



Chartered Insurance Institute of Nigeria

FOUNDATION INTERMEDIATE ASSOCIATESHIP POST-QUALIFICATION IN

- INSURANCE BROKING
- INSURANCE LOSS ADJUSTING
- TAKAFUL INSURANCE
- SPECIAL RISK INSURANCE
- MICRO INSURANCE

EXAMINATION HANDBOOK

**GENERAL INFORMATION &
STUDY GUIDE**

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I INTRODUCTION

The qualifying examination of the Chartered Insurance Institute of Nigeria commenced in April 1989. Its record of success since commencement is hinged upon a high standard of work set to enable holders of the Institute's professional qualification grapple with the continuously demanding nature of insurance business and practice.

In furtherance of the underpinning objective of maintaining a high standard of work and the pursuit of professional qualification, the Institute has continued to review the examination syllabus, the first being in April 2001 when the examination structure was changed significantly.

The Institute also successfully effected another syllabus review and commenced its implementation from the October 2007 examination diet. The new syllabus offers a three-tier qualifications framework, which are certificate in insurance (1st level); diploma in insurance (2nd Level) and advanced diploma in insurance (3rd level).

With effect from April 2021 examination diet, the Institute will be effecting another syllabus review. This syllabus still offers a three-tier qualification framework but with deeper insight into courses that are uniquely relevant to current insurance trends in the market. The three-tier qualification framework has been revised to be:

1 st Level:	Foundation
2 nd Level:	Intermediate
3 rd Level:	Associateship.

This revised handbook contained the detailed syllabuses of the three qualifications framework as well as other valuable information guiding candidates' registration and examination entry procedures. Candidates are enjoined to familiarise themselves with the handbook and ensure they fully understand the necessary details on the selection of courses

that would lead to the award of the certificate at each level.

In addition, the applicable courses in the new syllabus comes with customised course books which have been domesticated to include the Nigerian contents as it relates to the courses, while noting that since insurance is a global practice, all the globally accepted principles, practices and examples were still retained. These course books are indispensable and they are integral parts of the programme and as such, are required to be acquired and will be supplied with each registration for the program.

Consequently, each examination registration package comes with a study pack which will consist of the applicable course book, electronic access to the chief examiners reports and any relevant release from any of the regulatory/supervisory bodies.

Further enquiries are to be directed to:

The Director General

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I wish you success in your studies.

Abimbola O. Tihamiyu

Director General/Chief Executive Officer

It is my continual pleasure being part of efforts geared at developing the professional examination of the Institute in line with globally acceptable standards.

The current syllabus review is the third since the Institute commenced its professional examination in 1989. The first syllabus was from April 1989 to year 2000 when it became apparent that the parity in exemptions which the Institute enjoyed with The Chartered Insurance Institute (UK) was no longer feasible because the CII (UK) had changed its syllabus, resulting in a gap between the examination structures of the two Institutes.

This prompted the commencement in 2001 of a new syllabus structure which fully came on stream in 2004 by which time the CII (UK) had once again changed its syllabus quite significantly. At the time, a new exemption arrangement with CII (UK) could earn only 150 credit units for CIIN diploma (AIIN) whereas 290 credit units were required to attain CII's Advanced Diploma (ACII).

This development prompted a fresh syllabus review approved by the Governing Council as a bold step geared at reinstating the parity between CIIN and CII (UK) subjects and qualifications. Hence, the new syllabus, which took effect from October 2007, reflected the CII (UK) examination framework, comprising the three levels, which are certificate in insurance, diploma in insurance and advanced diploma in insurance. This syllabus came to an end in Year 2020 when the third syllabus came into effect.

I am delighted by the successful take off of the new syllabus, i.e. the third syllabus and believe strongly in the benefits of the flexible and learner-friendly dispensation for acquisition of

insurance qualifications by persons who are desirous of working in today's complex and dynamic market. The syllabus also introduced a post-qualification/specialization in insurance broking, loss adjusting, takaful insurance, special risk insurance and micro insurance.

In addition, the syllabus came with our domesticated coursebooks, with some being 100% indigenous while a significant part was based on the CII (UK) coursebooks who gave us the copyrights to use the books as bases for the domesticated coursebooks.

Let me seize this opportunity in expressing my appreciation to the members of the Syllabus Review Sub-Committee of the Examinations Committee; the domestication team of authors and the Institute Staff members in general for their commitment in ensuring that this new scheme came to fruition as scheduled. We will remain resolute in the drive towards the production of insurance practitioners who are fully equipped to practice insurance anywhere in the world.

Chairman, Examination Committee
AJAYI, LADIPO (FCII, FIIN)

The qualifications framework offered by the Institute has been designed to provide a clear path for those wishing to develop their careers in today's insurance market.

The framework gives candidates the following study options.

Foundation

This is the first level qualification, suitable for those entering the industry and gaining the essential basic knowledge of the market, key disciplines and products. It requires any candidate to pass a minimum of five of the courses (four compulsory and one elective).

Intermediate

This qualification recognizes 'technical' development achieved by those with a growing understanding of the industry. It requires any candidate to pass a minimum of six of the courses (three compulsory and three electives).

Associateship

This is the professional qualification awarded to experienced and expert market practitioners. It requires any candidate to pass a minimum of six of the courses (three compulsory and three electives).

Candidates obtaining the Foundation, Intermediate and the Associateship Certificates shall be eligible to be elected as members of the CIIN associationship AIIN on applying for and being inducted into the membership cadres.

Holders are also required to comply with CIIN's Mandatory Continuing Professional Development (MCPD) requirements for their career progression.

Foundation

1. F01 - Insurance, Legal and Regulatory
2. F02 - General Insurance Business
3. F03 - Life Assurance, Annuity and Pensions Administration
4. F04 - Business Communication and Information Technology
5. F05 - Insurance Underwriting Process
6. F06 - Motor Insurance Products
7. F07 - Household Insurance Products
8. F08 - Healthcare Insurance Products

Candidates are required to have in their coffers a credited pass in F01, F02, F03 and F04 as compulsory courses with an optional balance of only one course to be carefully considered and chosen by the candidate from F05 to F08 to complete the requirements for five (5) minimum courses for the award of the Foundation Certificate.

Intermediate

1. I01 - Insurance Law
2. I02 - Commercial Insurances and Business Interruption Insurance
3. I03 - Insurance Business and Finance
4. I04 - Business and Economics
5. I05 - Business Statistics and Operations Research
6. I06 - Operational Management
7. I07 - Marine and Aviation Insurance
8. I08 - Aviation and Space Insurance
9. I09 - Insurance Practice and Regulation

Candidates are required to have in their coffers a credited pass in I01, I02 and I03 as compulsory courses with an optional balance of any three courses to be carefully considered and chosen by the candidate from I04 to I09 to complete the requirements for 6(six) minimum courses for the

award of the Intermediate Certificate.

