

Insurance qualifications

Changes at a glance 2014–2018

Whether you are considering studying for a CII qualification, working towards completing a CII qualification or have responsibility for the training needs of others, we would encourage you to read the following information.

The CII's qualifications framework serves all sectors of the insurance market, catering for all levels of knowledge and experience.

To ensure it continues to meet the current and future needs of the profession, the framework is regularly reviewed, and where necessary, enhanced and updated.

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:

1. **Changed completion requirements** – we have introduced 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.
2. **Enhanced subject offering** – we are expanding the subjects offered to cover new and developing needs and to address identified gaps in the framework.
3. **Enhanced assessment methods** – we are increasing the use of coursework and dissertation as assessment methods to promote the development and application of both academic and work-related knowledge.
4. **Withdrawal of financial services credits*** – we have withdrawn the option to use credits gained from completing CII's financial services units/qualifications (with the exception of specified relevant units – see page 6), or comparable from other awarding bodies, towards CII insurance qualifications. Candidates will still be able to seek recognition of prior learning for relevant units and qualifications obtained through other awarding bodies that match a current CII insurance unit.

The following pages detail the changes being phased in during the five year implementation period to 2018.

Details have been communicated in our core qualification documentation (see the insurance qualifications brochure at www.cii.co.uk/qualifications) and, where appropriate, communicated directly to affected candidates.

1. Changed completion requirements: Advanced Diploma in Insurance

The completion requirements for the Advanced Diploma changed on 01 January 2017.

There were two changes:

- **A minimum of 150 Advanced Diploma credits are required to complete the Advanced Diploma, rather than 90 as previously**
- **Three compulsory units need to be completed rather than two as previously.**

Important note: anyone who did not complete the Advanced Diploma by 31 December 2016 needs to satisfy the new completion requirements in full.

What prompted these changes?

The Advanced Diploma in Insurance has been refreshed in terms of content, assessment methodology and completion requirements in order to meet the emerging needs of the wider general insurance market.

It was identified that under the rules of the previous framework, it was possible for a candidate to complete the Advanced Diploma in Insurance without having studied one of the three core insurance disciplines – i.e. broking, claims and underwriting at that level. It was therefore felt appropriate to ensure that candidates do take at least one of these three units at Advanced Diploma level under the new completion rules.

Also, in line with good educational practice, it was decided that a minimum of half the credits held should come from the same level as the qualification that is being taken. This ensures that the level of learning, and consequently the skills and knowledge developed, are the same level as the qualification itself.

These changes also have the benefit of enabling the Advanced Diploma to be recognised by Ofqual. This delivers the following advantages:

- **Quality assurance** – it provides external validation of the practices and processes adopted by the CII as an examining body, ensuring these comply with regulatory requirements;
- **Increased portability** – it gives each exam unit an individual value enabling this to be used towards qualifications offered by bodies other than the CII.

Advanced Diploma completion requirements up to 31 December 2016		Completion requirements effective 01 January 2017
290 credits in total		290 credits in total
Minimum of 205 credits at Diploma or Advanced Diploma level, with 90 at Advanced Diploma level	>	Minimum of 205 credits at Diploma or Advanced Diploma level, with 150 at Advanced Diploma level
2 compulsory units:		3 compulsory units:
1. (P05/M05) Insurance law; and		1. (M05 ¹) Insurance law; and
2. (P92/M92) Insurance business and finance or (530) Economics and business	>	2. (M92 ¹) Insurance business and finance or (530) Economics and business
		3. plus <u>one</u> of the following: (820) Advanced claims; or (930) Advanced insurance broking; or (960) Advanced underwriting

¹ The written exam for these units (P05 and P92) were withdrawn in 2016. These count towards the compulsory unit requirements.

2. Enhanced subject offering

To ensure that the CII's insurance qualifications framework continues to meet the profession's needs and requirements, we regularly review our subject coverage, liaising with a range of different interested parties including a representative section of employers, various insurance associations and trade bodies.

This results in the creation of new exam units, and the updating and withdrawal of existing ones, as necessary.

The units shown below were introduced between 2014 and 2017. These will be complemented by other units as and when new needs are identified.

Updates to existing units are released in October each year for examination in the following year.

