

Certificate/Diploma/Advanced Diploma in Insurance

2013 Information for candidates



**Accelerating your
development as
an insurance
professional**

100
1912–2012
A CENTURY OF
PROFESSIONALISM



CII

www.cii.co.uk

“ I consider myself a professional, but I know that for others to view me in the same way I need recognised qualifications and to participate in a respected CPD programme. CII membership delivers on both counts. And as a qualified member, my CII designation tells my employer, my colleagues and, most importantly, my customers, exactly what they need to know. ”

Clarissa Franks

Clarissa Franks ACII
Vice President, Insurance Property Placement Broker
Marsh

Join the growing community of professionals who are supporting their studies and career aspirations through membership of the CII.

As a member you will enjoy the following exclusive benefits:

- **Access to an online library** containing a comprehensive range of insurance and financial services publications, reports and documents to support study and workplace performance
- **Free access** to an archive of exam guides for written exams
- **Discounts** on learning materials, revision courses and exam entry – typically saving around 19%
- **Accessible career support** through local CPD events, industry training and networking opportunities (UK, Channel Islands and Isle of Man only)
- **The Journal**, a member publication delivering the latest news and analysis of the full spectrum of insurance topics

And ongoing support for your career:

- Upon completion of your qualification, use of the appropriate designation – Cert CII, Dip CII, ACII, FCII and Chartered status – to demonstrate knowledge and technical capability
- Market and technical updates
- Continuing Professional Development (CPD) programme to keep your knowledge current and compliant.

Membership costs from as little as £5.87 a month by Direct Debit.

UK tax-payers can claim income tax relief on membership fees.

To sign up contact us on 020 8989 8464 or visit www.cii.co.uk/join



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The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the financial services profession, the CII promotes higher standards of integrity, technical competence and business capability.

With over 100,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to this sector.

Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Individually, CII's members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII's Code of Ethics.

www.cii.co.uk



**INVESTORS
IN PEOPLE** | Gold

Contacting the CII

If you have any queries regarding the qualifications in this brochure please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

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Make the most of your career with CII qualifications

People take CII insurance qualifications for many reasons. For some it is a basic job requirement. Others want to expand their knowledge and improve their career prospects. For many, it is simply the desire to achieve professional status in their chosen field.

Whatever your reason for taking a CII qualification, let us guide you through all the options.

Getting started

Studying for a qualification can look pretty daunting, especially if you've been out of formal education for a while.

But there's no need to worry about making the right choice, the study time or the exams.

If you plan properly, and take advantage of all the support the CII has to offer, your journey should be a smooth one.

2. Become a member and enjoy special benefits

Joining the CII gives you an advantage by creating a platform for your study.

It also gives you privileged access to technical information including an archive of past papers (written exams), online technical dictionaries and additional reference material building on the core qualification study texts. You also get discounts on study materials and exam entry.

Membership also supports you in your working life – see the inside front cover for more details.

4. Combine units to match your career aims

Every qualification requires you to complete a number of different units.

Some are compulsory as they provide essential foundation knowledge; the remainder cover all the core and many specialist areas of insurance. It's up to you to choose according to the requirements of your current role, or of your future career plans.

You are awarded credits for passing each unit, as you work towards the total required to pass your qualification.

Find out about the available units on page 8.

6. Be an effective learner

Follow some simple steps and you'll stand the best chances of passing:

- Formulate a realistic study plan and stick to it
- Don't cram, study little and often
- Understand your subject by knowing the unit syllabus inside out
- Use a blend of learning and revision materials to improve understanding and recall.

Certificate
Diploma
Advanced Diploma

1. Choose the qualification that's right for you

There are three core qualifications to choose from: **Certificate**, **Diploma** and **Advanced Diploma** – whichever sector or role you currently work in, or aspire to, we have a qualification that will help develop your career.

Read more about the different qualifications on page 4.