Associateship

1. A01 - Risk Regulation and Capital Adequacy
2. A02 - Reinsurance: Principles and Application
3. A03 - Finance and Accounting
4. A04 - Principles of Property and Pecuniary Insurances
5. A05 - Life Assurance
6. A06 - Motor Insurance
7. A07 - Liability Insurance
8. A08 - Risk Management
9. A09 - Marketing

Candidates are required to have in their coffers a credited pass in A01, A02 and A03 as compulsory courses with an optional balance of any three courses to be carefully considered and chosen by the candidate from A04 to A09 to complete the requirements for 6(six) minimum courses for the award of the Associateship Certificate.

Post Qualification/Speciliasation Routes

Insurance Broking Practice

1. PF01 - Insurance Broking Practice (Foundation)
2. PI01 - Insurance Broking Practice (Intermediate)
3. PA01 - Insurance Broking Practice (Associateship)

Candidates are required to have in their coffers, in addition to the AIIN qualification, a credited pass in PF01, PI01 and PA01 – all of which are compulsory. *Any Candidate that already passed A930 in the old syllabus will have exemptions from Pi01.*

Loss Adjusting Practice

1. PF02 - Loss Adjusting Practice (Foundation)
2. PI02 - Loss Adjusting Practice (Intermediate)

3. PA02 - Loss Adjusting Practice (Associateship)

Candidates are required to have in their coffers, in addition to the AIIN qualification, a credited pass in PF02, PI02 and PA02 – all of which are compulsory.

Takaful Insurance

1. PF03 - Takaful Insurance (Foundation)
2. PI03 - Takaful Insurance (Intermediate)
3. PA03 - Takaful Insurance (Associateship)

Candidates are required to have in their coffers, in addition to the AIIN qualification, a credited pass in PF03, PI03 and PA03 – all of which are compulsory.

Special Risk Insurance

1. PF04 - Special Risk Insurance (Foundation)
2. PI04 - Special Risk Insurance (Intermediate)
3. PA04 - Special Risk Insurance (Associateship)

Candidates are required to have in their coffers a credited pass in PF04, PI04 and PA04 – all of which are compulsory.

Micro-Insurance

1. PF05 - Micro-Insurance (Foundation)
2. PI05 - Micro-Insurance (Intermediate)
3. PA05 - Micro-Insurance (Associateship)

Candidates are required to have in their coffers, in addition to the AIIN qualification, a credited pass in PF02, PI02 and PA02 – all of which are compulsory. *CIFM Graduates of Special Risk Insurance Program will have exemptions from PI05.*

NB Candidates can choose to write any of the post qualification PF or PI at any stage of the examination post. But must have been credited with the PF before taking the pass. The PA can only be written after the AIIN qualification.

The new qualifications of the Institute provide holders with a wide range of benefits. First, the qualifications confer on the qualifying members, the valued designation of AIIN, after successfully completing the three stages of the examination, meeting the criteria for induction and consequently taking part in the induction program. However, at the end of each level, the candidates will have the privilege having acquiring a duly recognised certificate at that level i.e. foundation and intermediate levels respectively.

The post qualification routes also afford the benefit of acquiring a prestigious professional qualification from the Institute in partnership with the concerned professional body (if any).

Other benefits include:

- enhancement of career prospects by demonstrating commitment to self-development.
- support of personalised learning programmes as candidates enjoy the flexibility in selecting the topics most appropriate to their role requirements.
- possession of market-led qualifications which serve all sectors of the insurance industry and cater for all levels of knowledge and experience.
- facilitating easy and free movement between disciplines and adaptation to statutory regulations as well as embracing key aspects of market practice.
- engender a progressive qualification structure which operates much like building blocks.
- a flexible self-assembly qualification content.
- a valued credit accumulation system which allows progress at different speeds.
- portability of qualification as each level could be a terminal certification recognized for career progression.
- post-associateship qualifications that will further enhance individual marketability in chosen career path.

- A. All persons desirous of sitting for the examinations of the Institute whether at the Foundation, Intermediate, Associateship or Post-Qualification levels are required (as a prerequisite) to register as members of CIIN. Such persons may include those employed or are engaged in insurance practice, students of insurance/other courses in Institutions of higher learning or persons outside mainstream insurance practice wishing to obtain insurance qualification.
- B. Persons applying for membership of the Institute should satisfy the membership criteria of the Institute as an ordinary member or a senior member. The application can be electronically sent from the Institute's website, www.ciinigeria.org, by clicking on the apply to be a member icon.
- C. Any person who desires to sit for the Institute's examination will be required to satisfy the Institute's criteria as a student member, after having completed the ordinary or senior membership registration. This can be done electronically from the Institute's website, www.ciinigeria.org.
- D. Candidates registering as examination students must complete their examination application and registration by the dates, terms and conditions stipulated on the advertisement issued for the applicable application April and/or October diet examinations, respectively.
- E. Candidates who desire to apply for exemption(s) from any of the courses should do so at any time the certificates to be used for the application are available by sending their application addressed to the Director General with relevant copies of the certificates being used. The original copies of the certificates must be sighted

by in line with approved exemption guideline. Please refer to page 13 of this Handbook for details on exemption requirements and guideline.

- F. Applicants who have met CIIN's general membership requirements for entry will be informed by being allotted their Permanent Identification Number. Those who meet the requirements to be registered as examination students will be allotted a unique examination number for the diet registered and those who do not meet the requirements will not be registered as examination students for the applicable diet.

- G. Please note that only those who have been fully registered as examination students can sit for the examinations. The Permanent Identification Number is not the same as the Examination Number. All student members are required to quote the Permanent Identification Number in all correspondence relating to examination matters while their studentship lasts.

The CIIN qualification for entry at the Foundation level are the same as the prescribed general requirements for registration as either an ordinary member or a senior member (whichever is applicable). However, the entry requirements for the higher level qualifications consist of "*record of achievement*" awarded upon completion of the Foundation level (for entry in the Intermediate level) and completion of the Intermediate level (for entry in the Associateship level).

These measures are in place to ensure that candidates study at a level that matches their ability, and recognise the fact that the higher level qualifications require a degree of prior knowledge, gained either through earlier study or work experience or both.

Notwithstanding these requirements, foundation and intermediate levels' candidates may combine courses at both levels; and intermediate and associateship levels' candidates may also combine courses at both levels without meeting the entry requirements for the overall qualification in question i.e. Foundation level candidates can select course(s) from the intermediate level BUT NOT from the Associateship level while Intermediate level candidates can select course(s) from the Associateship level.

