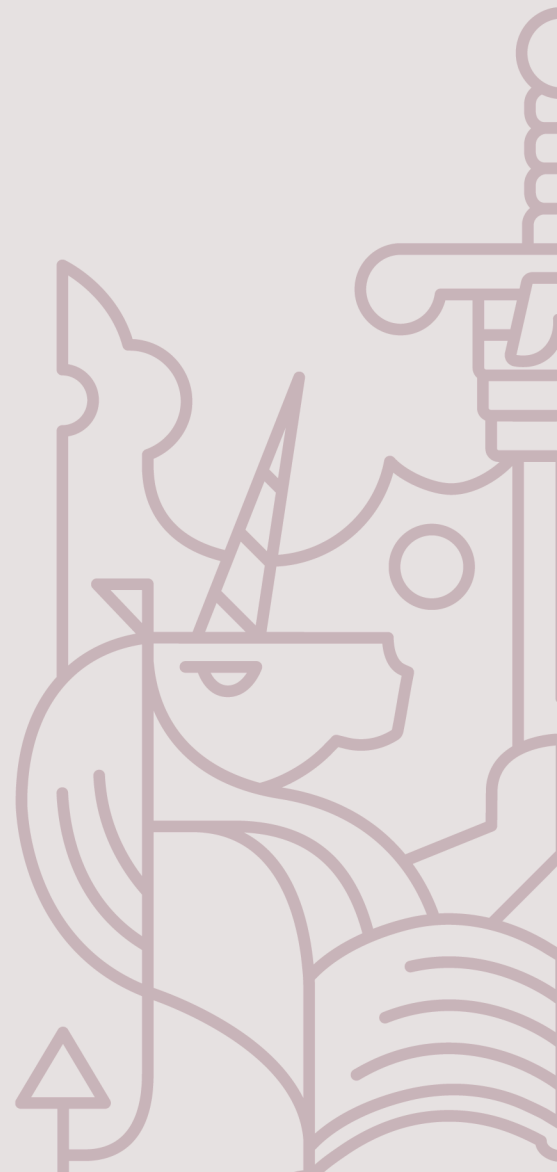




Chartered  
Insurance  
Institute  
Standards. Professionalism. Trust.

May 2024

# CII Level 4 Diploma 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 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 <u>Commercial insurance contract wording</u>	20	4
M66 <u>Delegated authority</u>	25	4
M67 <u>Fundamentals of risk management</u>	25	4
M80 <u>Underwriting practice</u>	20	4
M81 <u>Insurance broking practice</u>	20	4
M85 <u>Claims practice</u>	20	4
M86 <u>Personal insurances</u>	20	4
M90 <u>Cargo and goods in transit insurances</u>	25	4
M91 <u>Aviation and space insurance</u>	30	4
M93 <u>Commercial property and business interruption insurances</u>	25	4
M94 <u>Motor insurance</u>	25	4
M96 <u>Liability insurances</u>	25	4
M97 <u>Reinsurance</u>	30	4
M98 <u>Marine hull and associated liabilities</u>	30	4
CD2 Insurance products and/or processes (technical)*	25	4
CD3 Insurance products and/or processes (technical)*	25	4
Other units from the CII insurance framework	6-50	2-7

\*Only available via the Client Centre Assessment Accreditation scheme see the CII website for details of the scheme. Where a centre offers CDAs which map to the CII units CD2 and CD3, it is the centre's responsibility to ensure they track and log candidates taking these units. The first unit which a candidate passes is CD2. The second unit the candidate passes, assessing different products and/or processes to CD2, is CD3.

# 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 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\*. 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.

## 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.

## Authenticity Interviews

You may be asked to take part in a randomly selected authenticity interview for a coursework assignment. The interview does not add marks or take marks away from your assignment result; nor does it indicate that we have a specific concern about your work. The purpose is to verify that the assignment has been written by you, by asking you to talk through it. More information can be found in the support centre course on RevisionMate.