New units	Level and credits	Availability	
		Study material	Exam/Assessment
Certificate			
(110) Insurance broking fundamentals	Certificate – 15	April 2015	Multiple choice examination from September 2015
(111) Introduction to risk management	Certificate – 15	June 2016	Multiple choice examination from September 2016
Diploma			
(P66) Delegated authority	Diploma – 25	January 2014	Written examination from April 2014
(P67) Fundamentals of risk management	Diploma – 25	May 2014	Written examination from October 2014
Advanced Diploma			
(992) Risk management in insurance	Advanced Diploma – 30	February 2014	Assessed by coursework
(993) Advances in strategic risk management in insurance	Advanced Diploma – 50	May 2014	Assessed by coursework
(994) Insurance market specialisation	Advanced Diploma – 50	October 2015	Assessed by dissertation
(995) Strategic underwriting	Advanced Diploma – 30	April 2017	Assessed by coursework
(996) Strategic claims management	Advanced Diploma – 30	April 2017	Assessed by coursework
(997) Advanced risk financing and transfer	Advanced Diploma – 30	April 2017	Assessed by coursework

See pages 5–9 for details of units to be withdrawn.

3. Enhanced assessment methods

When selecting the assessment method for examination units, the CII takes great care to ensure that the chosen method promotes the optimum type and level of learning.

In recent years this has caused the CII to switch, where appropriate, from traditional examinations to other forms of assessment such as coursework and dissertation. This approach is particularly suited where there is a need to develop in-depth understanding of complex issues and then apply this knowledge to workplace scenarios.

The CII also seeks to make its qualifications as flexible as possible and these forms of assessment allow candidates to study outside of the constraints of traditional April and October examination sessions.

Advanced Diploma level coursework and dissertation based assessment

Historically, Advanced Diploma units have been assessed by a three hour written examination, with examination sessions in April and October.

More recently the CII has switched to the use of coursework assessment and dissertations for Advanced Diploma units.

Coursework assessment

Each unit requires the completion of three written assignments. Candidates are required to research and analyse real-life insurance scenarios, applying both academic study and work-gained knowledge and experience.

Coursework assessment has been rolled out to all Advanced Diploma units, with the exception of (590) Principles of Takaful which will continue to be examined and units (991) London market insurance specialisation and (994) Insurance market specialisation which are available by Dissertation.

In addition to its educational benefits, coursework assessment delivers greater flexibility in the provision of the Advanced Diploma itself. Candidates are no longer restricted to two examination dates per year (April and October), with enrolment open all year round enabling them to create a study schedule that works for them.

Furthermore, re-submissions can be commenced on receipt of results rather than as at present, where candidates need to wait for the next examination session to re-sit.

Review of syllabus and assessment for units P61–P64

Based on sector feedback in these areas, the CII will be undergoing a detailed syllabus review for units P61, P62, P63 and P64 to establish their relevance, position, practicality (in the work place) and demand before making a decision on how we address and support these topics within the CII qualifications framework.

Any such change will be communicated to candidates appropriately and at the earliest opportunity to mitigate any disruption to candidates' study.

Dissertation assessment

Insurance practitioners work in a huge variety of roles, many too specialised to be catered for through the main insurance qualifications framework.

The CII has therefore introduced the use of dissertation assessment. The dissertation is based on a subject of the candidate's choosing, subject to approval by a panel of industry practitioners. This allows candidates to:

- create learning aligned to their job role, responsibilities and aspirations;
- develop their knowledge of issues directly relevant to their career;
- gain real understanding of a key chosen topic through in-depth research and analysis; and
- demonstrate to their employer, clients and peer group their commitment to professional development.

This option is available via two units (991) London market insurance specialisation, for London market practitioners, and (994) Insurance market specialisation catering for the wider insurance profession.

Please be aware that the number of entries each year onto these units is limited. This is because of the amount of work involved in assessing and accepting proposals and in marking and moderating completed dissertations, all of which is undertaken by educational experts and experienced insurance practitioners. Entry is accepted on a first-come, first-served basis.

'Mixed assessment' at Diploma level

The CII has introduced a mixed form of assessment for some Diploma in Insurance units as an alternative to the traditional written examination.

This comprises:

- **Coursework:** involving the completion of 10 written questions submitted online via RevisionMate within the first six months of enrolment; and
- **Multiple choice exam:** delivered online this comprises 50 multiple choice questions (MCQs), available to sit year-round and to be completed within 18 months of enrolment.

Mixed assessment will be rolled out to the majority of Diploma units by April 2018.

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.

Additionally, this will give candidates greater flexibility with their studies since they will be able to complete the assessments at any point during the year as opposed to April and October. The MCQ exam will be available to sit year-round at any of our existing online exam centres in the UK (or where a corporate in-house exam centre has been set up).

Outside the UK, the MCQ exam element will be available in April and October at existing written exam centres.

