About us
The Chartered Insurance Institute (CII) is a professional body dedicated to building public trust in the insurance and financial planning professions. Our 125,000 members commit to high professional standards and continuing professional development.

We work with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees’ technical and professional competence.

Success in CII qualifications is universally recognised as evidence of knowledge and technical expertise.

Our members are able to drive personal development and maintain their professional standing by adhering to our Code of Ethics and by accessing a range of learning services.

Find out more at: cii.co.uk

Our vision
Our vision is to build public trust across the insurance and financial planning professions by providing relevant learning, insightful leadership and an engaged membership. Driving professional standards is at the heart of everything we do. Ethical conduct and technical competence are supported by our Code of Ethics and qualifications, designed in conjunction with industry practitioners and registered with Ofqual in the Regulated Qualifications Framework.
We are here to support you and your career development, whether you’re new to the sector or a professional looking to keep ahead of the curve.

Tailor your qualification pathway
The flexibility of our qualifications framework allows you to select units that match the requirements of your current role or future career aspirations. We have identified learning pathways across sector disciplines to help guide you through the framework. We use a range of assessment methods, all carefully chosen and designed to promote the optimum type of learning for each level and qualification.
Find out more on pages 16-35 and 36-63.

Earn recognition for your prior learning
If you hold a degree or professional qualification in a relevant subject, such as accounting, business or law; you could receive credits that count towards completion of a CII qualification. In doing so, you could avoid duplication of learning and obtain your qualification more quickly.
Find out more on pages 14-15.

Become a member
Membership supports your professional development and enhances your career potential.
As a member you enjoy access to technical and market knowledge along with practical support for your continuing professional development (CPD).
Find out more on pages 6-7.

Earn the mark of professionalism
Once qualified, members are entitled to use the accompanying designation. In order to ensure your expertise remains current, use of designations is dependent on ongoing membership and CPD requirements.
Advanced Diploma holders can apply for Chartered status and progress to Fellowship.
Find out more on pages 70-73.
A community of like-minded professionals

Becoming a member

Join a community of professionals committed to driving the profession forward through technical expertise, ethical behaviour and a culture of learning and development.

Connect through our extensive member network and benefit from shared technical knowledge, practitioner insights and relationships with your local professional peers.

Your sector-specific society

We recognise that your interests and personal development will change depending on the sector you work in. When you become a member, you are allocated to the Society dedicated to your role and professional needs:

- Personal Finance Society
- Society of Mortgage Professionals
- Society of Insurance Broking

*Additional Societies are currently in development

Offering an enhanced member experience, your Society will support you at every stage of your career, focusing on the things that matter to you.

Members enjoy significant discounts across a range of learning and development services, including qualification enrolments.

Membership types, annual fees and registration details can be found online:

cii.co.uk/join
Professionalism begins with qualifications

Our qualifications and membership demonstrate your commitment to professional development and align you with high standards. As part of our community of like-minded professionals, you will continue to develop through shared knowledge and good practice.

Standards
Be part of a professional body that’s recognised and respected by employers, regulators and your professional peers.

We play a pivotal role within the profession, setting standards for competence and influencing future direction.

Professionalism
Our members are highly respected and recognised for their knowledge and expertise.

Membership supports your professional development, enhances your career potential and integrates you into a network of like-minded professionals.

Trust
Public trust is at the heart of all that we do. Our Royal Charter ensures we never lose sight of our mission.

We help to unite the profession, increasing its credibility with the government, policy-makers, regulators and consumers.

Together, we drive confidence in the power of professional standards.

Designations
Promote your expertise with pride using internationally recognised designations upon completion of qualifications.

You’ll demonstrate your level of knowledge to employers, clients and professional peers, ensuring your commitment to professional development is clear for all to see.

Designations may only be used by members.

Continuing Professional Development (CPD)
We believe that continued learning and professional development is important to you and your career. That’s why our qualified members commit to ongoing learning and development, helping to ensure their knowledge remains up-to-date and relevant.

We have created a programme of events, and a wealth of online resources to ensure that professional development is at the forefront of your membership.

cii.co.uk/cpd

Ethical culture
By committing to our Code of Ethics, you help build consumer trust and ensure that high standards of professionalism are maintained. Complying with the Code through integrity and fair dealing increases the credibility of our profession with the government, policymakers and the public.

cii.co.uk/code

Insight and good practice guidance
Members get online access to news, research and a range of technical resources, giving you a valuable insight into the markets in which you work.

cii.co.uk/knowledge
Quality assured learning
Our qualifications are designed in consultation with experienced industry practitioners and are registered with Ofqual in the Regulated Qualifications Framework (RQF). This means all CII qualifications are quality assured and supported by relevant learning outcomes.

Flexibility to suit your needs
Our qualifications are flexible, allowing you to create a learning pathway to suit your needs - whether you’re looking to apply learning to your existing role or towards your career aspirations.

Most of our qualifications have core units, providing essential foundations to build on. In addition, you can choose from the optional units available for your qualification, to gain the total credits needed for completion. Units vary in difficulty, and are assessed by either multiple choice question exam, written exam, mixed assessment, coursework assignment or dissertation.

Coming for 2019
Remote invigilation
Sit your exam from home with remote invigilation. Recreating a formal examination centre, remote invigilation connects you to a proctor who will live invigilate your exam, providing your result immediately. All you need is an internet connection.

Launching early 2019, remote invigilation will be available for our six non-UK units; AWP, AWB, AWF, W01, W04, and WH1. We aim to make it available for all MCQ (multiple choice question) exam units by the end of the year, and will keep you posted on our progress.

Digital badging
Let your achievements help you stand out from the crowd with verified, portable digital badging technology. Displayed on social media and email sign-off, your digital badge is all the proof you need of your qualifications and professional achievements.

Badges will be issued to you from early 2019 on becoming a qualified member or completing a CII qualification, along with a wide range of achievements.
Tailoring your perfect pathway

Supporting you all the way

Our qualifications framework lets you plan a learning pathway to fit your current role and responsibilities as well as your career aspirations.

Throughout this brochure, we depict each qualification and its completion requirements from the insurance and personal finance frameworks. Further information, including fees, assessment methods and exam dates can be found online.

Your Learning Statement

To help you plan your pathway, your personalised Learning Statement provides a record of the units and credits you currently hold and how these can be used towards further qualifications.

Request your Learning Statement online: cii.co.uk/learningstatement

Note: you must have an online user profile and registered email address to access your CII Learning Statement. Registration is simple and free.

We are constantly improving our qualifications offering, please check that you are viewing the latest edition of our qualifications brochure. Up to date information can be found via the website.
Recognition not repetition

Before studying with us, check whether any of your previous qualifications from other professional bodies and institutes, including universities, count towards a CII qualification. It could save repeated learning and reduce your qualification costs.

To find out whether you’re eligible, visit cii.co.uk/prior-learning

Relevant degrees
If you hold a relevant degree in accounting, business, economics, finance, maths, management, insurance, risk management, statistics, actuarial disciplines, investment analysis or financial services, you could receive credits to use towards CII qualifications.

Professional qualifications
Candidates who’ve studied with other professional bodies often claim CII credits through our recognition of prior learning scheme. For example, a claims practitioner who studied with the Chartered Institute of Loss Adjusters (CILA) could claim prior learning credits for:

• Insurance claims handling unit, forming part of the Level 3 Certificate in Insurance, providing 15 CII credits.
• Advanced Diploma, providing 60 Advanced Diploma credits within the CII insurance qualifications framework.

There are many qualifications which are recognised in this way. Visit the website for further details.

How to apply for CII credits
Once you’ve checked your qualification is recognised as prior learning, you will need to complete an application form with supporting evidence and send to our Customer Service team. They will review and confirm your eligibility by email.

