

CII Level 4 Diploma in Insurance

Qualification specification



Chartered
Insurance
Institute

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

Who is this qualification for?

The Diploma in Insurance is appropriate for:

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

Benefits for individuals and employers

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

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

Summary of content

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

Entry and professional completion requirements

Entry requirements

There are no entry requirements. However, to help you to meet the demands of study at level 4 (approximately undergraduate first year level) it is recommended that you complete the CII Level 3 Certificate in Insurance and/or foundational academic study (e.g. GCSEs) prior to studying CII level 4 units. We recommend the prior study of IF1 Insurance, legal and regulatory, as this covers the workings of the market, including the legal and regulatory framework and the essentials of insurance practice.

Qualification structure

Core unit – insurance law

You will need to complete the following unit.

(M05) Insurance law
(Level 4)
25 CII credits

Core unit – insurance business concepts

You will need to complete one of the following units.

(M92) Insurance business and
finance
(Level 4)
25 CII credits

(530) Economics and business
(Level 6)
30 CII credits

Optional units

Your selection will need to include sufficient learning

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

Unit title	CII Credits	Level
M21 Commercial insurance contract wording	20	4
M66 Delegated authority	25	4
M67 Fundamentals of risk management	25	4
M80 Underwriting practice	20	4
M81 Insurance broking practice	20	4
M85 Claims practice	20	4
M86 Personal insurances	20	4
M90 Cargo and goods in transit insurances	25	4
M91 Aviation and space insurance	30	4
M93 Commercial property and business interruption insurances	25	4
M94 Motor insurance	25	4
M96 Liability insurances	25	4
M97 Reinsurance	30	4
M98 Marine hull and associated liabilities	30	4
Other units from the CII insurance framework	6-50	2-7

Learning and assessment

Learning materials provided

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

- Study text – digital only or printed and digital
- Online support including exam guide via RevisionMate.
- Specimen coursework assignment

Additional or different resources may be available for some units.

Study time

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

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

Assessment format

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

The qualification award will be graded pass/fail.

To be awarded this qualification, each compulsory unit and sufficient optional units must be passed. The nominal pass mark for each unit within this qualification can be found on the relevant unit page. Please note, pass marks may vary from examination to examination to take account of the relative difficulty of examinations presented to candidates, ensuring that the pass standard remains constant.

We regularly update our qualifications, units and assessments to maintain industry relevance and assessment standards.

Further information on learning and assessment for each unit

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

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

This is available on each unit webpage, accessible from the qualification webpage:

https://shop.ciiigroup.org/diploma-in-insurance-diploma_gi.html

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.

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 on our website.

Qualification Fees²

Please note these fees are based on non-CII members taking the qualification in the UK, following a typical route to completion and using digital only options where available. Costs may vary for those residing outside the UK and depending on the route to completion. Substantial discounts are available to members and are detailed on the individual unit shop pages.

Standard Qualification Fee £1590.00

Package Fee £1207.00

Associated Learner Fees

Annual

Non-Mandatory Annual Membership £130.00 per annum

(Assumes you are qualified at Certificate level)

One off

Digital and printed enrolment	£1082.00
Digital only enrolment plus	£492.03
Digital and printed enrolment plus	£576.06
Key facts booklet (Printed and Digital)	£252.00
Key facts booklet (Digital Only)	£210.00
Knowledge checker	£90.00
E-learn	£127.50
Audio revision	£323.33
Study text update	£276.00

For post results services, please click [here](#)

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² The terms, 'Standard Qualification Fee', 'Package fee' and 'Associated Learner Fees' are defined by our regulators, Ofqual, CCEA and Qualifications Wales, to create consistency between UK-based awarding organisations. It is a regulatory requirement to illustrate our pricing in this way. The total price paid will depend upon specific pathway chosen, membership status and local currency. Further pricing information by unit and component relevant to your specific pathway remains available on your qualification webpage. The table below describes what each fee indicates.

Fee	Description
Standard Qualification Fee	The standard total fees payable for the assessment elements of the core qualification throughout a typical course of study.
Package Fee	Where applicable, the total of the fees payable for mandatory learning materials elements of the core qualification throughout a typical course of study.
Associated Learner Fees	Additional fees for optional services payable: <ul style="list-style-type: none">• at the learner's discretion.• in specific circumstances only; or,• for additional study requirements prior to completing this qualification.