

CII Level 4 Diploma in Insurance

Qualification specification



Thank you for considering study with the CII. This specification summarises the purpose and the content of this qualification to help you decide whether it meets your learning needs. The qualifications section of the CII website, unit syllabus documents and CII policies provide further detail on the features summarised here.

Qualification overview

The **CII Level 4 Diploma in Insurance** is a technical and supervisory qualification for insurance staff working across all sectors of the industry.

Who is this qualification for?

The Advanced Diploma in Insurance is appropriate for:

- Insurance technicians and those who aspire to be technicians.
- Supervisors, team leaders and those with long-term ambitions of assuming managerial responsibilities.
- Anyone wishing to hold a recognised, respected insurance qualification.
- Insurance staff employed in support functions wishing to develop their knowledge of the business.
- Those who have completed the Certificate in Insurance and wish to enhance their professional learning further.
- Those wanting to develop their knowledge and understanding as part of a progression towards completion of the Advanced Diploma in Insurance and Chartered status.

Benefits for individuals and employers

The Diploma will provide you with a firm understanding of insurance fundamentals and will enable you to build towards advanced technical knowledge, thereby ensuring you have the means to function effectively in a challenging environment.

By completing this qualification, you will be able to demonstrate a deeper understanding of insurance principles, products and practices and apply them within your role. You will also be prepared to progress to the CII Advanced Diploma in Insurance.

Summary of content

The qualification consists of two compulsory units covering insurance law and insurance industry business concepts and a range of optional units spanning a variety of insurance product areas and insurance functions.

Entry and professional completion requirements

Entry requirements

There are no entry requirements. However, to help you to meet the demands of study at level 4 (approximately undergraduate first year level) it is recommended that you complete the CII Level 3 Certificate in Insurance and/or foundational academic study (e.g. GCSEs) prior to studying CII level 4 units. We recommend the prior study of (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.

Qualification structure

Core unit – insurance law

You will need to complete the following unit.

(M05) Insurance law

(Level 4)

25 CII credits

Core unit – insurance business concepts

You will need to complete one of the following units.

(M92) Insurance business and finance

(Level 4)

25 CII credits

(530) Economics and business

(Level 6)

30 CII credits

Optional units

Your selection will need to include sufficient learning

- at level 4 (diploma level) or above to reach 90 CII credits, including the core units above;
- to total 120 CII credits.

Unit title	CII Credits	Level
M66 Delegated authority	25	4
M90 Cargo and goods in transit insurances	25	4
M97 Reinsurance	30	4
M21 Commercial insurance contract wording	20	4
M67 Fundamentals of risk management	25	4
M91 Aviation and space insurance	30	4
M98 Marine hull and associated liabilities	30	4
P61 Life, critical illness and disability underwriting	30	4
M80 Underwriting practice	20	4
P62 Life, critical illness and disability claims	30	4

M81 Insurance broking practice	20	4
M93 Commercial property and business interruption insurances	25	4
Other units from the CII insurance framework	6-50	2-7

Learning and assessment

Learning materials provided

For units in this qualification, students typically have access to the following materials:

- Study text
- RevisionMate online learning environment
- End of study text questions
- Learning, study and assessment guidance
- Exemplar assessments
- Further reading suggestions

Additional or different resources may be available for some units.

Study time

Specific study time guidelines are provided for each unit on its webpage and in the CII qualifications brochure. The notional Ofqual 'Total Qualification Time' for this qualification is 480 hours.¹ This represents the time a student might typically take to complete the shortest combination of units. The number of hours may increase dependent on the units chosen.

Assessment format

The level 4 core and optional units are assessed by mixed assessment. This entails completing both coursework and an on-screen multiple-choice exam. The assessment method may vary for some optional units to include coursework, written exam or multiple-choice exam. Please check your selected unit for more details.

The qualification award will be graded fail/pass.

Further information on learning and assessment for each unit

Please ensure that you refer to the individual unit syllabus for unit-specific:

- learning outcomes and assessment criteria
- further reading and resources
- important notes, such as the legislative position that will be assessed

This is available in our syllabus menu on the qualification webpage: www.cii.co.uk/dip-insurance

Please also select your unit from the webpage to find out about any unit updates.

Important assessment policies

Details of terms and conditions which apply to candidates entering for assessments with the CII are set out on the CII website. By entering any assessment with the CII you agree to be bound by these terms and conditions and our assessment policies, which can be found which can be found in our exam and coursework policies pages:

www.cii.co.uk/exampolicies

¹ 'Total Qualification Time' is a term that awarding organisations are required by Ofqual (the qualifications regulator in England) to use to describe the size of qualifications. <https://www.gov.uk/guidance/awarding-organisations-understanding-our-regulatory-requirements>

www.cii.co.uk/courseworkpolicies

Fair access to our qualifications

The CII acts at all times to ensure that no unfair barriers apply to those seeking to gain the qualifications it offers. If, due to disability or illness, you may require adjustments in order to access an assessment, please read the access arrangements and reasonable adjustments policy and contact the CII Customer Service team as soon as possible to discuss how we can meet your needs. Further details are provided here: <http://www.cii.co.uk/qualifications/assessment-information/exam-policies/#Accessibility>