If your application is successful, you’ll need to pay a fee before prior learning is awarded. We’ll let you know the fee amount, based on the number of CII credits and your membership status.
Insurance qualifications

18. Insurance qualifications framework
20. Insurance qualifications case studies
22. Award for the Foundation Insurance Test
23. Award in London Market Insurance
24. Award in General Insurance (Non-UK only)
25. Award in General Insurance (Hong Kong)
26. Award in Customer Service in Insurance (Non-UK only)
27. Certificate in Insurance and Financial Services (Non-UK only)
29. Certificate in Insurance
30. Diploma in Insurance
32. Certificate in London Market Insurance Specialisation
33. Certificate in Insurance Market Specialisation
34. Advanced Diploma in Insurance
This is the framework for our insurance qualifications, detailing all units by level of difficulty, from Award through to Advanced Diploma.

### Insurance qualifications framework

#### Award
- Level 2
  - (FIT) Foundation Insurance Test 6 credits 40 study hours
  - Non RQF The following units are not registered as part of the UK’s Regulation Qualification Framework (RGF).
  - (W01) Award in General Insurance 1, 3, 6 15 credits 50 study hours
  - (WH1) Award in General Insurance (Hong Kong) 1, 3, 6 15 credits 50 study hours
  - (W04) Award in Customer Service in Insurance 1, 3, 6 15 credits 50 study hours

#### Certificate
- Level 3
  - (IF1) Insurance, legal and regulatory 15 credits 60 study hours
  - (IF2) General insurance business 15 credits 60 study hours
  - (IF3) Insurance underwriting process 15 credits 60 study hours
  - (IF4) Insurance claims handling process 15 credits 60 study hours
  - (IF5) Motor insurance products 15 credits 60 study hours
  - (IF6) Household insurance products 15 credits 60 study hours
  - (IF7) Healthcare insurance products 15 credits 60 study hours
  - (IF8) Packaged commercial insurances 15 credits 60 study hours
  - (IF9) Customer service in insurance 15 credits 60 study hours
  - (IIO) Insurance broking fundamentals 15 credits 60 study hours
  - (ITD) Introduction to risk management 15 credits 60 study hours
  - (LM1) London market insurance essentials 10 credits 40 study hours
  - (LM2) London market insurance principles and practices 15 credits 60 study hours
  - (LM3) London market underwriting principles 15 credits 60 study hours
  - (LM4) London market specialisation 15 credits 60 study hours

#### Diploma
- Level 4
  - (M05) Insurance law 25 credits 120 study hours
  - (M21) Commercial insurance contract wording 20 credits 100 study hours
  - (M66) Delegated authority 25 credits 100 study hours
  - (M67) Fundamentals of risk management 25 credits 100 study hours
  - (MBO) Underwriting practice 20 credits 80 study hours
  - (M81) Insurance broking practice 20 credits 80 study hours
  - (M85) Claims practice 20 credits 80 study hours
  - (M86) Personal insurances 20 credits 80 study hours
  - (M90) Cargo and goods in transit insurances 25 credits 100 study hours
  - (M91) Aviation and space insurance 30 credits 120 study hours
  - (M92) Insurance business and finance 25 credits 100 study hours
  - (M93) Commercial property & business interruption insurances 25 credits 100 study hours
  - (M94) Motor insurance 25 credits 120 study hours
  - (M95) Liability insurances 25 credits 100 study hours
  - (M96) Reinsurance 30 credits 120 study hours
  - (M97) Marine hull and associated liabilities 30 credits 100 study hours
  - (P61) Life, critical illness and disability underwriting 30 credits 80 study hours
  - (P62) Life, critical illness and disability claims 30 credits 120 study hours
  - (P63) Long term insurance business 25 credits 100 study hours
  - (P64) Private medical insurance practice 25 credits 100 study hours

#### Advanced Diploma
- Level 5
  - (C30) Economics and business 30 credits 150 study hours
  - (C82) Advanced claims 30 credits 150 study hours
  - (C93) London market insurance specialisation 50 credits 180 study hours

- Level 6
  - (C30) Economics and business 30 credits 150 study hours
  - (C82) Advanced claims 30 credits 150 study hours
  - (C93) London market insurance specialisation 50 credits 180 study hours

- Level 7
  - (C30) Economics and business 30 credits 150 study hours
  - (C82) Advanced claims 30 credits 150 study hours
  - (C93) London market insurance specialisation 50 credits 180 study hours

### Study and assessment key
- Assessment methods vary depending on the unit’s level and subject matter. Each unit has been colour coded in the framework to the left, to identify the assessment method from the options below.

#### Multiple choice question (MCQ) exam
- Study is based on a specified enrolment period, from 01 January - 31 December for UK exams, and 01 May - 30 April for non-UK exams. MCQ exams are available weekly at UK and selected international online exam centres, or twice-yearly in April and October at international paper-based exam centres.

#### Written exam
- Study is based on a 12 month enrolment period from the date of purchase. Written exams are held twice-yearly in April and October at UK and international exam centres.

#### Mixed assessment
- Study is based on an 18 month enrolment period from the date of purchase. Candidates must pass a coursework assignment within the first 6 months and a MCQ exam within 18 months.

#### Coursework assignments
- Study is based on a 12 month enrolment period from the date of purchase. Candidates must pass three coursework assignments, each typically 2,000-3,000 words.

#### Dissertation
- Study is based on an 18 month enrolment period from the date of purchase. Candidates must submit a dissertation, typically 10,000-11,000 words, on an agreed subject.

### Notes
1. Available to non-UK candidates only
2. Available to candidates in Hong Kong only
3. Unit W01 is also available in Arabic (W01) Award in General Insurance (Arabic), (WH1) Award in General Insurance (Arabic) and (WH2) Award in General Insurance (Arabic) available early 2019.
4. Unit S90 is also available in Arabic (S95) Principles of Takaful available early 2019.
5. International versions will be available early 2019.
We recognise that with such a flexible framework, there are many options available. To help keep things simple, we’ve outlined some typical underwriting, broking and claims case studies. These represent the typical combination of units that are taken at this level and role. If you’re new to the CII framework, you might find it useful to start with one of these and adapt if necessary to your specific needs.

**Underwriting**

Cameron, an underwriting assistant

Holding the Certificate in Insurance, Cameron is an underwriting assistant for a personal lines insurer. To build on his technical knowledge so he can apply for an underwriting role, he decides to obtain the Diploma in Insurance.

Units already held:
- (IF1) Insurance, legal and regulatory
- (IF2) General insurance business
- (IF3) Insurance underwriting process

To gain the 120 credits he needs for the Diploma (including 90 at Diploma level), Cameron studies units:
- (M05) Insurance law
- (M92) Insurance business and finance
- (M80) Underwriting practice
- (M96) Liability insurances

With a cumulative total of 140 credits, 95 at Diploma level – Cameron comfortably meets the Diploma threshold. As a member of the CII, he is entitled to use the designation Dip CII.

**Claims**

April, a claims handler

Having already achieved the Certificate in Insurance and the Diploma in Insurance, April wants to apply for Chartered status by obtaining the Advanced Diploma. With the minimum requirement of five years’ industry experience, she would be eligible to apply.

With 140 credits, April holds units:
- (IF1) Insurance, legal and regulatory
- (IF4) Insurance claims handling process
- (IF9) Customer service in insurance
- (M05) Insurance law
- (M92) Insurance business and finance
- (M85) Claims practice
- (M94) Motor insurance

To satisfy the Advanced Diploma requirements, April studies five units at level 6 achieving 150 Advanced Diploma credits:
- (530) Economics and business
- (820) Advanced claims
- (990) Insurance corporate management
- (996) Strategic claims management
- (992) Risk management in insurance

With a cumulative total of 290 credits, April has achieved 45 at level 3, 95 at level 4, and 150 at level 6. This satisfies the Advanced Diploma requirement of 290 credits, 205 at Diploma level or above, including at least 150 Advanced Diploma level. As a member of the CII, she is entitled to use the designation ACII and apply for Chartered status.

**Broking**

Marco, an account manager at a commercial brokerage

Wanting to further his technical knowledge of insurance broking, Marco decides to build on his Award in London Market Insurance by studying the Certificate in Insurance.