Candidates at the Post Qualification level may choose to write all the papers for that career path at once or at intervals that are most convenient for the candidates but cannot write the advanced level of examinations without having been inducted and issued the qualification of AIN. The electives for these specialisation are in addition to the required minimum of electives for the foundation and intermediate levels.

This approach has been adopted to ensure maximum flexibility, with

candidates able to choose different courses from the array of electives available, subject to the compulsory courses requirements, within each qualification. This also provides access to the maximum range of courses giving candidates, the ability to tailor their learning activity to individual needs and job roles, and to prepare for further study at a higher level.

Measuring Progress

As progress is made, a "record of achievement" is awarded upon completion of each level through the issuance of a certificate of completion. Once the necessary number of courses have been accumulated and applicable payment(s) made, the full qualification is awarded.

When in doubt, candidates should seek further clarification from the CIIN, Examination Directorate.

- A. The application and registration process must be fully initiated online and completed within the advertised timelines, terms and conditions as applicable to the diet being registered for. Advertisements will be placed in a national newspaper December and June for April and October diets respectively, except in very rare circumstances where the best decision on timing will be taken as approved by council.
- B. Only duly completed registration will be allotted examination number for the applicable diet.
- C. Change of Centre: After the closing dates for the receipt of entries, examination centre can only be changed in exceptional circumstances and where it is practicable. Requests for change of centre must be accompanied by a statement of such circumstances and the prescribed fee to reach the CIIN not later than the stated date in the advertisement for the applicable diet.
- D. Course Changes and Withdrawals: Requests for withdrawal from one or more courses of the examination must reach the Institute not later than the stated date in the advertisement for the applicable diet; and in line with advertised terms and conditions. No changes of any manner will be made in examination entries after these dates. Absence on account of illness from part of, or all the subjects entered for, supported by acceptable medical evidence, may attract a credit reserve for a quarter of the subject fees paid, if received before the results are released. This does not include the non-refundable entry fees. No refund(s) will be made on account of any other reasons.
- E. Examination Malpractice: The Governing Council of the Institute will take disciplinary action against any candidate in breach of examination regulations and appropriate actions will be

imposed for such.

- F. Liability of CIIN: If for any reasons outside its control, the CIIN finds it impossible to hold any of its scheduled examinations, or if a candidate's completed examination script is lost or destroyed, CIIN's liability shall be limited to a complete refund of the examination fees paid in respect of the examination.
- G. The examination results, once released, will be available on the CIIN website. Candidates can access the results on their individual portals. The decision of the Institute in every case is final and it will accept no requests for remarking of examination scripts, and in no circumstances will any answer script be returned to candidates.
- H. Details of prescribed examination fees shall be made available from time to time along with the entry forms and registration guidelines.

- A. To qualify for examination entry, candidates must have passed Senior Secondary Certificate Examination or GCE Ordinary Level Examinations with credits in a minimum of five (5) subjects including English Language Mathematics at not more than two sittings.
- B. As an alternative, candidates must have a minimum of Ordinary National Diploma (OND) or its equivalent.
- C. The CIIN will accept, as evidence of stated qualifications, only photocopies of original certificates that have been certified. Certification should be done by:
 - (i) a member of CIIN's Governing Council, including the Director General; OR
 - (ii) the Chapter Chairman of any of the Institute's Chapters
 - (iii) the Institute's duly appointed international representatives.

Such certification is to the effect that both the original and photocopy have been inspected by those concerned, that the original is a genuine document which has not been altered or defaced in any way, and that the photocopy is a true and unaltered representation of the original. Uncertified photocopies will not be accepted. The same applies to evidence relating to changes in name (e.g. by marriage) if such names are different from those shown on the certificates.

This requirement is to ensure that those who begin their professional certification have a reasonable chance of succeeding without hitches during the certification process.

The new syllabus like the previous ones, recognises prior learning and qualifications obtained therefrom. Therefore, holders of qualifications from tertiary institutions recognized by the Institute and holders of other professional qualifications may be granted exemptions from some courses in the examination as may be approved by the Institute from time to time.

These exemption guidelines can be viewed and downloaded from the downloads section on the website, www.ciinigeria.com

Any exemption granted will be considered as part of the total courses required for award of the relevant CIIN qualification. Any exemption granted must be paid for in the same manner that examination fees are paid, within the stated timelines in the award letter. Exemptions attract equivalent fees as the examination subjects, and evidence of payments for exemptions granted must be forwarded to the examination directorate upon payment, by the candidate.

The exemption request can be electronically sent to dgoffice@ciinigeria.org copying examination@ciinigeria.org.

9 Transitional Arrangement

The new syllabus takes effect the April 2021 examination diet. The following modalities and transitional arrangements are to take care of candidates who are not yet through with the examination in the old syllabus dispensation.

April 2018 October 2020	April 2021	October 2021	April 2022 and Beyond
Certificate (Old)	Foundation (New)	Foundation (New)	Foundation (New)
Diploma (Old)	Diploma (Old)	Intermediate (New)	Intermediate (New)
Advanced Diploma (Old)	Advanced Diploma (Old)	Advanced Diploma (Old)	Associateship (New)
<p>Foundation will commence @ April 2021 diet (i.e. last Certificate will be examined in October 2020 diet)</p> <p>Intermediate will commence @ October 2020 diet (i.e. last Diploma will be examined in April 2021)</p> <p>Associateship will commence @ April 2022 diet (i.e. last Advanced Diploma will be examined in October 2021).</p> <p>By April 2022, ALL levels would have commenced and the old syllabus would be laid to rest by then. Only conversions from the existing syllabus will then suffice from April 2022 for those that are yet to be qualified as at then and it will be on the new syllabus requirements.</p>			

Current Courses	New Courses	Conversion
Certificate	Foundation	
CF1-Insurance, Legal and Regulatory (Compulsory) CF2-General Insurance Business (Compulsory) CF3-Insurance Underwriting Process (Elective) CF4-Insurance Claims Handling Process (Elective) CF5-Motor Insurance Products (Elective) CF6-Household Insurance Products (Elective) CF7-Healthcare Insurance Products (Elective) <u>Qualification Process</u> Candidates must have credited a minimum of three courses – two (2) compulsory (CF1; CF2) and any one (1) of CF3 – Cf7).	F01-Insurance, Legal and Regulatory (Compulsory) F02-General Insurance Business (Compulsory) F03-Life Assurance, Annuity and Pensions Administration (Compulsory) F04-Business Communication (Compulsory) F05-Insurance Underwriting Process (Elective) F06-Motor Insurance Products (Elective) F07-Household Insurance Products (Elective) F08-Healthcare Insurance Products (Elective) <u>Qualification Process</u> Candidates must have credited a minimum of five courses - four (4) compulsory (F01 - F04) and one (1) elective (from F05 – F08).	CF1=F01 CF2=F02 CF3=F05 CF4=Nil CF5=F06 CF6=F07 CF7=F08