3. Your past qualifications can count

If you hold a degree or a professional qualification in a relevant subject, for example, accounting, business or law, you could receive credits that count towards completion of a CII qualification. In doing so, you'll avoid duplicating learning already completed, and obtain your CII qualification more quickly.

See the 'Recognition of prior learning' section on page 13.

5. Create a programme to fit your study style

You can make studying simpler by selecting the learning and revision materials that best suit you.

The right choice of learning materials can make a big difference.

For example, attending a CII Face-to-Face revision course can improve your chances of first time exam success by as much as 50%.

Get the inside track, on page 14.

7. Take exams when you're ready

This is not a high pressure environment. You set your own deadline with CII exams.

Diploma and Advanced Diploma exams are available twice yearly: in April and October. Ensure you're ready by starting study at least four months in advance.

Certificate exams are offered throughout the year, so pick your choice of time and location.

Get the dates on page 22 in your diary.

Momentum makes it easier

Once you're in the habit of learning it's a good idea to keep it up. It's best not to leave it too long before moving on to the next unit, that way your knowledge remains fresh and your lifestyle is already aligned to learning.

If you have any questions not answered in this brochure, please call CII Customer Service on +44 (0)20 8989 8464.

Certificate/Diploma/Advanced Diploma in Insurance

Certificate in Insurance

Building knowledge, developing core competence

The Certificate in Insurance is a core qualification for insurance staff working across all sectors of the industry (and the logical progression from the introductory-level Foundation Insurance Test).

It provides a grounding in:

- basic insurance principles including the regulatory environment;
- the key insurance disciplines of underwriting and claims;
- popular products including: motor, household, healthcare and packaged commercial insurances; and
- London market legislation, regulation, market practice and distribution for those starting work in, or having dealings with, this market.

It supports role-specific learning which will assist you to develop the relevant knowledge, skills and behaviours needed to succeed.

By covering a broad range of core topics, the Certificate allows 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. This qualification is the first step towards becoming professionally qualified and, as such, its value is widely recognised by employers throughout the insurance industry.

Upon completion CII members are entitled to use the designation 'Cert CII' (CII Continuing Professional Development requirements apply).

Note: sector specific designations are available to CII members completing the Certificate that have also completed specialist units:

- 'Cert CII (London Market)' – available to those completing the Certificate and the Award in London Market Insurance (units LM1 and LM2). Faculty membership requirements also apply.
- 'Cert CII (Claims)' – available to those completing the Certificate including at least one of the following units: (IF4) Insurance claims, (P85) Claims practice, or (820) Advanced claims. Faculty membership requirements also apply.
- 'Cert CII (Customer Service)' – available to those completing the Certificate including unit (IF9) Customer service in insurance.

– 'Cert CII (Health and Protection)' – available to those completing the Certificate via a number of possible unit combinations – details are available at www.cii.co.uk/cert-insurance

The Certificate in Insurance is appropriate for:

- Anyone wishing to gain a broad understanding of insurance principles, key disciplines and products.
- Employees who have no formal insurance qualifications but 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.
- Staff taking an Intermediate Apprenticeship or Advanced Apprenticeship in Providing Financial Services can use the CII's Certificate in Insurance units to meet the technical certificate requirement (this includes a pathway for those completing the Award in London Market Insurance).

Enhancing the CII insurance qualifications framework

The CII qualifications framework is regularly reviewed to ensure that the qualifications remain current and aligned to the industry's needs.

To ensure this alignment to needs, exam units will be introduced, enhanced or withdrawn, when necessary. In the case of withdrawn units, candidates are given at least 12 months' (or two exam sessions) notice.

Diploma in Insurance

Enhancing technical knowledge and understanding

The Diploma in Insurance is a technical and supervisory qualification for insurance staff working across all sectors of the industry (and the logical progression from the Certificate in Insurance).

It will provide you with a firm grounding in 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.