Units already held:
- (LM1) London market insurance essentials
- (LM2) London market insurance principles and practices

Having achieved the Award in London Market Insurance, Marco already meets the core unit requirement for the Certificate. To satisfy the requirements in full, he needs to achieve a total of 40 credits. Tailoring his learning pathway to suit his broking specialism, he chooses to study:
- (I10) Insurance broking fundamentals
- (IF8) Packaged commercial insurances

With a cumulative total of 55 credits, Marco comfortably meets the Certificate requirements and as a member of the CII is eligible to use the designation Cert CII.
Award for the Foundation Insurance Test

Overview
The Level 2 Award develops an understanding of key insurance topics: how the insurance market operates, fundamental risk and insurance principles and procedures, and core personal and commercial insurance products.

The Award is particularly suitable if you’re new to the sector, or in an associated industry or support role where you need to demonstrate a basic understanding of general insurance.

Completion requirements
The Award comprises one core unit providing 6 credits on successful completion. These credits can be used towards further CII qualifications.

RQF level: 2
CII credits: 6
Member designation: N/A
Recommended study time: 40 hrs

Enrolment:
Includes:
- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

See pages 18-19 for individual unit assessment method.

More details and to enrol: cii.co.uk/FIT

Award in London Market Insurance

Overview
The level 3 Award is a specialist qualification for those working in or with the London Market. It helps you gain a broad understanding of the insurance process and practice across the London Market, and a detailed understanding of technical topics.

Completion requirements
The Award comprises two core units providing a total of 25 credits on successful completion. These credits can be used towards further CII qualifications.

RQF level: 3
CII credits: 25
Member designation: N/A
Recommended study time: 40-60 hrs per unit

Enrolment:
Includes:
- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

See pages 18-19 for individual unit assessment method.

More details and to enrol: cii.co.uk/ALMI
Award in General Insurance
Non-UK only

Overview
The Award in General Insurance is an introductory-level qualification that helps develop your understanding of insurance principles, procedures and products.

It's particularly suitable if you're a non-UK insurance practitioner at the beginning of your career or seeking to build on existing knowledge through formal study. It also meets the operating standards set by the local regulator.

Also available in Arabic, (W02) Award in general insurance, and in Simplified Chinese, (WM1) Award in general insurance.

Completion requirements
The Award comprises one core unit providing 15 credits on successful completion. These credits can be used towards further CII qualifications.

See pages 18-19 for individual unit assessment method.

More details and to enrol:
cii.co.uk/award-general-insurance

Award in General Insurance (Hong Kong)

Overview
Similar to the international Award in General Insurance, but specific to the Hong Kong regulatory environment, the Award builds knowledge and understanding of insurance principles, local procedures and products.

It is suitable for new entrants, or those wishing to build on existing knowledge through formal study. It also meets the minimum operating standards set by the Hong Kong regulator.

Completion requirements
The Award comprises one core unit providing 15 credits on successful completion. These credits can be used towards further CII qualifications.

See pages 18-19 for individual unit assessment method.

More details and to enrol:
cii.co.uk/award-general-insurance(hong-kong)
Award in Customer Service in Insurance
Non-UK only

Overview
The Award provides an essential introduction to the customer service function specific to insurance companies, intermediaries and providers. It helps build knowledge and understanding of the key processes and requirements related to good customer service.

Designed for those working in non-UK customer-facing roles, the Award is suitable for sales support and claims settlement staff, as well as industry entrants.

Completion requirements
The Award comprises one core unit providing 15 credits on successful completion. These credits can be used towards further CII qualifications.

Core

(W04) Award in customer service in insurance
15 credits

Recommended study time: 50 hrs

Enrolment:
Includes:
• Study text - print and ebook
• Assessment entry
• Online support including exam guide via RevisionMate

See pages 18-19 for individual unit assessment method.

More details and to enrol:
cii.co.uk/award-customer-service

Certificate in Insurance and Financial Services
Non-UK only

Overview
Offering a dedicated pathway for candidates outside the UK to achieve the Certificate in Insurance and Financial Services. Ideal for those who provide financial advice, act as an insurance agent, or aspire to either of these roles.

In successfully completing three units you will gain a solid base of knowledge relevant to your role and qualify for the Certificate.

Completion requirements
The Certificate comprises three core units from the four options below providing a total of 40-45 credits on successful completion. These credits can be used towards further CII qualifications.

Core

(AWF) Award in financial planning
15 credits

OR

(AWB) Award in bancassurance
15 credits

(AWP) Award in investment planning
10 credits

OR

(W01) Award in general insurance
15 credits

OR

(WH1) Award in general insurance (Hong Kong)
15 credits

(W04) Award in customer service in insurance
15 credits

See pages 18-19 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-ifs

RQF level: N/A

CII credits:
40-45 depending on route

Member designation:
Cert CII

Recommended study time: 50 hrs per unit

Enrolment:
Includes:
• Study text - print and ebook (WH1 has ebook only)
• Assessment entry
• Online support including exam guide via RevisionMate
Certificate in London Market Insurance

Overview
Building on introductory knowledge gained from the Award, the Level 3 Certificate includes one further unit (LM3) London market underwriting principles.

The Certificate develops knowledge and understanding of the underwriting disciplines within the London Market, and of the key elements of the cycle. It also explores the opportunities and challenges posed by using different distribution channels such as delegated underwriting.

Completion requirements
The Certificate comprises three core units providing 40 credits on successful completion. These credits can be used towards further CII qualifications.

<table>
<thead>
<tr>
<th>Core</th>
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</thead>
<tbody>
<tr>
<td>(LM1) London Market insurance essentials</td>
<td>10 credits</td>
</tr>
<tr>
<td>(LM2) London Market insurance principles and practices</td>
<td>15 credits</td>
</tr>
<tr>
<td>(LM3) London Market underwriting principles</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

Recommended study time: 40-60 hrs per unit

Enrolment:
Includes:
• Study text – print and ebook
• Assessment entry
• Online support including exam guide via RevisionMate

See pages 18-19 for individual unit assessment method. More details and to enrol: cii.co.uk/cert-iml

Certificate in Insurance

Overview
The Level 3 Certificate in Insurance provides a fundamental grounding of key insurance principles, disciplines, products and markets.

The Certificate develops the knowledge and confidence needed as you begin to specialise your studies according to your ambitions and career requirements.

Completion requirements
The Certificate comprises one core unit and option units, requiring a minimum of 40 credits for successful completion.

<table>
<thead>
<tr>
<th>Core</th>
<th>Option units</th>
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</thead>
<tbody>
<tr>
<td>(IF1) Insurance, legal and regulatory</td>
<td>15 credits</td>
</tr>
<tr>
<td>(IF2) General insurance business</td>
<td>15 credits</td>
</tr>
<tr>
<td>(IF9) Customer Service in Insurance</td>
<td>15 credits</td>
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</tbody>
</table>

The remaining credits can come from any units within the insurance qualifications framework.

Note: Due to the extent of syllabus overlap between IF1, LM1 and W01, candidates who sit more than 1 of these units will only receive one award of credits.

Credits achieved via the Certificate can be used towards further CII qualifications.

A popular underwriting pathway includes the unit combination:

<table>
<thead>
<tr>
<th>Core</th>
<th>Option units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(IF1) Insurance, legal and regulatory</td>
<td>15 credits</td>
</tr>
<tr>
<td>(IF2) General insurance business</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

And a popular broking pathway may resemble:

<table>
<thead>
<tr>
<th>Core</th>
<th>Option units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(IF1) Insurance, legal and regulatory</td>
<td>15 credits</td>
</tr>
<tr>
<td>(IF8) Packaged commercial insurances</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

Whilst a popular claims pathway involves:

<table>
<thead>
<tr>
<th>Core</th>
<th>Option units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(IF1) Insurance, legal and regulatory</td>
<td>15 credits</td>
</tr>
<tr>
<td>(IF9) Customer Service in Insurance</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

Recommended study time: 40-60 hrs per unit

Enrolment:
Includes:
• Study text – print and ebook
• Assessment entry
• Online support including exam guide via RevisionMate

See pages 18-19 for individual unit assessment method. More details and to enrol: cii.co.uk/cert-insurance
Overview

The Level 4 Diploma in Insurance is a technical and supervisory qualification for insurance staff of any discipline. It provides a firm understanding of insurance fundamentals and develops your advanced technical knowledge.