Diploma	Intermediate	Conversion
D01-Insurance Practice and Regulation (Elective)	I01-Insurance Law (Compulsory)	D01=I09 D04=I04
D04-Business Practice Compulsory	I02-Commercial Insurance & Business Interruption Insurance (Compulsory)	D05=I01 D10=I02 D11=Nil
D05-Insurance Law (Compulsory)	I03-Insurance Business and Finance (Compulsory)	D12=Nil D13=I07
D10-Commercial Insurance Practice (Elective)	I04-Business and Economics (Elective)	D17=I06 D18=Nil D19=Nil
D11-Personal Insurance Practice (Elective)	I05-Business Statistics & Operation Research (Elective)	
D12-Long Term Business (Elective)	I06-Operational Management (Elective)	
D13-Marine & Aviation Insurance (Elective)	I07-Marine & Aviation (Elective)	
D17-Operational Management (Elective)	I08 – Aviation & Space Insurance (Elective)	
D18-Property Claims Handling (Elective)	I09- Insurance Practice and Regulation (Elective)	
D19-Subsidence Claims Handling (Elective)	<p><u>Qualification Process</u> Candidates must have credited a minimum of six courses - three (3) compulsory (I01 – I03) and three (3) electives (any three from I04 – I09)</p>	
<p><u>Qualification Process</u> Candidates must have credited a minimum of three courses – two (2) compulsory (D04; D05) and any one (1) of D01, D10, D11, D13, D17, D18, D19.</p>		

Advanced Diploma	Associateship	Conversion
<p>A510-Risk Regulation and Capital Adequacy (Compulsory) A520-Company and Contract Law (Elective) A530-Business and Economics (Elective) A655-Risk Management (Elective) A735-Life Assurance (Compulsory) A745-Principle of Property & Pecuniary Insurance (Compulsory) A755-Liability Insurance (Elective) A765-Motor Insurance (Elective) A770-Principles of Marine Insurance (Elective) A780-Aviation Insurance (Elective) A785-Principles of Reinsurance (Elective) A825-The Application of Reinsurance (Elective) A930-Insurance Broking (Elective) A935-Management (Elective) A940-Finance and Accounting (Elective) A945-Marketing (Elective)</p> <p><u>Qualification Process</u> Candidates must have credited a minimum of six courses – three (3) compulsory (A510, A735, A745) and any three (3) of A520, A530, A655, A755, A765, A770, A780, A785, A825, A930, A940, A945.</p>	<p>A01-Risk Regulation and Capital Adequacy (Compulsory) A02- Reinsurance: Principles and Application (Compulsory) A03-Finance and Accounting (Compulsory) A04-Principles of Property and Pecuniary Insurances (Elective) A05-Life Assurance (Elective) A06- Motor Insurance (Elective) A07-Liability Insurance (Elective) A08-Risk Management (Elective) A09-Marketing (Elective)</p> <p><u>Qualification Process</u> Candidates must have credited a minimum of six courses – three (3) compulsory (A01 - A03) and one (1) elective (from A04-A09)</p>	<p>A510= A01 A520=I01 A530= I04 A655= A08 A735= A05 A745= A04 A755= A07 A765= A06 A770= I07 A780= I08 A785= A02 A825= A02 A930= PI01 (i.e. Broking Post Qualification (Intermediate)) A935= I06 A940= A03 A945= A09</p>

11 Pattern of Examination Questions

Candidates are advised to avail themselves of the following information relating to the pattern and duration of questions for the respective levels they wish to enter for.

1. Foundation Exapt FO\$

Duration:

- 2 hours

Question Setting

- 100 Multiple Questions – 50 Multiple Choice; 25 True or False and 25 Mini-Case Study Multiple Choice
- The questions will cover all aspects of the course book
- Industry Related Regulatory Questions will also feature.

Marking Guide

- 1 mark per question giving a total of 100%.
- bI Fo4: To be sent vide whatsapp

2. Intermediate

Duration:

- 3 hours

Question Setting

- Section A: Fourteen (14) Compulsory Short Answer Questions.
- Section B: Three (3) Optional Medium Strength Questions to Answer Two (2).
- The questions will cover all aspects of the course book.
- Industry Related Regulatory Questions will also feature.

Marking Guide

- Section A: 140 Marks (10 marks each)
- Section B: 60 Marks (30 marks each)
- Total marks give a 200%, which will then be converted to 100%.

3. Associateship

Duration:

- 3 hours

Question Setting

- Eight (8) Compulsory Short Answer Questions.
- One (1) Compulsory Comprehensive Question.
- Five (5) Optional Medium Strength Questions to Answer Three (3).
- The questions will cover all aspects of the course book.
- Industry Related Regulatory Questions will also feature.

Marking Guide

- Numbers 1 – 8: 48 Marks (6 marks each)
- Number 9: 50 Marks
- Number 10-13: 102 Marks (34 marks each)
- Total marks give a 200%, which will then be converted to 100%.

12 Tuition Facilities

- (a) The Institute organises evening/weekend oral tuition. Interested students can obtain further information from the Training Manager at the Institute's Secretariat at 27, Lagos Street, Ebute-Metta, Lagos.
- (b) Tutorial classes are also being run by some private tutors in Lagos and other cities outside Lagos; candidates are advised to avail themselves of the oral tuition provided by such private organizations. Information on accredited tutorial centres can be downloaded from the Institute's website – www.ciinigeria.org.
- (c) The Institute has a stock of course books for all the courses of the examination. The books are an invaluable aid to candidates and it is mandatory that all candidates should buy them as a condition precedent for recognition as examination candidates. The books are available at the Institute's Secretariat and at the Chapter level with the Chairman and/or Education Secretary.
- (d) The Institute's Library is open to examination candidates during the hours of 9.00 a.m. to 5.00 p.m. from Monday to Thursdays; and 9.00a.m. to 4.00p.m. on Fridays except public holidays.
- (e) Whichever study options candidates may choose, they should endeavour to read as widely as possible, journals, articles and other materials on insurance for an all-round understanding of the subjects.
- (f) Candidates are also required to visit the website of NAICOM, NIA, NCRIB, ICAN to familiarise themselves with current industry trends and practice

13 Summary of Courses' Outline; Aims and Objectives.

A. FOUNDATION

1. F01 - Insurance, Legal and Regulatory

Course Aims and Objectives

To provide knowledge and understanding of the basic principles of insurance, including the main legal principles related to insurance contracts, the main regulatory principles related to insurance business and the key elements to protect consumers.

