

CALLING ALL PERSONAL LINES INSURANCE PRACTITIONERS!

SUMMARY

The **Chartered Insurance Institute (CII)** is reviewing how it supports people working in personal lines insurance and is developing a brand new proposition covering both formal qualifications and informal learning.

To make sure we get this right we need help from personal lines practitioners who know how things really work in this unique sector of the market to help us shape and develop solutions that work for the whole personal lines community.

SCOPE OF WORK

We've got lots to do and we're looking to bring together a team of experts from the whole personal lines spectrum who are interested in using their technical knowledge and skills to work with us to scope new syllabuses, develop learning content and write multiple-choice assessment questions.

First on the 'to do' list:

- **Feedback on new syllabuses** for four new entry-level qualifications covering car, home, pet and travel. We know that we need to think carefully about how we explain things and need help in getting to the next level of detail with people in the know.
- **Turning the new syllabuses into fully fledged study texts** and learning modules that are engaging, relevant and which learners can use in ways that suit them.
- **Reviewing study texts that we already have** that – with a bit of TLC – could be made to work much better for personal lines!

TIMESCALES

We're ready to start right now!

Feedback on new syllabuses for new entry-level qualifications	We want to get started on this straight way and would love to hear from you if you are available to attend a series of meetings (depending on which ones you get involved in) during April . These are likely to be full day sessions to get the most from each meeting & minimise the need to bring people together too often. We will feed you, pay for you to get here, as well as for your time for the day!
Fully fledged study texts	We'd like to keep the momentum up following the meetings and get our first new study text ready by 1st October . Car insurance is top of the list, but the others will follow. Those of you who already work with us know that this is a really interesting way to share your knowledge, which brings with it opportunities to develop new skills – as well as being paid for a task that needs your input over a period of time. We're looking for a team of writers & reviewers who are up for a challenge in trying out a new approach to developing learning content in double quick time!
Reviewing existing study text to make more personal lines friendly	We'd like to make any changes that are needed in time for when we publish our next new editions in October so are starting this one now as well. All our reviewers and updaters are paid for their input – large or small.

ARE YOU WHAT WE'RE LOOKING FOR AND WHAT'S IN IT FOR YOU?

It doesn't matter which area of personal lines you work in or what role. If you want to be involved in a project that we really hope will make a difference to everyone working in your sector we want to hear from you. It goes without saying that we do need people who know their stuff and want to share it with others.

Qualifications are nice but the whole purpose of this project is to make our qualifications more relevant to your sector – so it's more your experience and knowledge that we're after.

It's an opportunity to develop your skillset and even use your work as an expert practitioner to form part of a personal development plan perhaps?

Previous experience isn't necessary as you'd be working with a team of assessment and learning professionals. It does probably make sense though not to volunteer for the writing tasks if this isn't your strong point but even with this task – we have professional editors to help you get across your point so don't let lack of writing confidence put you off.

Apart from the syllabus development meetings (which we know work best sat around a table, but there is always Skype for those far afield) the tasks can all be done remotely with perhaps the occasional face-to-face meeting if needed. We're all set up with Skype to make communicating as easy as possible.

WHAT TO DO NEXT?

If what you've read has peaked your interest and you think 'that's me' then please get in touch without delay (you'll have realised we're on a mission...).

We can then talk through the detail and, if you're still interested, we can get things moving.

Dropping us an email, with a bit about yourself (if you have a CV that's great) and letting us know what tasks you'd be interested in is probably the best place to start (none of the opportunities are an 'either/or' thing – level of involvement is up to you).

Shantel Christian is expecting your emails at publishing@cii.co.uk. She'll record all the details and pass on to the right person to get back to you. If you want to speak to someone, call Becky or Jackie on:

020 7417 3594 M: 077 6914 3644

Becky Walsh, Assessment Manager

020 7417 3576 M: 075 8423 7991

Jackie Mahoney, Learning Director

Looking forward to hearing from you!