CII Level 3
Certificate in Insurance

Qualification specification
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 Certificate in Insurance is a core qualification for insurance staff working across all sectors of the industry. It enables you to develop the knowledge and confidence you need before you begin to focus your subsequent studies and specialise according to your ambitions and career requirements.

Who is this qualification for?

This qualification is particularly appropriate for:

- Anyone wishing to gain a broad understanding of insurance principles, key disciplines and products.
- Employees who have no formal insurance qualifications but who wish to objectively demonstrate insurance knowledge and understanding.
- Anyone working in specific technical claims handling or underwriting roles within a call or service centre environment.
- Insurance staff employed in support functions such as human resources, marketing, IT and finance, wishing to develop an understanding of the industry in which they work.
- Staff working for an organisation whose primary business is not insurance, but which offers insurance advice and products as part of its overall service to customers.

Benefits for individuals and employers

By completing this qualification, you will be able to demonstrate understanding of key insurance principles and a range of insurance functions and products. If you work within insurance, this will assist you in understanding your role and your workplace and prepare you to progress to more detailed study of insurance concepts, market, processes and products.

Summary of content

The qualification consists of one compulsory unit and a range of optional units relating to specific insurance functions and product areas. It provides a grounding in:

- basic insurance principles including the regulatory environment;
- the key insurance disciplines of underwriting and claims; and
- popular products including: motor, household, healthcare and packaged commercial insurances.
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

Compulsory units
You will need to complete one of the following units,

(IF1) Insurance, legal and regulatory
15 CII credits

Award in General Insurance – non-UK candidates only
15 CII credits

or, both of the following units.

(LM1) London market insurance essentials
10 CII credits

(LM2) London market insurance principles and practices
15 CII credits

Please note that you can only count the credits from one of the following units IF1 / LM1 / Award in General Insurance. This is due to significant syllabus overlap. If you take LM1 – 3 you will instead gain the more specialised CII Level 3 Certificate in London Market Insurance rather than the Certificate in Insurance.

Optional units
Your selection will need to total at least 40 CII credits (we measure the size of units in 'CII credits'), including your compulsory unit(s) above.

<table>
<thead>
<tr>
<th>Unit title</th>
<th>CII Credits</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF2 General insurance business</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>IF3 Insurance underwriting process</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>IF4 Insurance claims handling process</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>IF5 Motor insurance products</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>IF6 Household insurance products</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>IF7 Healthcare insurance products</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>IF8 Packaged commercial insurances</td>
<td>15</td>
<td>3</td>
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Learning and assessment

Learning materials provided

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

- Study text with updates
- RevisionMate online study support, including end of chapter tests
- Exam guides containing a practice exam and guidance
- Further reading suggestions

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 160 hours. This represents the time a student might typically take to complete the qualification by the shortest combination of units. The number of hours may increase dependent on the units chosen, varying from 160 – 200 hours.

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. The qualification award will be graded fail/pass.

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 in our syllabus menu on the qualification webpage: www.cii.co.uk/cert-insurance

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

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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
and conditions and our assessment policies, which can be found in our exam policies page: 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