclusions, solutions, recommendations, etc). It is also important to remember that the assessor must logically be able to follow the information in dissertation submissions.
- **10% of the mark is allocated for coherent structure.** Submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.
- **10% of the mark is allocated for evidence of further reading and the use of relevant workplace examples.** Suggestions for further reading are contained within the study text and shown on the unit syllabus. These reading lists are not exhaustive and candidates are encouraged to read further.

Note: Feedback on the basis of the marking grid will be given to all candidates.

11. How long will I have to wait to be notified of the results of my dissertation?

Dissertations will be marked by an assessor and the CII will return results within 50 working-days from the deadline date for submission of dissertations for any given assessment session (assessment sessions will be held quarterly – dates are published on RevisionMate).

FAQs

12. What happens if I fail the dissertation?

If you fail your dissertation you have two options:

1. Submit a reworked dissertation for an additional fee. For 2016 the cost is £875 for members and £1,125 for non-members. Candidates will be notified of the result of the reworked dissertation within 50 working days from the deadline date for submission of dissertations.
2. Request a review of the marking of your dissertation. Each dissertation is restricted to one review. An additional fee of £83 and a 35 day review period applies. Details are available at www.cii.co.uk/dissertationpolicies

Important note: Before considering this option it should be borne in mind that all dissertations are marked by a qualified marker who is a subject matter expert. In addition, before results are released all dissertations would have been through a moderation panel consisting of academics and subject matter experts to validate the mark awarded.

13. How many times can the dissertation be re-submitted?

There is no limit on the number of times a dissertation can be submitted. You should, however, remember that each re-submission bears a cost, that the dissertation needs to be completed within 18 months of the enrolment date, and that it will take the CII approximately 50 working-days from the dissertation submission deadline date to process each submission/re-submission.

14. If I need to re-submit my dissertation, can I change my proposal?

You are not permitted to completely change it, as this would effectively be a new submission. You may, however, make minor changes, but must ensure that the fundamental thesis is unchanged. You will need to submit your reworked proposal to your guide for agreement prior to re-submitting your dissertation.

15. What happens if I don't achieve a pass within 18 months of enrolment?

Your enrolment will expire and you would need to re-enrol including payment of the admission fee.

16. What does Level 7 mean?

The CII is moving towards placing all insurance qualifications in the Ofqual Qualifications and Credit Framework (QCF). The QCF is a system for recognising skills and qualifications in England, Wales and Northern Ireland. It does this by awarding credit for qualifications and units (small steps of learning). By placing CII qualifications on the QCF, employers and candidates will be able to benchmark their learning against those of others.

The word 'level' indicates the degree of difficulty. Candidates at Level 7 must be able to reformulate and use relevant understanding, methodologies and approaches to address problematic situations that involve many interacting factors. It includes taking responsibility for planning and developing courses of action that initiate or underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of relevant theoretical and methodological perspectives, and how they affect their area of study or work.

17. What does it cost?

The entry fees for 2016 are:

- £1,093 for members
- £1,350 for non-members

In the event that you fail to gain a pass in your submitted dissertation the following fees apply in 2016:

- £875 resubmission for members
- £1,125 resubmission for non-members

18. Why is the fee higher than for other Advanced Diploma units?

The price reflects the bespoke nature of this study option. Each entry is unique to the applying candidate and requires the sourcing of subject matter experts for each stage of the process. The marking of a one-off 10,000 word dissertation is also far more involved than marking a standard three-hour exam paper. It should also be borne in mind that on completion you will receive 50 Advanced Diploma credits, almost equivalent to two Advanced Diploma units.

FAQs

19. How long will it take to receive the results of my dissertation?

Your result notification will be mailed within 50 working days from the dissertation submission deadlines for any given assessment session (assessment sessions are held quarterly). These dates will be shown on RevisionMate.

20. Why does it take 50 working-days to receive results?

Each dissertation will be unique, dealing with a topic determined by the candidate and potentially covering any topic relating to the London market. Consequently, the CII has to source appropriate academics and subject matter experts and agree a mutually convenient timeframe for marking. The 50 working-day period is necessary to give us the flexibility to deal with this. In the event a dissertation is marked in advance of the 50 working-day period, you will be notified sooner.

21. Am I allowed to publish my successfully completed and marked London Market dissertation?

You can agree to have your dissertation published, but you will need the permission of your employer. The decision to publish a successfully completed dissertation may also require consideration of any commercial sensitivity. Please note that you cannot publish your dissertation until it has been marked and notified as successfully completed by the CII.