

# CII Level 3 Award in Financial Administration

Qualification specification



Personal  
Finance  
Society

Standards. Professionalism. Trust.

Thank you for considering study with the CII.

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

## Qualification overview

The **CII Level 3 Award in Financial Administration** is a qualification that provides the essential knowledge and skills needed by those working in administrative and operational life or pensions roles.

### Who is this qualification for?

This qualification is particularly appropriate for:

- Operational or administrative staff working in the life and pensions sector
- Those moving into an administrative overseer role needing to comply with FCA appropriate qualification requirements.

## Benefits for individuals and employers

The Award offers the choice between life or pensions administration, each satisfying the FCA qualification requirements for overseers of certain administrative life and pensions functions. This prepares you for an overseer or related role and is also a good foundation for progressing to the CII Level 3 Certificate in Regulated Financial Services Operations or other level 3 or level 4 study related to your role as your career progresses.

## Summary of content

The financial services sector and its regulation and ethics are covered in one unit. For the other unit, you may choose to study either life office administration or pensions administration. Both pathways cover the key product types, principles and processes in their effective and compliant administration.

## Entry and professional completion requirements

### Entry requirements

There are no entry requirements for this qualification.

### Additional completion requirements

There are no additional completion requirements for this qualification.

## Qualification structure

### Regulatory units

You will need to complete one of the following units.

(R01) Financial services, regulation and ethics

*20 CII credits*

(CF1) UK financial services, regulation and ethics

*15 CII credits*

### Pathway units

You will need to complete one of the following units.

(FA1) Life office administration

*10 CII credits*

(FA2) Pensions administration

*10 CII credits*

## Learning and assessment

### Learning materials provided

For units in this qualification, students typically have access to the following materials as part of their enrolment:

- Study text (printed and/or digital) with digital updates
- Exam guide containing a practice exam and guidance
- RevisionMate online study support, including end of chapter tests

Additional or different resources may be available for some units.

### Study time

Specific study time guidelines are provided for each unit on its webpage and in the CII qualifications brochure. The notional Ofqual 'Total Qualification Time' for this qualification is 120 hours.<sup>1</sup> This represents the time a student might typically take to complete the qualification.

### Assessment format

Each unit is assessed by a single multiple-choice on screen exam, tested year-round throughout the UK at a choice of over 40 centres and at selected international sittings. The qualification award will be graded pass/fail.

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

### Further information on learning and assessment for each unit

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

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

This is available on each unit webpage, accessible from the qualification webpage: [www.cii.co.uk/award-financialadministration/](http://www.cii.co.uk/award-financialadministration/)

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

### Important assessment policies

Details of terms and conditions which apply to candidates entering for assessments with the CII are set out on the CII website. By entering any assessment with the CII you agree to be bound by these terms and conditions and our assessment policies, which can be found in our exam policies page: [www.cii.co.uk/exampolicies](http://www.cii.co.uk/exampolicies)

### Fair access to our qualifications

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

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