In addition to being a valuable qualification in its own right, the Diploma can also be a milestone on the route to completion of the Advanced Diploma. In completing the Diploma you will have to gain a minimum of 90 credits at Diploma level or above and 120 credits in total. These can count towards the Advanced Diploma (for which 290 credits are required in total).

Upon completion CII members are entitled to use the designation 'Dip CII' (CII Continuing Professional Development requirements apply).

Note: the sector specific designation 'Dip CII (Claims)' is available to members completing the Diploma that have passed (P85) Claims practice or (820) Advanced claims. Faculty membership requirements also apply.

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 wanting to develop their knowledge and understanding as part of a progression towards completion of the Advanced Diploma in Insurance and Chartered status.

Advanced Diploma in Insurance

Putting professionalism into practice

The Advanced Diploma in Insurance is a professional qualification for insurance staff working across all sectors of the industry (and the logical progression from the Diploma in Insurance). It provides an enhanced understanding of insurance

practice, both in terms of technical subject matter and overall application skills.

The Advanced Diploma is a comprehensive assessment of market knowledge and understanding. In becoming Advanced Diploma qualified you join the community of proven insurance professionals.

It is evidence of your purpose, commitment and ability. It can be your passport to a successful and fulfilling career.

Upon completion CII members are entitled to use the designation 'ACII' (CII Continuing Professional Development requirements apply) and are eligible for Chartered status (see below).

The Advanced Diploma in Insurance is appropriate for:

- Today's insurance managers and technical specialists.
- Staff with aspirations to become managers in the future.

- Those employees who wish to demonstrate their professional standing.
- Insurance employees without another professional qualification and those who wish to build upon existing general academic qualifications, such as a degree, by obtaining an industry-specific qualification.

Flexible and comprehensive

As a Certificate, Diploma or Advanced Diploma candidate, you can select units from across the CII qualifications framework. This means you have access to the entire range of units currently available. They offer something for everyone, whatever sector of the insurance industry you work in and whatever your particular specialisation or preferred career path. These range from the fundamentals of insurance practice and legislation through to personal lines product families, classes of commercial insurance and specialisms such as risk management and marine.

All qualifications are modular in structure, enabling you to select units of study according to your preference and career requirements.

Each unit has a credit value and the accumulation of the stipulated number of credits leads to the award of the Certificate, Diploma or Advanced Diploma. Successful completion allows CII members use of the designations 'Cert CII', 'Dip CII' or 'ACII' respectively (CII Continuing Professional Development requirements apply).

From the Advanced Diploma, as a CII member, you can apply for Chartered status (subject to having five years' experience, not necessarily post-qualification), with the CII's three Chartered titles reflecting your career specialism:

- Chartered Insurer;
- Chartered Insurance Broker; and
- Chartered Insurance Practitioner.

Chartered status cements your professional standing and gives you parity with other professionals such as accountants and solicitors.

The CII also offers corporate Chartered status to qualifying firms of insurance brokers and insurance companies, further enhancing the visible professionalism of the insurance sector. The eligibility criteria for corporate Chartered status includes a specified number of directors holding individual Chartered status in their own right. See www.cii.co.uk/chartered-firm for full details.

As an individual, obtaining Chartered status can, therefore, deliver many advantages in terms of career and business advancement.

Meeting market expectations

Importantly, these qualifications have been designed to assist you and your employer to comply with both the existing and future regulatory training and competence requirements. The UK regulator, and increasingly regulators worldwide, require you to demonstrate that you are competent in the work you do, and thereafter to maintain this competence. This approach is designed to ensure that you have the appropriate knowledge and skills to perform your job effectively. Qualifications can play an important role in helping to meet the requirements by serving as an objective measurement of your technical awareness and understanding.

Office of Qualifications and Examinations Regulation (Ofqual)

The Award in London Market Insurance and the Certificate in Insurance are registered with Ofqual at Level 3 in the Qualifications and Credit Framework (QCF). The Certificate in London Market Insurance Specialisation is registered on the QCF at level 7.