We recommend that candidates complete the Certificate in Insurance, or equivalent prior to studying for the Diploma.

Completion requirements

The Diploma comprises two core units and option units from across the insurance qualifications framework. A minimum of 120 credits must be obtained for successful completion, with at least 90 credits at Diploma level or above. These credits can be used towards further CII qualifications.

Core units include:

- (M92) Insurance, business and finance
  - 25 credits
- OR
- (M30) Economics and business
  - 30 credits
- AND
- (M05) Insurance Law
  - 25 credits

The remaining credits can come from any units within the insurance qualifications framework. See pages 18-19 for individual unit assessment method.

More details and to enrol:
cii.co.uk/dip-insurance

Assuming the candidate already holds the Certificate in Insurance and its respective units, a popular underwriting pathway may include the combination:

- (M05) Insurance law
  - 25 credits
- (M92) Insurance business and finance
  - 25 credits

Core

- (M80) Underwriting practice
  - 20 credits
- (M96) Liability insurances
  - 25 credits

Option units

Assuming the candidate already holds the Certificate in Insurance and its respective units, a popular broking pathway may include the combination:

- (M05) Insurance law
  - 25 credits
- (M92) Insurance business and finance
  - 25 credits

Core

- (M81) Insurance broking practice
  - 20 credits
- (M93) Commercial property & business interruption insurances
  - 25 credits

Option units

Assuming the candidate already holds the Certificate in Insurance and its respective units, a popular claims pathway may include the combination:

- (M05) Insurance law
  - 25 credits
- (M92) Insurance business and finance
  - 25 credits

Core

- (M85) Claims practice
  - 20 credits
- (M86) Personal insurances
  - 20 credits

Option units
Certificate in London Market Insurance Specialisation

Overview
Developed in partnership with the Lloyd’s Market Association (LMA), the Level 7 Certificate in London Market Insurance Specialisation improves practitioners’ research skills within a concentrated field of study appropriate to the London Market.

Completion requirements
The Certificate comprises one core unit, assessed by dissertation on an agreed topic, providing 50 credits on successful completion.

Recommended study time:
180 hrs

Enrolment:
Includes:
• Tutor advice

See pages 18-19 for individual unit assessment method.

More details and to enrol:
cii.co.uk/lm-specialisation

Certificate in Insurance Market Specialisation

Overview
Similar in structure to the Certificate in London Market Insurance Specialisation, the Certificate in Insurance Market Specialisation has been developed for the broader insurance community. It is ideal for insurance market practitioners who wish to develop their research skills and apply them to a specific subject area.

Completion requirements
The Certificate comprises one core unit, assessed by dissertation on an agreed topic, providing 50 credits on successful completion.

Recommended study time:
180 hrs

Enrolment:
Includes:
• Tutor advice

See pages 18-19 for individual unit assessment method.

More details and to enrol:
cii.co.uk/lm-specialisation
## Advanced Diploma in Insurance

**Overview**

The Level 6 Advanced Diploma in Insurance provides you with enhanced understanding of insurance practice, and is a comprehensive assessment of market knowledge and understanding. Widely recognised, it stands as evidence of your commitment and ability, and can be your passport to a successful career. Holders of the Advanced Diploma can apply for Chartered status and progress to Fellowship.

We recommend you complete the Diploma in Insurance or equivalent, prior to studying for the Advanced Diploma.

### Completion requirements

The Advanced Diploma comprises three core units and option units from across the insurance qualifications framework. A minimum of 290 credits must be obtained for successful completion, with at least 205 at Diploma level or above, including at least 150 at Advanced Diploma level.

Core units include:

- (M05) Insurance law
  - 25 credits

- [Economics and business](#) [30 credits](#)

- (M92) Insurance, business and finance
  - 25 credits

**Option units**

The remaining credits can come from any units within the insurance qualifications framework. See pages 18-19 for individual unit assessment method.

More details and to enrol: [cii.co.uk/adip-insurance](https://cii.co.uk/adip-insurance)

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### Core

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<thead>
<tr>
<th>Core</th>
<th>Core</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>(M05) Insurance law</td>
<td>25 credits</td>
<td>(M92) Advanced claims</td>
</tr>
<tr>
<td>(M05) Insurance law</td>
<td>25 credits</td>
<td>(530) Economics and business</td>
</tr>
<tr>
<td>(M05) Insurance law</td>
<td>25 credits</td>
<td>(530) Economics and business</td>
</tr>
</tbody>
</table>

### Option units

Assuming the candidate already holds the Diploma in Insurance and its respective units, a popular underwriting pathway may include the combination:

<table>
<thead>
<tr>
<th>Core</th>
<th>Core</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>(530) Economics and business</td>
<td>30 credits</td>
<td>(960) Advanced underwriting</td>
</tr>
<tr>
<td>(820) Advanced claims</td>
<td>30 credits</td>
<td>(995) Strategic underwriting</td>
</tr>
<tr>
<td>(820) Advanced claims</td>
<td>30 credits</td>
<td>(995) Strategic underwriting</td>
</tr>
</tbody>
</table>

### Option units

Assuming the candidate already holds the Diploma in Insurance and its respective units, a popular broking pathway may include the combination:

<table>
<thead>
<tr>
<th>Core</th>
<th>Core</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>(530) Economics and business</td>
<td>30 credits</td>
<td>(930) Advanced insurance broking</td>
</tr>
<tr>
<td>(960) Advanced underwriting</td>
<td>30 credits</td>
<td>(992) Risk management in insurance</td>
</tr>
<tr>
<td>(960) Advanced underwriting</td>
<td>30 credits</td>
<td>(992) Risk management in insurance</td>
</tr>
</tbody>
</table>

### Option units

Assuming the candidate already holds the Diploma in Insurance and its respective units, a popular claims pathway may include the combination:

<table>
<thead>
<tr>
<th>Core</th>
<th>Core</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>(530) Economics and business</td>
<td>30 credits</td>
<td>(820) Advanced claims</td>
</tr>
<tr>
<td>(530) Economics and business</td>
<td>30 credits</td>
<td>(820) Advanced claims</td>
</tr>
<tr>
<td>(990) Insurance corporate management</td>
<td>30 credits</td>
<td>(996) Strategic claims management</td>
</tr>
<tr>
<td>(990) Insurance corporate management</td>
<td>30 credits</td>
<td>(996) Strategic claims management</td>
</tr>
</tbody>
</table>

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*Assuming the candidate already holds the Diploma in Insurance and its respective units,*

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*Assuming the candidate already holds the Diploma in Insurance and its respective units,*

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*Assuming the candidate already holds the Diploma in Insurance and its respective units,*

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*Assuming the candidate already holds the Diploma in Insurance and its respective units,*

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*Assuming the candidate already holds the Diploma in Insurance and its respective units,*

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*Assuming the candidate already holds the Diploma in Insurance and its respective units,*
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58. Award in Financial Administration
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62. Certificate in Equity Release
63. Certificate in Advanced Mortgage Advice
This is the framework for our personal finance qualifications, detailing all units by level of difficulty, from Award through to Advanced Diploma.