It is expected that a good understanding of the course content will enable the candidates to:

- understand the nature and main features of risk within the insurance environment
- know how to apply the main features of risk and risk management to a given set of circumstances
- understand the main features of insurance
- know the structure and main features of the insurance market
- understand contract and agency
- understand insurable interest and its place in insurance
- understand the principle of good faith
- understand the doctrine of proximate cause and its application to non-complex claims
- understand the principle of indemnity and how this is applied to contracts of insurance
- understand the principles of contribution and subrogation
- understand the main regulatory and legal requirements applicable to the transaction of insurance business
- understand consumer protection and dispute resolution
- know the main methods of preventing, handling and resolving consumer complaints understand the CIIN Code of Ethics and be able to apply the principles to non complex scenarios.

Course Contents

- Risk and Insurance

- The Insurance Market
- Contract and Agency
- Insurable Interest
- Good Faith
- Proximate Cause
- Indemnity
- Contribution and Subrogation
- Compulsory Insurance and Statutory Regulation
- Consumer Protection and Dispute Resolution.

2. F02 - General Insurance Business

Course Aims and Objectives

To provide knowledge and understanding of basic insurance products and practice, including underwriting and policy wordings, claims, customer service and information and communication technology.

It is expected that a good understanding of the course contents will enable the candidates to:

- Know insurance products and associated services for general insurance business
- Understand underwriting and policy wordings for general insurance business
- Know how to apply knowledge on principles of premium calculation of general insurance business to a given set of circumstances
- Understand claims within the context of general insurance business
- Know how to apply knowledge of principles concerning the operation of policy conditions affecting claims for general insurance business to a given set of circumstances
- Understand information and communication technology, security, confidential information and data protection within general insurance business
- Understand customer service within general insurance business

Course Contents

- Motor Insurance
- Health Insurance
- Package Policies
- Property Insurance
- Pecuniary Insurance
- Liability Insurance
- Non-Insurance Services
- Material Circumstances
- Underwriting Procedures and Premium Payment
- Policy Wordings and Renewals
- Valid Claims and Claims Settlement
- Confidentiality Information and Data Protection
- Customer Service

3. F03 - Life Assurance, Annuity and Pensions Administration

Course Aims and Objectives

To provide knowledge and understanding of the basic principles of life assurance, annuity and pensions, including the main legal principles related to these insurance contracts, the main regulatory principles relating to them and the key measures in place to protect consumers as well as life reassurance principles.

It is expected that a good understanding of the course contents will enable the candidates to understand:

- the nature of life assurance;
- the legal essential requirements of a valid life assurance policy;
- the scope of cover under the various types of life assurance policies;
- the various uses of life assurance products;
- the underwriting procedures in life assurance business;
- life assurance policy documentation;
- life reassurance administration;

- the nature of annuity product;
- types of annuity product;
- the nature of pension;
- the various types of pension;
- pension installation;
- the Nigerian Pension System.

Course Contents

- Historical Development and Nature of Life Assurance
- Types and Scope of Cover of Life Assurance
- Introduction to Life Assurance Underwriting Procedures
- Introduction to Policy Documentation and Administration
- Life Assurance Claims Administration
- Introduction to Life Reassurance
- Introduction to Annuity
- Types of Annuities
- Historical Development of Pension and Pension Provision
- Types of Pension Schemes
- Pension Installation
- Trusteeship and Privately Administered Schemes
- The Nigerian Pension System

4. F04 - Business Communication and Information Technology

Course Aims and Objectives

Business communication remains the most important success factor for business outside customers relationship management. Effective communication within an organisation will determine the success of the relationship management and the success of the organisation on the long term. Communication is a critical tool for management and for managing changes.

As a professional, the ability to communicate will influence the level of success in the chosen career and social standing in the community.

Mastering communication skills is therefore not optional for professionals so on daily basis, they must continue to hone their skills to ensure effective performance.

It is expected that good understanding of the course content will enable the candidates to:

- master the grammatical rules of English so as to enhance their communicative competence in the language
- understand the objectives, channels, ethics and forms of communication within an organisation
- improve communication skills particularly in the areas of effective business communication and that of further learning
- learn the correct format of letters, memos and e-mails
- familiarize themselves with appropriate use of modern technology in processing and distributing information.

Course Contents

- Use of English
- Communication
- Business Communication
- Business Letters
- Internal Communication
- External Communication
- Business Reporting
- Meetings and Committees' Documentation
- Public Speaking Skills
- Information Technology Communication

5. F05 - Insurance Underwriting Process

Course Aims and Objectives

To provide knowledge and understanding of the role of underwriting including identification, assessment and acceptance of risk, rating and relevant financial factors.

It is expected that a good understanding of the course content will enable the candidates to understand:

- the material circumstances relating to the insurance underwriting process
- underwriting procedures relating to the insurance underwriting process
- insurance policies in relation to the insurance underwriting process
- renewals and cancellation in relation to the insurance underwriting process
- personal insurances in relation to the insurance underwriting process
- commercial insurances in relation to the insurance underwriting process
- the main 'support' type insurance services available
- underwriting considerations in relation to the insurance underwriting process · the principles and practices of pricing
- pricing factors within the context of the insurance underwriting process
- managing exposure within the context of the insurance underwriting process

Course Contents

- Material Information and Circumstances
- Underwriting Procedures
- Insurance Policies
- Renewals and Cancellation
- Insurance Products: Personal Insurances
- Insurance Products: Commercial Insurances
- Related Services

- Underwriting Considerations
- Establishing the Price: Rating
- Establishing the Price: Pricing Factors
- Managing Exposure

6. F06 - Motor Insurance Products

Course Aims and Objectives

To provide knowledge and understanding of the practices and procedures connected with private motor, motorcycle and commercial motor insurance, with reference to applicable legal and regulatory considerations and to develop in candidates an ability to apply product knowledge and understanding on straightforward cases where unaccompanied but supervised advice is given.