As a guide to the level of difficulty this indicates, a GCE A-Level is at level 3 in the QCF, and a Master's degree is at level 7.

Ofqual is the regulator of qualifications, exams and tests in England. They are also the regulators for recognised awarding bodies (such as the CII). For further information please go to: www.ofqual.gov.uk

Selecting and entering for a qualification

Why a CII insurance qualification?

These qualifications can help your career in the following ways:

- Demonstrate to your employer, peers and customers your commitment to personal learning and development.
- Can form part of an overall programme to meet the regulator's training and competence requirements.
- Supports lifelong learning – prior study is recognised as you progress through the qualifications framework, taking accumulated credits with you.
- Supports personalised learning programmes – you select the topics most appropriate to your role, rather than follow a rigid pre-set learning pathway.
- Certificate/Diploma/Advanced Diploma in Insurance awarded upon completion.
- Upon completion of these qualifications CII members are entitled to use the corresponding designation. These are respected throughout the industry and increasingly acknowledged by the public

- as demonstrating professional standing (Continuing Professional Development requirements apply).
- CII members holding the Advanced Diploma can apply to become Chartered title-holders.

Your next step

Now that you have read about the Certificate, Diploma and Advanced Diploma in Insurance, gained an understanding of what they offer and decided which one meets your career development plans, it is time to finalise your entry.

The following pages contain all the information you require to select the most appropriate study path. As you read through these, you will learn about the units on offer, the available learning materials, course and exam entry dates and deadlines, terms and conditions relating to entry, and the different ways you can enter.

You can also access FAQs at www.cii.co.uk/faq

Entry requirements

There are no entry requirements in order to study for these qualifications. However, we would recommend that in the case of the Diploma and Advanced Diploma, candidates hold the following qualifications or their equivalent:

- Diploma – the Certificate in Insurance or 5 GCSEs grade C or equivalent.
- Advanced Diploma – the Diploma in Insurance or 3 A-levels or equivalent.

Aside from the requirements set out opposite you are free to select units from across all the CII's insurance qualifications: Award for the Foundation Insurance Test, Certificate in Insurance, Diploma in Insurance and Advanced Diploma in Insurance.

This approach provides you with maximum flexibility, enabling you to choose units from those currently available across our qualifications. The advantage here is that someone still developing their study skills, or subject to a particularly demanding work schedule, can initiate or continue their studies by taking a larger number of lower level units. See the section headed 'Flexible learning options' on page 12 for full details.

Completion requirements

Certificate

To achieve the Certificate in Insurance you must accumulate a minimum of 40 credits.

Diploma

To achieve the Diploma you must accumulate 120 credits, with at least 90 at Diploma level or above.

We would recommend that all Diploma entrants also sit (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.

Advanced Diploma

To achieve the Advanced Diploma you must accumulate a minimum of 290 credits, with at least 205 at Diploma level or above and 90 at Advanced Diploma level.

The following compulsory unit requirement applies:

Unit	Credits		Units	Credits
(IF1) Insurance, legal and regulatory*	15	or	The Award in London Market Insurance: (LM1) London market insurance essentials and (LM2) London market insurance principles and practices	25

Note: Anyone who has passed unit IF1 is precluded from taking unit LM1 and vice versa due to the degree of syllabus overlap.

The following compulsory unit requirements apply:

Units	Credits		Unit	Credits
(P92) Insurance business and finance*	25	or	(530) Economics and business (Advanced Diploma in Insurance unit)	30
(P05) Insurance law*	25	–	–	–

The following compulsory unit requirements apply:

Units	Credits		Unit	Credits
(P92) Insurance business and finance* (Diploma in Insurance unit)	25	or	(530) Economics and business	30
(P05) Insurance law* (Diploma in Insurance unit)	25	–	–	–

* Due to the extent of syllabus overlap, you may already satisfy the compulsory requirements if you hold another, now withdrawn, unit. See pages 10–11 for units treated as equivalent.