### Award
- **Level 2**
  - **(LF1) Life and pensions foundations**
    - 0 credits
    - 40 study hours
  - **Non RQF**
    - The following units are not registered as part of the UK’s Regulation Qualification Framework (RQF).
  - **(AWB) Award in bancassurance**
    - 15 credits
    - 60 study hours
  - **(AWF) Award in financial planning (India)**
    - 15 credits
    - 60 study hours
  - **(AWP) Award in investment planning**
    - 10 credits
    - 50 study hours

### Certificate
- **Level 3**
  - **(CP1) UK financial services, regulation and ethics**
    - 15 credits
    - 60 study hours
  - **(CPF6) Mortgage advice**
    - 20 credits
    - 100 study hours
  - **(CFB) Long term care insurance**
    - 15 credits
    - 70 study hours
  - **(ER1) Equity release**
    - 15 credits
    - 70 study hours
  - **(FA1) Life office administration**
    - 10 credits
    - 60 study hours
  - **(FA4) Collective investment scheme administration**
    - 10 credits
    - 70 study hours
  - **(FA5) Individual savings account administration**
    - 10 credits
    - 70 study hours
  - **(FA6) Investment client servicing**
    - 10 credits
    - 70 study hours
  - **(GR1) Group risk**
    - 10 credits
    - 50 study hours
  - **(LP1) Life and pensions customer operations**
    - 15 credits
    - 60 study hours
  - **(LP2) Financial services products and solutions**
    - 20 credits
    - 100 study hours
  - **(LP3) Life and pensions principles and practices**
    - 10 credits
    - 50 study hours
  - **(RO5) Financial protection**
    - 10 credits
    - 50 study hours

### Diploma
- **Level 4**
  - **(J02) Trusts**
    - 20 credits
    - 100 study hours
  - **(J03) The tax and legal aspects of business**
    - 20 credits
    - 100 study hours
  - **(J05) Pension income options**
    - 20 credits
    - 100 study hours
  - **(J07) Supervision in a regulated environment**
    - 20 credits
    - 100 study hours
  - **(J09) Paraplanning**
    - 30 credits
    - 100 study hours
  - **(J10) Discretionary investment management**
    - 20 credits
    - 80 study hours
  - **(J11) Wrap and platform services**
    - 20 credits
    - 100 study hours
  - **(J12) Securities advice and dealing**
    - 20 credits
    - 70 study hours
  - **(R01) Financial services, regulation and ethics**
    - 20 credits
    - 60 study hours
  - **(R02) Investment principles and risk**
    - 20 credits
    - 60 study hours
  - **(R03) Personal taxation**
    - 10 credits
    - 50 study hours
  - **(R04) Pensions and retirement planning**
    - 10 credits
    - 50 study hours
  - **(R05) Financial planning practice**
    - 30 credits
    - 100 study hours
  - **(R06) Financial planning practice**
    - 30 credits
    - 100 study hours
  - **(R07) Advanced mortgage advice**
    - 15 credits
    - 70 study hours

### Advanced Diploma
- **Level 6**
  - **(AF1) Personal tax and trust planning**
    - 30 credits
    - 150 study hours
  - **(AF2) Business financial planning**
    - 30 credits
    - 150 study hours
  - **(AF4) Investment planning**
    - 30 credits
    - 150 study hour
  - **(AF5) Financial planning process**
    - 30 credits
    - 150 study hours
  - **(AF6) Senior management and supervision**
    - 30 credits
    - 150 study hours
  - **(AF7) Pension transfers**
    - 20 credits
    - 100 study hours
  - **(AF8) Retirement income planning**
    - 30 credits
    - 150 study hours

### Study and assessment key
- **Assessment methods** vary depending on the unit’s level and subject matter. Each unit has been colour coded in the framework to the left, to identify the assessment method from the options below.

  - **Multiple choice question (MCQ) exam**
    - Study is based on a specified enrolment period, from 01 September - 31 August. MCQ exams are available weekly at UK and selected international online exam centres, or twice-yearly at international paper-based exam centres (April and October).
  - **Written exam**
    - Study is based on a 12 month enrolment period from the date of purchase. Written exams are held twice-yearly in April and October at UK and non-UK exam centres. The exception is unit R06 which is tested four times yearly in January, April, July and October.
  - **Coursework assignments**
    - Study is based on a 12 month enrolment period from the date of purchase. Candidates must pass three written assignments, each typically 2,000-3,000 words.
  
### Notes
1. Available to non-UK candidates only.
2. Unit AWF is also available in Arabic. (AWA) Award in financial planning.
3. Available to candidates in India only.
We recognise that with such a flexible framework there are many options available. To help keep things simple, we’ve outlined financial planning, investments and securities, life and pensions, and mortgages and equity release case studies. These represent the typical combination of units that are taken at this level and role. If you’re new to the CII framework, you might find it useful to start with one of these and adapt if necessary to your specific needs.

**Investments and securities**

**Adrian, a financial advisor**

Holding the Diploma in Regulated Financial Planning, Adrian meets the FCA’s requirements for advising on retail investment products. Aspiring to achieve Chartered status, he decides to study for the Advanced Diploma in Financial Planning.

Units already held:

- (R01) Financial services, regulation and ethics
- (R02) Investment principles and risk
- (R03) Personal taxation
- (R04) Pensions and retirement planning
- (R05) Financial protection
- (R06) Financial planning practice
- (J10) Discretionary investment management

level 4

20 credits

level 4

20 credits

level 4

10 credits

level 4

10 credits

level 3

10 credits

level 4

30 credits

level 4

20 credits

The Advanced Diploma requires 290 credits for completion, at least 120 credits must be at level 6, 40 credits at level 4, with the remainder coming from any units within the Personal finance framework.

With 110 credits at level 4, and 10 at level 3, Adrian comfortably satisfies the level 4 credit requirement.

He chooses to study four level 6 units satisfying the level 6 credit requirement, along with two further units to meet the 290 credit threshold.

- (AF1) Personal tax and trust planning
- (AF2) Business financial planning
- (AF4) Investment planning
- (AF5) Financial planning process
- (AF8) Retirement income planning
- (J12) Securities advice and dealing

level 6

30 credits

level 6

30 credits

level 6

30 credits

level 6

30 credits

level 4

20 credits

level 4

20 credits

As a member of the Personal Finance Society, Adrian is entitled to use the designation APFS. With eight years’ experience in the financial planning industry, he is now eligible to apply for Chartered Financial Planner status.

**Financial Planning**

**Kaitlyn, a junior paraplanner**

Kaitlyn works as a junior paraplanner under the direction of a senior financial planner. She now wants to obtain the Certificate in Paraplanning, helping her specialise in the subject and advance her career.

As part of her training, Kaitlyn studied one unit from the Personal Finance framework:

- (R01) Financial services, regulation and ethics

level 4

20 credits

To meet the requirements for the Certificate, she must obtain the remaining core units:

- (R02) Investment principles and risk
- (R03) Personal taxation
- (J09) Paraplanning

level 4

20 credits

level 4

10 credits

level 4

30 credits

On successful completion and as a member of the Personal Finance Society, Kaitlyn is entitled to use the designation CertPFS (Paraplanning). Should she wish to adopt a client facing role, providing financial advice, Kaitlyn can use the credits she has achieved towards the Diploma in Regulated Financial Planning.
To satisfy the FCA’s requirements for giving financial advice, Jonah must complete the six core units required for the Diploma in Regulated Financial Planning.

- (R01) Financial services, level 4 regulation and ethics 20 credits
- (R02) Investment principles level 4 and risk 20 credits
- (R03) Personal level 4 taxation 10 credits
- (R04) Pensions and level 4 retirement planning 10 credits
- (R05) Financial level 3 protection 10 credits
- (R06) Financial planning level 4 practice 30 credits

On successful completion and as a member of the Personal Finance Society, Jonah is entitled to use the designation DipPFS. Having achieved the Diploma, he might want to use his credits achieved at level 4 towards the Advanced Diploma in Financial Planning, giving him the opportunity to apply for Chartered Financial Planner status.

To satisfy the requirements of the Certificate, Erin needs to obtain one further unit:

- (R07) Advanced level 4 Mortgage Advice 15 credits

On successful completion, Erin is now a holder of the Certificate in Advanced Mortgage Advice. To gain access to up-to-date content and events, Erin becomes a member of the Society of Mortgage Professionals, entitling her to use the designation attached to her qualification - Cert SMP. The ideal next step for Erin would be to obtain the Diploma in Regulated Financial Planning, widening her technical knowledge on advising in retail investment products.
**Award in Financial Planning**
*Non-UK only*

**Overview**
The Award in Financial Planning provides foundation knowledge in the core financial and life assurance products. You’ll learn what constitutes professional practice and ethical behaviour.

The Award is suitable for anyone working outside the UK in the insurance and financial services sector.

Also available in Arabic, (AWA) Award in financial planning.

**Completion requirements**
The Award comprises one core unit, providing 15 credits on successful completion. These credits can be used towards further CII qualifications.