It is expected that a good understanding of the course content will enable the candidates to:

- Understand the market place for motor insurance products
- Apply the principles contained within motor insurance to a given set of circumstances
- Understand the scope of cover provided by motor insurance products
- Apply the principles contained within the scope of cover provided by motor insurance products to a given set of circumstances
- Understand the legal and regulatory considerations for motor insurance
- Apply the legal and regulatory principles for motor insurance to a given set of circumstances
- Understand risk assessment, rating and underwriting for motor insurance
- Apply the principles contained within risk assessment, rating and underwriting for motor insurance to a given set of circumstances
- Understand claims procedures for motor insurance products

- Apply the principles of claims procedures for motor insurance to a given set of circumstances
- Understand information and communication technology as this relates to motor insurance
- Apply the principles of information and communication technology as this relates to motor insurance to a given set of circumstances

Course Contents

- The Market Place
- Scope of Cover Provided
- Legal and Regulatory Considerations
- Certificate of Motor Insurance and the Construction of Policies
- Rating and Underwriting
- Claims Procedures

7. F07 - Household Insurance Products

Course Aims and Objectives

To provide knowledge and understanding of the practices and procedures of household insurances and associated forms of cover and to develop in candidates an ability to apply product knowledge and understanding on straightforward cases where unaccompanied but supervised advice is given.

- Understand the scope of cover provided by household insurance products.
- Know how to apply knowledge of the cover provided by household insurance products to a given set of circumstances.
- Understand the legal and regulatory considerations for household insurance products.
- Know how to apply knowledge of legal and regulatory considerations for household insurance products to a given set of circumstances.

- Understand risk assessment, rating and underwriting of household insurance products.
- Know how to apply knowledge of risk assessment, rating and underwriting of household insurance products to a given set of circumstances.
- Understand claims procedures within the context of household insurance products.
- Know how to apply knowledge of claims procedures within the context of household insurance products to a given set of circumstances.

Course Contents

- Development of Household Insurances: An Introduction
- Policy Cover
- Policy Extensions
- Other Personal Insurances
- Special Risks
- Legal and Regulatory Considerations
- Risk Assessment and Underwriting
- Claims Procedures

8. F08 - Healthcare Insurance Products

Course Aims and Objectives

To provide knowledge and understanding of the fundamental principles and practices relating to healthcare insurance while achieving the following learning outcomes.

- Understand the structure of the healthcare insurance market – Nigeria and UK Structures
- Understand the key features of healthcare provisions in Nigeria, the UK and some other countries
- Understand healthcare product types

- Understand the different roles and responsibilities of intermediaries and providers
- Understand risk assessment, rating and underwriting considerations in healthcare products
- Know how to apply the principles of risk assessment, rating and underwriting considerations to a given set of circumstances
- Understand the claims function
- Know how to apply the principles of the claims process to a given set of circumstances
- Understanding legal and regulatory considerations
- Know how to apply the principles contained within law and regulation to a given set of circumstances

Course Contents

- Nigeria and UK Healthcare Insurance Market
- Healthcare Around the World
- Core Healthcare Insurance Product
- Other Healthcare Insurance Products and Healthcare Services
- Marketing and the Roles of Intermediaries and Insurers
- Healthcare Insurance Products
- Paying Claims
- Law and Regulation

B. INTERMEDIATE

1. I01 - Insurance Law

Course Aims and Objectives

To provide knowledge and understanding of the laws which form the background to the operation of insurance; to demonstrate a knowledge and understanding of the system within which these laws operate and are administered; and thereafter be able to apply knowledge and skills to practical situations.

It is expected that a good understanding of the course content will enable the candidates to understand:

- the nature and sources of English law and the concept of natural legal persons
- the principles of the law of torts and the characteristics of the main torts
- the law of contract
- the law of agency and its application to insurance
- the main principles governing the formation of insurance contracts
- the classification and interpretation of insurance contract terms, the effects of their breach and other vitiating factors
- the main legal principles governing the making of an insurance claim
- how losses are measured and how the principle of indemnity applies to insurance claims
- how the principles of subrogation and contribution apply to insurance claims.

Course Contents

- Law and Legal Systems
- Law of Torts
- Law of Contract

- Law of Agency
- Insurance Contract Formation and Insurable Interest
- Pre-Contractual Information Duty
- Insurance Contracts and Key Terms
- Making the Claim
- Measuring the Loss: The Principle of Indemnity
- Subrogation and Contribution

2. I02 - Commercial Insurances and Business Interruption Insurance

Course Aims and Objectives

To provide knowledge and understanding of the fundamental principles of insurance as covered in IF1 Insurance, legal and regulatory or equivalent examinations

It is expected that a good understanding of the course content will enable the candidates to understand:

- the risk and control of fire, theft and other contingencies to property and business interruption
- the cover provided by and main practices of property insurance
- the cover provided by and main practices of business interruption insurance
- the underwriting of property and business interruption insurance
- how property and business interruption insurance claims are handled.

Course Contents

- Fire and Associated Contingencies
- Fire Hazards and Protection
- Other Hazards and Their Control

- Theft Risks, Losses and Protection
- Property Insurance: Policy Cover
- Property Insurance: Claims Settlement
- Miscellaneous Property and Pecuniary Policies
- Business Interruption Insurance: Basic Cover
- Business Interruption Insurance: Policy Details
- Surveys for Property and Business Interruption Underwriting
- Essentials of Property and Business Interruption Underwriting
- Property and Business Interruption Claims

3. I03 - Insurance Business and Finance

Course Aims and Objectives

At the end of this course, it is expected that candidates should be able to demonstrate an understanding of the operation of insurance organisations in business and financial terms.

It is also expected that a good understanding of the course content will enable the candidates to:

- understand the structure of the insurance industry
- understand the management of insurance businesses.
- understand the main aspects of corporate governance.
- understand the role of the various functions within insurance organisations.
- understand accounting principles and practices and their application.
- understand the main characteristics of insurance company accounts.
- analyse businesses using financial ratios.
- understand the financial strength of insurance companies.

Course Contents

- Structure of the Insurance Industry

- Management of Insurance Businesses: Roles and Responsibilities
- Management of Insurance Businesses: Planning and Control
- Main Aspects of Corporate Governance
- Various Functions Within Insurance Organisations
- Accounting Principles and Practices
- Accounting Standards and Insurance Company Accounts
- Claims Reserving
- Financial Ratios
- Financial Strength of Insurance Companies

4. I04 - Business and Economics

Course Aims and Objectives

To provide knowledge and understanding of relevant economic concepts and their applications to insurance business. It is assumed that candidates already have the knowledge gained from a study of the relevant sections of F01 Insurance, Legal and regulatory.

It is expected that a good understanding of the course content will enable the candidates to be able to:

- analyse the nature of the economy and relevant economic issues.
- analyse and apply demand and supply concepts.
- evaluate market structures and the business environment.
- evaluate the impact of ethics, corporate governance, and risk management on insurance business.
- analyse the macro economy and aspects of monetary and fiscal policy.
- evaluate international trading and financial relationships.
- analyse the interaction between economics and accounting.