The table on page 5 details the proposed timeline for the rollout of mixed assessment and the corresponding withdrawal of written exams for the units affected.

3. Enhanced assessment methods continued

Unit	New assessment option available	Final written exam sitting
(P92) Insurance business and finance	March 2014 (Mixed assessment)	April 2016
(820) Advanced claims	April 2014 (Coursework)	October 2015
(930) Advanced insurance broking	August 2011 (Coursework)	April 2015
(960) Advanced underwriting	April 2014 (Coursework)	October 2015
(990) Insurance corporate management	August 2011 (Coursework)	October 2014
	2015	2016
(P05) Insurance law	April (Mixed assessment)	October
(P80) Underwriting practice	April (Mixed assessment)	October
(P81) Insurance broking practice	April (Mixed assessment)	October
(P85) Claims practice	April (Mixed assessment)	October
(530) Economics and business	April (Coursework)	October
(945) Marketing insurance products and services	April (Coursework)	October
	2016	2017
(P21) Commercial insurance contract wording	April (Mixed assessment)	October
(P93) Commercial property and business interruption insurances	April (Mixed assessment)	October
(P94) Motor insurance	April (Mixed assessment)	October
(P96) Liability insurances	April (Mixed assessment)	October
(P97) Reinsurance	April (Mixed assessment)	October
	2017	2018
(P66) Delegated authority	April (Mixed assessment)	October
(P67) Fundamentals of risk management	April (Mixed assessment)	October
(P86) Personal insurances	April (Mixed assessment)	October
(P90) Cargo and goods in transit insurances	April (Mixed assessment)	October
(P91) Aviation and space insurance	April (Mixed assessment)	October
(P98) Marine hull and associated liabilities	April (Mixed assessment)	October
	2018	2019
(P61) Life, critical illness and disability underwriting	Currently under review	October
(P62) Life, critical illness and disability claims	Currently under review	October
(P63) Long term insurance business	Currently under review	October
(P64) Private medical insurance practice	Currently under review	October

Note: Where written exams are being withdrawn, candidates enrolled for these units will be given at least two exam sessions' notice.

4. Withdrawal of financial services credits

Up until 31 December 2016, the CII's insurance qualifications framework allowed candidates to use credits gained from completion of financial services units and qualifications, either the CII's or comparable from other educational and professional bodies.

This facility was originally established to cater for individuals working in financial services who wanted to follow the financial services study pathways that were historically offered within the CII insurance qualification framework.

This allowed for a maximum of:

- 30 financial services credits to be used towards the Certificate in Insurance;
- 60 financial services credits to be used towards the Diploma in Insurance; **and**
- 180 financial services credits to be used towards the Advanced Diploma in Insurance.

This means in practice that candidates were able to complete insurance qualifications with, in some instances, the majority of credits coming from financial services examinations and on topics unrelated to insurance.

Changes effective 01 January 2017

The above option was withdrawn with effect from 01 January 2017. Since this date, CII insurance qualifications can only be completed by passing CII insurance units or equivalent from other educational and professional bodies.

The only exceptions to the above changes are:

1. The continued eligibility of the CII financial services units (including withdrawn equivalents):
 - (J07) Supervision in a regulated environment;
 - (R05) Financial protection; **and**
 - (GR1) Group risk.

These form relevant components of certain insurance learning pathways, e.g. health and protection.

2. Candidates who, at the end of 2016, held the following CII insurance qualifications, will continue to be able to use financial services credits held (up to the specified maximum number) towards study for the Diploma and Advanced Diploma in Insurance:

- Certificate in Insurance – maximum 30 CII financial services credits
- Diploma in Insurance – maximum 60 CII financial services credits.

This exception allows candidates to carry forward the maximum number of financial services credits that could have been used to complete an insurance qualification under the CII completion rules

Important notes in respect of Exception 2:

- This applies to the highest CII insurance qualification held. This means that someone holding both the CII Certificate and Diploma are able to carry forward a maximum of 60 CII financial services credits, irrespective of the total number held.
- No financial services credits or units are carried forward in respect of CII insurance qualifications or units **completed after 31 December 2016**, irrespective of the number held.