- **RQF level:** N/A
- **CII credits:** 15
- **Member designation:** CII (Award)
- **Recommended study time:** 60 hrs

**Enrolment:**
Includes:
- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

See pages 38-39 for individual unit assessment method.

More details and to enrol: cii.co.uk/award-financial-planning

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**Award in Bancassurance**
*Non-UK only*

**Overview**
Designed for financial advisers and insurance agents working in the banking sector, the Award in Bancassurance provides foundation knowledge in core financial, life assurance and insurance products. You’ll also learn what constitutes professional practice and ethical behaviour.

The Award is suitable for anyone working outside the UK in the insurance and financial services sector.

**Completion requirements**
The Award comprises one core unit, providing 15 credits on successful completion. These credits can be used towards further CII qualifications.

- **RQF level:** N/A
- **CII credits:** 15
- **Member designation:** CII (Award)
- **Recommended study time:** 60 hrs

**Enrolment:**
Includes:
- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

See pages 38-39 for individual unit assessment method.

More details and to enrol: cii.co.uk/award-bancassurance
Award in Long Term Care Insurance

Overview
The Level 3 Award in Long Term Care Insurance develops knowledge and understanding of long term care cover, including legal, taxation and regulatory issues and the responsibilities of local authorities. When held with the Diploma in Financial Planning or the Diploma in Regulated Financial Planning, it meets the FCA’s appropriate qualification requirements for advising on long term care products and retirement advice.

Completion requirements
The Award comprises one core unit, providing 15 credits on successful completion. These credits can be used towards further CII qualifications.

(CFRB) Long term care insurance
15 credits

Core
See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/award-longtermcare

Certificate in Insurance and Financial Services
Non-UK only

Overview
Offering a dedicated pathway for candidates outside the UK to achieve the Certificate in Insurance and Financial Services. Ideal for those who provide financial advice, act as an insurance agent, or aspire to either of these roles.

In successfully completing three units you will qualify for the Certificate and gain a solid base of knowledge relevant to your role.

Completion requirements
The Certificate comprises three core units from the four options below providing 40-45 credits on successful completion. These credits can be used towards further CII qualifications.

(AWF) Award in financial planning
15 credits

(AWB) Award in bancassurance
15 credits

OR

(AWIP) Award in investment planning
10 credits

(W01) Award in general insurance
15 credits

(W04) Award in customer service in insurance
15 credits

Core
See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-ins-fs
Certificate in Paraplanning

Overview
The Level 4 Certificate in Paraplanning meets the specific needs of paraplanners, or those aspiring to the role. It develops core technical knowledge in a number of key advisory areas, and helps you gain specialist report writing skills that improve your ability to provide sound professional advice.

Completion requirements
The Certificate comprises four core units providing 80 credits on successful completion. These credits can be used towards further CII qualifications.

Core
See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-paraplanning

Certificate in Pension Transfer Advice

Overview
The Certificate in Pension Transfer Advice provides the in-depth knowledge and practical skills needed by anyone seeking to advise on the transfer of safeguarded benefits, an increasingly important part of the advice process following the Government’s pension reforms. The Certificate satisfies the FCA’s qualification requirements for advising on pension transfers.

Completion requirements
The Certificate comprises four core units, providing 70 credits on successful completion. These credits can be used towards further CII qualifications.

Core
See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-pensiontransfers
Overview
The Level 4 Diploma in Regulated Financial Planning meets the FCA's qualification requirements for anyone advising on retail investment products.
It helps you develop core technical knowledge and financial planning capabilities.

Completion requirements
The Diploma comprises six core units, providing 100 credits on successful completion. These credits can be used towards further CII qualifications.

Regulated Retail Investment Adviser Re-evaluation
The FCA has collaborated with the CII to form a re-evaluation test of the knowledge required for practising retail investment advisors. Identifying areas of strength and weakness, the re-evaluation is a great way to demonstrate that your technical knowledge and application is up-to-date. The test contains 100 questions based on Diploma units R01-R05.
Successfully passing the re-evaluation counts as 35 CPD hours when supported by an identified learning need and a reflective statement.
More information can be found online: cii.co.uk/RAR

More details and to enrol: cii.co.uk/dip-rfp

More details and to enrol: cii.co.uk/dip-financialplanning
Overview

The Level 6 Advanced Diploma in Financial Planning builds on existing skills and knowledge, enabling advisers to develop specialist planning capabilities and offer a sophisticated and comprehensive approach to financial management.

To complete the Advanced Diploma, you must already hold one of the following CII qualifications: Diploma in Regulated Financial Planning, Diploma in Financial Planning.

Holders of the Advanced Diploma in Financial Planning can apply for Chartered status. See page 73 for more information.

Completion requirements

The Advanced Diploma comprises one core unit and several option units from across the Personal Finance qualifications framework. A minimum of 290 credits must be obtained for successful completion.

At least 120 credits must come from the Advanced Diploma units listed below, AF5 being a compulsory unit. A further 40 credits must be at Diploma level or above. The remaining credits can come from any units across the Personal Financial qualifications framework.

Option units

- **(AF1) Personal tax and trust planning** 50 credits
- **(AF2) Business financial planning** 30 credits
- **(AF4) Investment planning** 30 credits
- **(AF6) Senior management and supervision** 30 credits
- **(AF7) Pension transfers** 20 credits
- **(AF8) Retirement income planning** 30 credits

See pages 38-39 for individual unit assessment method.

More details and to enrol: cii.co.uk/adip-financialplanning

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Award in Investment Planning

Non-UK only

Overview

The Award in Investment Planning develops your knowledge of investment products. You'll also learn what constitutes professional practice and ethical behaviour.

The Award is suitable for experienced non-UK Financial Advisers and Insurance Agents advising on, or aspiring to advise on, investment planning.

Completion requirements

The Award comprises one core unit, providing 10 credits on successful completion.

Core

See pages 38-39 for individual unit assessment method.

More details and to enrol: cii.co.uk/award-investment-planning

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RQF level: 6

CII credits: 290

Member designation: APFS

Recommended study time: 100-150 hrs per unit

Enrolment: Includes:
- Study text – print and ebook (not available for AF5)
- Assessment entry
- Online support including exam guide via RevisionMate (exam guide not available for AF6 and AF8)
- Specimen coursework assignment

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RQF level: N/A

CII credits: 10

Member designation: CII Award

Recommended study time: 50-60 hrs

Enrolment: Includes:
- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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Investments and securities
Certificate in Investment Operations

Overview
The level 3 Certificate in Investment Operations is an introductory qualification that helps you gain the essential knowledge and skills you'll need if you work with investments in an operational role. You'll develop a general understanding of financial services, and gain practical insight into the area of investments operations you choose. Importantly, the Certificate also satisfies the FCA qualification requirements for overseers of certain investment operations functions.

Completion requirements
The Certificate comprises one core unit and one option unit, providing 25-30 credits on successful completion.

<table>
<thead>
<tr>
<th>Core</th>
<th>Option units</th>
</tr>
</thead>
</table>
| (R01) Financial services, regulation and ethics 20 credits | (FA4) Collective investment scheme administration 10 credits
| (R02) Investment principles and risk 20 credits | (FA5) Individual savings accounts administration 10 credits
| (R03) Personal taxation 10 credits | (FA6) Investment client servicing 10 credits |

Recommended study time: 60-70 hrs per unit

Enrolment:
Includes:
- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol:
cii.co.uk/cert-investmentoperations

Certificate in Securities Advice and Dealing

Overview
The Level 4 Certificate in Securities Advice and Dealing satisfies the FCA's qualification requirements for anyone advising on dealing in securities. It's also suitable if you are working in a support role and want to develop your knowledge of this sector. Diploma in Financial Planning holders should note that passing unit J12 satisfies the FCA's appropriate qualification requirements for advising on and dealing in securities.

Completion requirements
The Certificate comprises four core units, providing 70 credits on successful completion. These credits can be used towards further CII qualifications.