Course Contents

- The Nature of Economic Systems

- The Nigerian Insurance Industry and its Role in the Economy
- Demand and Supply
- Nature of Competition
- The National Economy and Money
- Unemployment and Inflation
- Monetary and Fiscal Policies
- The International Economy
- Business Ethics, Corporate Governance and Risk Management
- Financial Aspects

5. I05 - Business Statistics and Operations Research

Course Aims and Objectives

To provide knowledge and understanding of the techniques and applications of operation research and also introduce the candidates to the nature and uses of elementary statistical data.

It is expected that a good understanding of the course contents will enable the candidates to understand:

- the nature of statistical data and their impotence
- basic sampling methods
- statistical data collection, classifications and tabulation
- organization of statistical data
- graphical presentation of data
- measure of central tendency and positioning values
- elementary concepts of probability theory
- concept of time series analysis
- nature of operations research
- definition and scope of linear programming
- solution to linear programming problems
- transportation and assignment problems
- basic concepts of queuing

Course Contents

- Nature of Statistical Data and Their Importance
- Basic Sampling Methods
- Statistical Data Collection, Classifications and Tabulation
- Organization of Statistical Data
- Graphical Presentation of Data
- Measure of Central Tendency and Positioning Values
- Probability Theory
- Time Series Analysis
- Nature of Operations Research
- Definition and Scope of Linear Programming
- Solution to Linear Programming
- Transportation and Assignment Problems
- Queuing Theory

6. I06 - Operational Management

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidate:

- a sound knowledge and appreciation of the principles and practice of operational management;
- a sound knowledge and understanding of the core skills of management;
- the ability to evaluate the strengths and weaknesses of management techniques and tools;
- his or her own management skills;
- the ability to apply knowledge and skills to simple situations.

It is expected that a good understanding of the course content will enable the candidates to understand:

- context of management and core skills
- effective control techniques and tools

- call/contact centre operations
- people management.

Course Contents

- Context and Theory of Management and Leadership
- Core Skills (Primary)
- Core Skills (Secondary)
- Effective Control Techniques and Tools
- Call/Contact Centre Operations
- Recruitment Management
- Performance and Reward Management
- Training and Development

6. I07 - Marine and Aviation Insurance

Course Aims and Objectives

At the end of this unit, candidates should be able to demonstrate an understanding of marine and aviation insurance and related issues, while it has been assumed that the candidate already has knowledge of the fundamental principles of insurance as covered in If1

Insurance Legal and Regulatory or equivalent examinations.

It is expected that a good understanding of the course content will develop in the candidates:

- a sound knowledge and understanding of marine and aviation insurance practices;
- a sound knowledge and understanding of the economic, geographic and national and international legal context in which the insurances operate;
- the ability to apply knowledge and skills to simple situations.

Course Contents

- Geographic, Economic and Physical Risk I

- Geographic, Economic and Physical Risk II
- International Trading Practices and Organisations
- Marine Insurance: Law Relating to International Trade and Carriage of Passengers
- Marine Insurance: Market Practice
- Marine Insurance: Reinsurance and Legal Principles
- Marine Insurance: Hull and Cargo Clauses
- Marine Insurance: Marine Insurance Act 1906
- Aviation Insurance: Market Practice
- Aviation Insurance: Law Relating to International Trade and the Carriage of Passengers
- Aviation Insurance: Policy Forms and Conditions
- Maritime and Aviation Industries in Nigeria

8. I08 - Aviation and Space Insurance

Course Aims and Objectives

At the end of this course, candidates should be able to demonstrate an understanding of aviation and space insurance and related issues, while it has been assumed that the candidate already has knowledge of the fundamental principles of insurance as covered in IF1 Insurance Legal and Regulatory or equivalent examinations.

It is expected that a good understanding of the course content will enable the candidates to understand:

- know the main elements of aviation risk
- understand the main international and national measures impacting on aviation risk
- understand the scope of cover under the main and related classes of aviation insurance.
- understand the market practices of aviation insurance.
- understand risk assessment and underwriting of aviation insurance.
- understand claims investigation, handling and settlement

procedures in aviation insurance.

understand key aspects of space insurance.

Course Contents

- Main Elements of Aviation Risk
- International Measures Impacting Aviation Risk
- International Safety Conventions and Associations
- Aircraft Legislation in the UK, EU and USA
- Scope of Aviation Insurance Cover
- Market Practices
- Risk Assessment and Underwriting
- Claims Management
- Space Insurance

9. I09 - Insurance Practice and Regulation

Course Aims and Objectives

To provide knowledge and understanding of the insurance practice and regulation that provides the bedrock to the profession practice.

It is expected that a good understanding of the course content will enable the candidates to understand and develop:

- a knowledge and understanding of market principles and practice;
- a knowledge and understanding of the main classes of business and the cover provided under each;
- a knowledge and understanding of the regulation of the insurance market;
- a knowledge and understanding of procedures used to underwrite insurance;
- a knowledge and understanding of the operation of general claims procedures;

- the ability to apply knowledge and skills to simple situations.

Course Contents

- Insurance Coverage
- The General Structure of the Insurance Market
- Arranging Insurance
- Underwriting Insurance
- Risk Sharing and Spreading
- Features of Claims Procedures
- Legal and Regulatory Considerations
- Consumer Protection

C. ASSOCIATESHIP

1. A01 - Risk Regulation and Capital Adequacy

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of the nature of risk and risk management
- a sound knowledge and appreciation of the capital adequacy requirements for insurers and reinsurers
- a sound knowledge and appreciation of the regulatory requirements on the insurance industry
- a sound knowledge and understanding of basic statistical concepts relating to the insurance environment and the estimation of risk
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios

Course Contents

- Nature of Risk
- Human Perception of Risk
- Risk Management
- Risk Assessment
- Risk Treatment
- Risk Data
- Presentation of Risk Data
- Statistical Measurement
- Probability Distributions
- Underwriting Reinsurance and Pricing Insurance
- Corporate Governance
- The International Context
- Nigeria Insurance Regulation

2. A02 - Reinsurance: Principles and Application

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of the practice of reinsurance
- a sound knowledge and appreciation of the principles guiding the practice of reinsurance
- a working knowledge of the reinsurance market and its operations
- a working knowledge of accounting as it relates to reinsurance
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- Introduction to Reinsurance
- Operation of Quota Share and Surplus Reinsurance Treaties
- Operation of Excess of Loss Reinsurance Treaties
- Law Relating to Reinsurance
- Placing of Reinsurance
- Wording
- Reinsurance Markets
- The Buyer's Reinsurance Needs
- Designing and Arranging the Reinsurance Programme
- Underwriting Considerations
- Technical Reinsurance Accounting
- Reinsurance Claims
- Reviewing the Programme
- Financial Aspects

3. A03 - Finance and Accounting

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of the principles guiding the accounting and finance in general
- a sound knowledge and appreciation of how finance and accounting relates to insurance
- a working knowledge of the balance sheet revenue account, profit and loss account and management accounting
- a working knowledge of accounting as it relates to reinsurance
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- Account - What, Why and How?
- The Accounting Framework
- The Balance Sheet
- Revenue and Profit and Loss Accounts
- Management Accounting: Costing
- Management Accounting: Budgeting, Planning and Control
- Looking at Figures and Reading Accounts
- The Supervision of Insurance Companies
- Taxation
- Investments and Insurers
- In the Market Place
- Intermediaries
- Where are the ratios?