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\*'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.

## 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](#).

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

## CD2 and CD3 Insurance products and/or processes (technical) Level 4

For units CD2 and CD3 the learning outcomes and assessment criteria are below (for all other units please see the [qualification website](#))

### Purpose

At the end of this unit, candidates should be able to demonstrate an understanding of the key technical aspects of the insurance product(s) and / or process(es) within their organisation, including the relevant regulation and the influence of the regulatory and commercial environment.

### Learning Outcomes

1. Understand the key technical aspects of the insurance product(s) and / or related process(es) within your organisation<sup>†</sup>
2. Understand the regulation relating to the selected insurance product(s) and / or process(es) within your organisation
3. Understand the influences of the regulatory and commercial environment on the selected insurance product(s) and / or process(es) within your organisation

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<sup>†</sup>the product(s) and / or process(es) selected must be different for CD2 and CD3.

## Assessment Criteria

1. Understand the key technical aspects of the selected insurance product(s) and / or the related process(es) within your organisation
  - a. Describe the key technical aspects of the insurance product(s) and / or the related process(es) within your organisation.
  - b. Evaluate the key technical aspects of these insurance product(s) and/or process(es) when applied to a given set of circumstances.
2. Understand the regulation relating to the selected insurance product(s) and / or process(es) within your organisation
  - a. Explain key requirements of regulation affecting the insurance products and / or processes within your organisation.
  - b. Explain the application of regulation on these insurance product(s) and / or process(es).
  - c. Explain the impact of regulation on these insurance product(s) and / or process(es).
  - d. Explain the consequence of non-compliance with the regulation applicable to these insurance product(s) and / or process(es).
3. Understand the influences of the commercial environment on the selected insurance product(s) and / or process(es) within your organisation
  - a. Evaluate the impact of major events and trends on the insurance product(s) and / or process(es).
  - b. Evaluate the social and ethical considerations within the commercial environment for these selected insurance product(s) and / or process(es).

Assessment methods: Coursework, written exam or multiple-choice exam.

Recommended study hours: 100

## 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 [Qualifications accessibility and special circumstances policy and guidance](#) and contact the CII Customer Service team as soon as possible to discuss how we can meet your needs.



## Qualification Fees

We are required by our regulators to publish a standardised set of qualification fees and these are set out below. The best way for you to calculate the cost of completing a qualification is by looking at the unit shop pages for the units you are planning to take.

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"> <li>• at the learner's discretion.</li> <li>• in specific circumstances only; or,</li> <li>• for additional study requirements prior to completing this qualification.</li> </ul>

Please note these fees are based on non-CII members taking the qualification in the UK, following a typical route to completion, 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	£1973.00
Package Fee	£1498.00
Associated Learner Fees	
<b>Annual</b>	
Non-Mandatory Annual Membership (per annum) (Assumes you are qualified at Certificate level)	£147.00
<b>One off</b>	
Digital and printed enrolment	£1343.00
Digital only enrolment plus	£649.83

Digital and printed enrolment plus	£754.95
Key facts booklet (Printed and Digital)	£308.00
Key facts booklet (Digital Only)	£259.00
Knowledge checker	£132.00
E-learn	£192.00
Study text update (Digital only)	£288.00
Study text update (Printed and Digital)	£342.00

For post results services prices, please visit the [Post results services webpage](#).

## **Mandatory Centre Fees**


The term 'Mandatory Centre Fees' is defined by our regulators, Ofqual, CCEA and Qualifications Wales, to create consistency between UK-based awarding organisations. A company, whose training programme is recognised in the CII qualification framework, is regarded as a 'centre' and the fees applicable for recognition are the 'mandatory fees'. Indicative mandatory centre fees can be found on the [Client Centre Assessment Accreditation web page](#) and are detailed in centre contracts.


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Ref: QSDI202301