<table>
<thead>
<tr>
<th>Core</th>
</tr>
</thead>
</table>
| (R01) Financial services, regulation and ethics 20 credits | (R02) Investment principles and risk 20 credits
| (R03) Personal taxation 10 credits | (J12) Security advice and dealing 20 credits |

Recommended study time: 50-70 hrs per unit

Enrolment:
Includes:
- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol:
cii.co.uk/cert-securities
Certificate in Discretionary Investment Management

Overview
The Level 4 Certificate in Discretionary Investment Management develops the wealth strategy and portfolio management skills required for effective discretionary investment management. It also satisfies the FCA’s qualification requirements for this class of business. The Certificate is also relevant if you outsource this activity, or you’re in an investment-related support role and want to develop your knowledge of investments.

Completion requirements
The Certificate comprises two core units, providing 40 credits on successful completion. These credits can be used towards further CII qualifications.

<table>
<thead>
<tr>
<th>Core</th>
<th>RQF</th>
<th>CII credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(R01) Financial services, regulation and ethics</td>
<td>4</td>
<td>20 credits</td>
</tr>
<tr>
<td>(J10) Discretionary investment management</td>
<td>4</td>
<td>20 credits</td>
</tr>
</tbody>
</table>

Recommended study time:
60-80 hrs per unit

Enrolment:
Includes:
• Study text – print and ebook
• Assessment entry
• Online support including exam guide via RevisionMate

More details and to enrol:
cii.co.uk/cert-investmentmanagement

Award in Life and Pensions Foundations

Overview
The Level 2 Award in Life and Pensions Foundations introduces key life and pensions topics, including: customer needs and solutions across pensions, protection, investments and savings, the sector’s value to society and the economy, and the importance of professional conduct and maintaining a customer focus.

The Award is particularly suitable if you are new to the sector, or wish to demonstrate and enhance your knowledge.

It’s equally relevant for those in associated industries or support roles requiring an introduction to life and pensions.

Completion requirements
The Award comprises one core unit and does not provide any credits on completion.

<table>
<thead>
<tr>
<th>Core</th>
<th>RQF</th>
<th>CII credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(LF1) Life and pensions foundations</td>
<td>2</td>
<td>0 credits</td>
</tr>
</tbody>
</table>

Recommended study time:
40 hrs

Enrolment:
Includes:
• Study text – print and ebook
• Assessment entry
• Online support including exam guide via RevisionMate

More details and to enrol:
cii.co.uk/award-lpf
Overview

The Level 3 Award in Financial Administration is an introductory qualification providing essential knowledge of the financial services sector, the process of investment planning, and the administration of life or pensions business, depending on the unit selected. Importantly, it satisfies FCA qualification requirements for overseers of certain administrative life and pensions functions.

Completion requirements

The Award comprises one core unit and one option unit, providing 25-30 credits on successful completion. These credits can be used towards further CII qualifications.

Core

<table>
<thead>
<tr>
<th>(R01) Financial services, regulation and ethics</th>
<th>(CF1) UK financial services, regulation and ethics</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 credits</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

Option units

See pages 38-39 for individual unit assessment method.

More details and to enrol: cii.co.uk/award-financialadministration

Overview

The Level 3 Certificate in Financial Services is for those in an operational or technical support role, offering a choice of two learning routes.

The life and pensions route develops knowledge and understanding of the sector’s role and its activities. It considers important customer needs, solutions and products, and how individuals and organisations work within the regulatory and legislative environment.

It is particularly suitable for the life, pensions and long-term savings sector, including customer operations back-office staff and contact centre team leaders.

The general route develops fundamental knowledge of the financial services sector, including regulation, legislation, customer service, administration, marketing in financial services and key products.

It’s ideal if you are providing operational support to financial planners, paraplanners and technical support staff.

Completion requirements

The life and pensions route comprises three core units, providing 45 credits on successful completion. These credits can be used towards further CII qualifications.

<table>
<thead>
<tr>
<th>(LP1) Life and pensions customer operations</th>
<th>(LP2) Financial services products and solutions</th>
<th>(LP3) Life and pensions principles and practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits</td>
<td>20 credits</td>
<td>10 credits</td>
</tr>
</tbody>
</table>

The general route comprises two core units from a choice of three, providing a minimum of 35 credits on successful completion. These credits can be used towards further CII qualifications.

<table>
<thead>
<tr>
<th>(R01) Financial services, regulation and ethics</th>
<th>(CF1) UK financial services, regulation and ethics</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 credits</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

Core

See pages 38-39 for individual unit assessment method.

More details and to enrol: cii.co.uk/cert-financialservices
Certificate in Regulated Financial Services Operations

Overview
The Level 3 Certificate in Regulated Financial Services Operations (previously known as the Certificate in Financial Services, product-specific route) develops fundamental knowledge of the financial services sector, including regulation, legislation, and overseeing and administering financial products.

It suits those involved in or overseeing the operational delivery of life, pensions or investment products, in addition to other financial services support roles.

The Certificate is an ideal next-step for holders of the Award in Financial Administration or Certificate in Investment Operations, requiring completion of one further unit.

Completion requirements
The Certificate comprises one core unit and two option units, providing 35-40 credits on successful completion. These credits can be used towards further CII qualifications.

Core

- (R01) Financial services, regulation and ethics
  - 20 credits

- (CF1) UK financial services, regulation and ethics
  - 15 credits

Option units

- (FA1) Life office administration
  - 10 credits

- (FA2) Pensions administration
  - 10 credits

- (FA4) Collective investment scheme administration
  - 10 credits

- (FA5) Individual savings account administration
  - 10 credits

- (FA6) Investment client servicing
  - 10 credits

See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-rfso

Certificate in Mortgage Advice

Overview
The Level 3 Certificate in Mortgage Advice is essential if you want to be a mortgage adviser, and equally relevant if you work in a support role. It develops an understanding of the sector and the mortgage process and enables advisers to meet individual client needs.

Completion of the Certificate meets the FCA’s qualification requirements for mortgage advisers.

Completion requirements
The Certificate comprises two core units from a choice of three, providing 35-40 credits on successful completion. These credits can be used towards further CII qualifications.

Core

- (R01) Financial services, regulation and ethics
  - 20 credits

- (CF1) UK financial services, regulation and ethics
  - 15 credits

Option units

- (R06) Mortgage advice
  - 20 credits

See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-mortgageadvice
Certificate in Equity Release

Overview
The Level 3 Certificate in Equity Release is suitable for anyone seeking to advise on equity release products (both home reversion plans and lifetime mortgages), and those who work in a support role in this sector.

The Certificate meets the FCA’s qualification requirements for advising on this class of business.

Completion requirements
The Certificate comprises three core units from a choice of four, providing 50-55 credits on successful completion.

- (R01) Financial services, regulation and ethics (20 credits)
- (CF1) UK financial services, regulation and ethics (15 credits)
- (CF6) Mortgage advice (20 credits)
- (ER1) Equity release (15 credits)

Core
See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-equityrelease

Certificate in Advanced Mortgage Advice

Overview
The Level 4 Certificate in Advanced Mortgage Advice goes beyond the FCA’s minimum qualification requirements and enables mortgage advisers to continue developing their advice capabilities. It brings you up to speed with recent changes to the mortgage process arising from the Mortgage Market Review.

The Certificate is an ideal next-step for candidates who hold the Certificate in Mortgage Advice or Certificate in Equity Release, requiring completion of one more unit.

Completion requirements
The Certificate comprises three core units, providing 55 credits on successful completion.

- (R01) Financial services, regulation and ethics (20 credits)
- (CF6) Mortgage advice (20 credits)
- (ER1) Advanced mortgage advice (15 credits)

Core
See pages 38-39 for individual unit assessment method.

More details and to enrol:
cii.co.uk/cert-ama

RQF level: 3
CII credits: 50-55
Member designation: Cert CII (MP & ER)
Recommended study time: 60-100 hrs per unit
Enrolment:
Includes:
- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

RQF level: 4
CII credits: 55
Member designation: Cert SMP
Recommended study time: 60-100 hrs per unit
Enrolment:
Includes:
- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate
Supporting your studies

Enrolment
Each unit enrolment comes with the essential tools to support your learning.

Study text with updates
Available in hard copy, ebook, and printable PDF, the study text encourages structured self-study to help you master the syllabus. Chapters define learning outcomes and include self-test questions. You’ll also receive electronic updates and access to a host of online study support services through our RevisionMate study tool.