7 CII insurance qualifications framework – summary of developments

Advanced Diploma in Insurance

	2014	2015	2016	2017	2018
Ofqual recognition	No	No	No	Yes	Yes
Completion requirements	290 credits in total Minimum of 205 credits at Diploma or Advanced Diploma level, with 90 at Advanced Diploma level	No changes	No changes	290 credits in total Minimum of 205 credits at Diploma or Advanced Diploma level, with 150 at Advanced Diploma level	No changes currently planned
Compulsory units (or equivalent, where applicable)	2 units: 1. (P05) Insurance law 2. (P92/M92) Insurance business and finance or (530) Economics and business	2 units: 1. (P05/M05) Insurance law 2. (P92/M92) Insurance business and finance or (530) Economics and business	No changes	3 units: 1. (P05/M05) Insurance law 2. (P92/M92) Insurance business and finance or (530) Economics and business 3. Plus one of the following: (820) Advanced claims or (930) Advanced insurance broking or (960) Advanced underwriting	No changes currently planned
Assessment method enhancements	Examination Final written exam for (655) Risk management (990) Insurance corporate management Coursework Coursework options available for (820) Advanced claims ¹ (930) Advanced insurance broking ¹ (960) Advanced underwriting ¹ (990) Insurance corporate management ¹ (992) Risk management in insurance ¹ (assessed by coursework only) (993) Advances in strategic risk management in insurance ²	Examination Final written exams (and last chance to use continuous assessment adjustment) for (820) Advanced claims (930) Advanced insurance broking (960) Advanced underwriting Coursework Coursework options available for (530) Economics and business ¹ (945) Marketing insurance products and services ¹ Dissertation (994) Insurance market specialisation ³	Examination Final written exams for (530) Economics and business and (945) Marketing insurance products and services	No changes currently planned	No changes currently planned
Available units	10 units Including new units: (992) Risk management in insurance ¹ (993) Advances in strategic risk management in insurance ¹ Withdrawn unit: (655) Risk management	11 units Including new unit: (994) Insurance market specialisation ³	No changes	14 units Including new units: (995) Strategic underwriting ¹ (996) Strategic claims management ¹ (997) Advanced risk financing and transfer ¹	No changes currently planned

¹ Assessment consists of three 3,000 word assignments
² Assessment consists of three 4,000 word assignments

³ Assessment consists of a 10,000 word dissertation

Diploma in Insurance

	2014	2015	2016	2017	2018
Ofqual recognition	Yes	Yes	Yes	Yes	Yes
Completion requirements	120 credits in total Minimum of 90 credits at Diploma level or above	No changes	No changes	No changes currently planned	No changes currently planned
Compulsory units (or equivalent, where applicable)	2 units: (P05) Insurance law (P92/M92) Insurance business and finance or (530) Economics and business	2 units: (P05/M05) Insurance law (P92/M92) Insurance business and finance or (530) Economics and business	No changes	No changes currently planned	No changes currently planned
Assessment method enhancements	Mixed assessment Pilot of mixed assessment for (M92) Insurance business and finance	Mixed assessment¹ Mixed assessment option introduced for (P05) Insurance law (P80) Underwriting practice (P81) Insurance broking practice (P85) Claims practice	Examination Final written exams (and last chance to use continuous assessment adjustment) for (P05) Insurance law (P80) Underwriting practice (P81) Insurance broking practice (P85) Claims practice (P92) Insurance business and finance Mixed assessment¹ Mixed assessment option introduced for (P21) Commercial insurance contract wording (P93) Commercial property and business interruption insurances (P94) Motor insurance (P96) Liability insurances (P97) Reinsurance	Examination Final written exams (and last chance to use continuous assessment adjustment) for (P21) Commercial insurance contract wording (P93) Commercial property and business interruption insurances (P94) Motor insurance (P96) Liability insurances (P97) Reinsurance Mixed assessment¹ Mixed assessment option introduced for (P66) Delegated authority (P67) Fundamentals of risk management (P86) Personal insurances (P90) Cargo and goods in transit insurances (P91) Aviation and space insurance (P98) Marine hull and associated liabilities	Examination Final written exams for (P66) Delegated authority (P67) Fundamentals of risk management (P86) Personal insurances (P90) Cargo and goods in transit insurances (P91) Aviation and space insurance (P98) Marine hull and associated liabilities
Available units	20 units Including two new units: (P66) Delegated authority (P67) Fundamentals of risk management	No changes	No changes	No changes currently planned	No changes currently planned

¹ Assessment consists of a 10 question coursework assignment and 50 question MCQ exam

9 CII insurance qualifications framework – summary of developments continued

Certificate in Insurance

	2014	2015	2016–2018
Ofqual recognition	Yes	Yes	Yes
Completion requirements	No changes	No changes	No changes currently planned
Compulsory units (or equivalent, where applicable)	No changes	No changes	No changes currently planned
Assessment method enhancements	No changes	No changes	No changes currently planned
Available units	11 units	12 units	14 units Including new unit (I11) Introduction to risk management

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