Important note: To be awarded a CII qualification, you must obtain, by CII examination, dissertation or coursework assessment, a pass in a unit from the qualification that you are looking to complete, and meet the qualification completion requirements. These rules apply irrespective of how many credits your existing qualifications might provide through recognition of prior learning (see page 13).

What does each qualification involve?

There is no prescribed order in which units must be taken, but it is strongly recommended that, for each qualification, you sit the required compulsory units first since these provide foundation knowledge upon which the others build.

This flexible approach allows you to develop a course programme that suits your particular needs and requirements. You can tailor learning to your current role and/or develop areas which are new to you or where you need to gain in-depth knowledge.

Detailed opposite is a list of the available Award, Certificate, Diploma and Advanced Diploma units. For full details of the Award for the Foundation Insurance Test see the Foundation Insurance Test brochure ref ICI001 (11/12).

Full details of all CII qualifications are available online at www.cii.co.uk/qualifications or from Customer Service.

Note: Page 12 – ‘Flexible learning options’ – details the ability to use credits from CII financial planning units for insurance qualifications. Particularly relevant may be the Diploma in Financial Planning unit (J07) Supervision in a regulated environment, which can be used towards completion of the Certificate, Diploma and Advanced Diploma in Insurance. This covers key aspects of supervision, leadership and coaching, and provides 20 Diploma level credits on completion.

See the Financial services qualifications brochure ref ICF014 (11/12) for details.

Award for the Foundation Insurance Test		Credits	
(FIT)	Foundation Insurance Test	6 (Certificate level)	
Certificate in Insurance units		Credits	
(LM1)	London market insurance essentials	10	
(LM2)	London market insurance principles and practices	15 per unit	
(IF1)	Insurance, legal and regulatory – Certificate compulsory unit		
(IF2)	General insurance business		
(IF3)	Insurance underwriting process		
(IF4)	Insurance claims handling process		
(IF5)	Motor insurance products		
(IF6)	Household insurance products		
(IF7)	Healthcare insurance products		
(IF8)	Packaged commercial insurances		
(IF9) NEW	Customer service in insurance		
Diploma in Insurance units		Credits	
(P21)	Commercial insurance contract wording	20 per unit	
(P80)	Underwriting practice		
(P81)	Insurance broking practice		
(P85)	Claims practice		
(P86)	Personal insurances		
(P05)	Insurance law – Diploma/Advanced Diploma compulsory unit		25 per unit
(P63) NEW	Long term insurance business (first examination April 2013)		
(P64) NEW	Private medical insurance practice (first examination April 2013)		
(P90)	Cargo and goods in transit insurances		
(P92)	Insurance business and finance – Diploma/Advanced Diploma compulsory unit		
(P93)	Commercial property and business interruption		
(P94)	Motor insurance		
(P96)	Liability insurances		
(P61) NEW	Life, critical illness and disability underwriting (first examination April 2013)	30 per unit	
(P62) NEW	Life, critical illness and disability claims (first examination April 2013)		
(P91)	Aviation and space insurance		
(P97)	Reinsurance		
(P98)	Marine hull and associated liabilities		
Advanced Diploma in Insurance units		Credits	
(530)	Economics and business	30 per unit	
(590)	Principles of Takaful		
(655)	Risk management		
(820)	Advanced claims		
(930)	Advanced insurance broking		
(945)	Marketing insurance products and services		
(960)	Advanced underwriting		
(990)	Insurance corporate management		
(991)	London market insurance specialisation		50

What does each qualification involve?

Credit awards for equivalent units

Due to the extent of syllabus overlap, certain combinations of units will result in only one award of credits. Where two comparable units are held, the higher of the two credit figures will be added to your CII Learning Account.

However, should you wish, you may still choose to sit an 'overlapping' unit in order to enhance your knowledge. Units affected are shown opposite.