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

RevisionMate
RevisionMate gives free online access to a suite of support tools, designed to help you consolidate your learning and increase the chances of exam or coursework success. These typically include:

• Study planner – build a routine and manage your time most effectively
• Student discussion forum – share common queries and learn with your peers
• Quiz questions – check understanding of the study text as you progress
• Exam guide – practise your exam technique
• Specimen coursework assignment and answers – guide to the style and format of coursework questions and the depth and breadth of answers sought by examiners.

Exam guide
For online exams, these comprise a complete mock exam with answers, highlighting syllabus areas covered and useful hints. For written exams they include a past paper with examiners’ comments on candidates’ performance and key points for inclusion in your answers. Specimen coursework assignments are available free of charge for units which offer mixed assessment or coursework assessment. Exam guides are supplied as PDF files.

RevisionMate app
Download the RevisionMate app from the App Store or Google Play to continue your learning on the go.

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

Updated study text
Available for selected Certificate and Diploma level units
Extend the life of your enrolment when your course expires by purchasing the latest edition of your study text. This option is available on an annual basis.

* We recommend you sit your exam during your qualification unit’s testing/enrolment period. However, a study renewal option is available if you need it.
Additional study components typically include:

Keyfacts booklet
Available for selected Certificate and Diploma level units
Comprehensive pocket-sized booklets summarising the key information contained in the study text. Ideal for studying on the go.

Learn
Available for selected Certificate and Diploma level units
Highly interactive online study backed by an assessment tool to check your understanding as you progress. Designed to complement, not replace the study text, Learn provides visually engaging and memorable learning, covering key topics as opposed to the entire syllabus.

Question pack
Available for selected Certificate and Diploma level units
Delivered through RevisionMate, question packs provide comprehensive self-testing of the unit syllabus. Depending on your unit, these contain 150-300 questions.

Audio revision
Available for selected Diploma in Regulated Financial Planning and Advanced Diploma in Financial Planning units
MP3 audio material for R0 units cover the key elements of each subject and last between 3–5 hours. The AF options cover key Diploma learning points that underpin application at Advanced level, together with exam technique guidance. Each lasts between 5–8 hours. Delivered via RevisionMate, audio files are simple to download and are ideal for on the go study.

Enrolment plus
Increase your chances of success by upgrading to Enrolment plus. Enrolment plus builds on Enrolment with additional study aids available for your unit, giving you access to a range of study support and helping you pass first time.

Head to your qualification webpage to see if Enrolment plus is available for your units.

* Whilst accessing additional study aids via Enrolment plus is cheaper than if you were to purchase them separately, individual components are still available on their own. Head to your unit webpages for more information.
Our membership designations demonstrate your achievement and professional aspiration. As a member, you can use your designation on personal communications to indicate qualification completion.

<table>
<thead>
<tr>
<th>Membership level</th>
<th>Designation</th>
<th>Qualification held by members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chartered</td>
<td>Chartered Insurer</td>
<td>Advanced Diploma or Fellowship with five years’ industry experience</td>
</tr>
<tr>
<td></td>
<td>Chartered Insurance Practitioner</td>
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<tr>
<td></td>
<td>Chartered Insurance Broker</td>
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<tr>
<td></td>
<td>Chartered Insurance Risk Manager</td>
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<tr>
<td></td>
<td>Chartered Financial Planner</td>
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<tr>
<td>Fellowship</td>
<td>FCII</td>
<td>CII Fellowship</td>
</tr>
<tr>
<td></td>
<td>FCFS</td>
<td>PFS Fellowship</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>ACII</td>
<td>Advanced Diploma in Insurance</td>
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<td></td>
<td>APFS</td>
<td>Advanced Diploma in Financial Planning</td>
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<tr>
<td>Diploma</td>
<td>Dip CII (Claims)</td>
<td>Diploma in insurance, including units: M85 or 820</td>
</tr>
<tr>
<td></td>
<td>Dip CII</td>
<td>Diploma in Insurance</td>
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<tr>
<td></td>
<td>Dip PFS</td>
<td>Diploma in Financial Planning</td>
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<tr>
<td>Certificate</td>
<td>Cert CII</td>
<td>Certificate in Insurance or Certificate in Insurance and Financial Services</td>
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<tr>
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<td>Cert CII (Claims)</td>
<td>Certificate in Insurance, including one of the following units: IF4, M85, or 820</td>
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<td>Cert CII (Life and Pensions)</td>
<td>Certificate in Financial Services via the life and pensions route</td>
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<tr>
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<td>Cert CII (London Market)</td>
<td>Certificate in Insurance, including the Award in London Market Insurance</td>
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<tr>
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<td>Cert CII (Health and Protection)</td>
<td>Certificate in Insurance, including at least two of the following units: IF7, P63, P64, R05, GR1</td>
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<td>Cert CII (Protection)</td>
<td>Certificate in Insurance, including units R05 and IF9</td>
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<td>Cert CII (Insurance Broking)</td>
<td>Certificate in Insurance, including one of the following units: IF0, M8, R30</td>
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<tr>
<td></td>
<td>Cert CII (Customer Service)</td>
<td>Certificate in Insurance, including unit IF9</td>
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<tr>
<td></td>
<td>Cert SMP</td>
<td>Members of the Society of Mortgage Professionals holding the Certificate in Advanced Mortgage Advice</td>
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<tr>
<td></td>
<td>Cert CII (MP)</td>
<td>Members of the Society of Mortgage Professionals holding the Certificate in Mortgage Advice</td>
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<tr>
<td></td>
<td>Certs CII (MP &amp; ER)</td>
<td>Members of the Society of Mortgage Professionals holding the Certificate in Equity Release</td>
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<td></td>
<td>Cert CII (FS)</td>
<td>Certificate in Regulated Financial Services Operations or Certificate in Financial Services via the general route</td>
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<tr>
<td></td>
<td>Cert CII (Paraplanning)</td>
<td>Certificate in Paraplanning</td>
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<tr>
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<td>Cert PFS (Securities)</td>
<td>Certificate in Securities Advice and Dealing</td>
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<tr>
<td></td>
<td>Cert PFS (DM)</td>
<td>Certificate in Discretionary Investment Management</td>
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<tr>
<td>Award</td>
<td>CII (Award)</td>
<td>Award in General Insurance, Award in Financial Planning, Award in Customer Service in Insurance, Award in Bancassurance or the Award in Investment Planning</td>
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</tbody>
</table>
Chartered status is a symbol of excellence, serving as a mark of professional commitment with employers, consumers and businesses. Chartered members practice at the forefront of the profession and are recognised for their commitment to professional standards.

“Becoming Chartered was always something I aspired to. For me, it represents more than recognition of knowledge and experience; it also shows that I am dedicated to the highest standards of learning and technical expertise. In terms of career development, it gives me the edge and credibility with clients and professional peers alike.”

Kate Gannon
Chartered Financial Planner

Attaining Chartered status takes commitment. It’s challenging, but achievable.
If you are a member holding an Advanced Diploma, with at least five years of experience within the profession, you are eligible to apply.
For more information and to apply visit cli.co.uk/chartered
The prestigious Fellowship title sits at the top of each qualification framework. Holders of the Advanced Diploma who meet the full eligibility requirements are encouraged to apply for the Fellowship programme.

The programme is flexible enabling it to be linked to work-based activity, or it can be aligned with study for other relevant qualifications such as a MSc or MBA.

Full details can be found online at cii.co.uk/fellowship

Fellowship Advisory Service
For further guidance and support prior to or during your Fellowship application, the Fellowship Advisory Service is on-hand. The service provides help and advice, however cannot provide technical information about a subject you may be studying.

To contact the Fellowship Advisory Service, call: +44 (0)20 8530 0819
email: societies.fas@cii.co.uk

Your next steps
The best way to begin your study journey is to visit us online. Go to cii.co.uk/qualifications where you can find more detail on our qualifications.

If you cannot find what you are looking for, please contact Customer Service by calling +44 (0)20 8889 8464 or by emailing customer.serv@cii.co.uk