4. A04 - Principles of Property and Pecuniary Insurances

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of the principles of property insurance
- a sound knowledge and appreciation of the principles of pecuniary insurance
- a sound knowledge and appreciation of the principles behind package policies
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- Property and Pecuniary Insurances: Development and Structure
- Property Insurance Cover
- Pecuniary Insurance: Business Interruption Insurance
- Pecuniary Insurance: Fidelity Guarantees and Bonds, Credit Insurance
- Combined and Package Policies
- Property and Pecuniary Insurances: Risk Assessment
- Property and Pecuniary Insurances: Administration and Account Management
- Property and Pecuniary Insurances: Claims Principles and Procedures
- Construction Insurance: Development and Structure
- Construction Contracts
- Construction Insurance: Policy Cover
- Engineering Insurance
- Business Interruption Insurance: Relating to Engineering and Construction Insurances

- Engineering and Construction Insurances: Claims Principles and Procedures

5. A05 - Life Assurance

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of the development of life assurance principles
- a sound knowledge and appreciation of the principles of life assurance
- a sound knowledge and appreciation of how Information Technology applies to life assurance
- the application of ethics to the practice of life assurance
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- Development of Life Assurance
- Types of Cover Available
- How Life Policies are Effectuated
- Policy Administration
- Trusts
- Reassurance
- Claims
- Consumer Protection
- Taxation Principles
- Taxation of Life Policies
- Information Technology
- Ethics

6. A06 - Motor Insurance

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of motor insurance
- a sound knowledge and appreciation of the principles behind motor insurance
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- History and Development
- Operation and Regulation of the Market Place
- Legal Considerations
- Scope of Cover Provided
- Principles of Rating and Underwriting Individual Risks in Motor Insurance
- Renewal of Cover
- Claims Procedures
- Ethical Considerations

7. A07 - Liability Insurances

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of liability insurances
- a sound knowledge and appreciation of the principles behind liability insurances
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- Sources of Civil Liability
- Negligence
- Other Torts
- Defences, Limitations and Remedies
- Risk Perception, Identification, Evaluation and Management
- Liability Underwriting, Theory and Practice
- Employers' Liability I
- Public and Products' Liability
- Public and Products' Liability - The Policy
- Directors' and Officers' Liability
- Professional Indemnity

8. A08 - Risk Management

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of risk management
- a sound knowledge and appreciation of the principles behind risk management
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- Context of Risk Management
- Identification of Risk
- Analysis of Risk
- Assessment and Prioritization of Risks
- Assessment of Risk Controls
- Risk Control
- Risk Financing
- Monitoring and Review
- Case Studies

9. A09 - Marketing

Course Aims and Objectives

To provide knowledge and understanding of the following and also develop in the candidates:

- a sound knowledge and appreciation of marketing and its application to insurance
- a sound knowledge and appreciation of the principles behind marketing
- the ability to apply knowledge and skills to practical situations
- the ability to synthesise different aspects of the syllabus and apply them to given scenarios.

Course Contents

- Theory of Marketing
- Key Concepts
- Marketing and Insurance
- Marketing Strategy
- Market Research and Product Development
- Communication and Branding
- Distribution and Delivery
- Global Marketing

C. POST-ASSOCIATESHIP/SPECIALISATION ROUTES

1. **PF01 - Insurance Broking Practice (Foundation)**
- PF02 - Insurance Loss Adjusting Practice (Foundation)**
- PF03 - Takaful Insurance (Foundation)**
- PF04 - Micro Insurance (Foundation)**
- PF05 - Special Risk (Foundation)**

Course Aims and Objectives

The course is intended for AIIN holders who intend to specialise in the:

- *insurance broking profession*
- *insurance loss adjusting profession*
- *takaful insurance*
- *micro insurance*
- *special risk insurance.*

These study texts are intended to provide an introduction to the fundamentals of these specialized routes that are constantly evolving, and to demonstrate the importance of these routes within the insurance industry as a whole.

It is expected that a good comprehension of the course content will enable the candidates to be able to understand the roles and responsibilities of these routes, including:

- their interaction with insurers;
- their interaction with clients;
- regulatory and financial issues affecting them; and
- conduct issues.

2. **PI01 - Insurance Broking Practice (Intermediate)**
- PI02 - Insurance Loss Adjusting Practice (Intermediate)**
- PI03 - Takaful Insurance (Intermediate)**
- PI04 - Micro Insurance (Intermediate)**
- PI05 - Special Risk (Intermediate)**

Course Aims and Objectives

These study texts are *intended for candidates who intend to specialise in the chosen specialized route and who currently provide such services. The courses are built* on the assumed knowledge of F01 (Insurance, Legal and Regulatory) and applicable Post-Foundation Course (i.e. any of PF01-PF05), while exposing the candidates to the route practitioners' day-to-day dealing with clients and insurers in order to achieve the respect necessary between all parties to ensure an enduring professional relationship between the practitioners and the insuring public.

- 3. PA01 - **Insurance Broking Practice (Associateship)**
- PA02 - **Insurance Loss Adjusting Practice (Associateship)**
- PA03 - **Takaful Insurance (Associateship)**
- PA04 - **Micro Insurance (Associateship)**
- Pa05 - **Special Risk (Associateship)**

Course Aims and Objectives

This study text *is intended for AIIN only holders who are highly experienced in providing the specialised routes' and who are in, or aspire to, senior management positions in those routes. It is built on the assumed knowledge of F01 (Insurance, Legal and Regulatory), M05 (Insurance Law), Post-Foundation Course (i.e. any of PF01-PF05) and Post Intermediate Course (i.e. any of PI01 – PI05), while providing knowledge and understanding of the management and operation of those specialised routes' organisations.*