Units treated as equivalent:

Existing unit title	Credits and level	Existing unit title	Credits and level
(IF1) Insurance, legal and regulatory	15 – Certificate	(LM1) London market insurance essentials	10 – Certificate
Withdrawn unit title	Credits and level	Current unit title	Credits and level
(P01) Insurance practice and regulation	20 – Diploma	(LM1) London market insurance essentials	10 – Certificate
		(IF1) Insurance, legal and regulatory	15 – Certificate
		(IF2) General insurance business	15 – Certificate
(P04) Business practice	20 – Diploma	(P92) Insurance business and finance	25 – Diploma
(P16) Healthcare insurance	25 – Diploma	(IF7) Healthcare insurance products	15 – Certificate
(P03) Legal aspects of insurance	20 – Diploma	(P05) Insurance law	25 – Diploma
(520) Company and contract law	30 – Advanced Diploma		
(555) Life and disability underwriting	30 – Advanced Diploma	(P61) Life, critical illness and disability underwriting	30 – Diploma
(556) Life and disability claims	30 – Advanced Diploma	(P62) Life, critical illness and disability claims	30 – Diploma
(735) Life assurance	30 – Advanced Diploma	(P63) Long term insurance business	25 – Diploma
(770) Principles of marine insurance	30 – Advanced Diploma	(P98) Marine hull and associated liabilities	30 – Diploma
(780) Aviation insurance	30 – Advanced Diploma	(P91) Aviation and space insurance	30 – Diploma
(790) Private medical insurance	30 – Advanced Diploma	(P64) Private medical insurance practice	25 – Diploma
(815) Underwriting management	30 – Advanced Diploma	(960) Advanced underwriting	30 – Advanced Diploma

There are a number of other limitations to gaining credits for London market qualifications. For full details on recognition in the CII framework for London market qualifications, including the Lloyd's LLMIT, visit www.cii.co.uk/londonmarket-recognition

The mechanics of studying

The exams are based on the published syllabuses, which are in themselves important aids to exam preparation and revision. It is essential that you familiarise yourself with these before commencing study.

These set out the learning outcomes expected of candidates in the exam for each unit.

The syllabuses also identify published material designed to assist you in preparing for exams under the following headings: primary text, additional reading, reference works and periodicals.

To obtain the syllabuses free of charge, visit www.cii.co.uk/qualifications. Copies may also be obtained from Customer Service. A full syllabus is provided within each study text.

Units	Assessment format	Length of exam	Nominal passmark	Study hours	Exam sessions
IF1/IF2/IF7	100 multiple choice questions	2 hours	70%	50	Year round in the UK. Outside the UK sessions are held during Apr & Oct – see page 22 – see www.cii.co.uk/online for details
IF3/IF4/IF8	75 multiple choice questions				
IF5/IF6	50 multiple choice questions (MCQs) and five case studies, each comprising MCQs				
IF9	50 MCQs written to 10 case studies	90 mins			
LM1	50 multiple choice questions	1 hour		40	
LM2	55 multiple choice questions (MCQs) and four case studies, each comprising MCQs	2 hours		60	
P92	20 compulsory short answer questions	3 hours	55%	96	April/October
P05/P61/P62/P63/P64/P90/P91/P93/P94/P96/P97/P98	14 compulsory short answer questions and two case study/essay questions from a choice of three or four	3 hours		100	
P21	Eight compulsory short answer questions and two case study/essay questions from a choice of three or four	2 hours		96	
P80/P81/P85/P86	15 short answer questions	2 hours		100	
590	Eight compulsory short answer questions, one case study question and three essay questions from a choice of five.	3 hours		120	
530/655/820/930/945/960/990	One case study question and two essay questions from a choice of three	3 hours	50%	150	
991	10,000–11,000 word dissertation on a subject relevant to the London market	N/A	50% (actual passmark)	180	N/A

Notes: The recommended minimum study hours are shown in the table above (this will vary according to your experience and ability).

The nominal pass marks are also shown. However, the actual pass marks may vary slightly from one session to another, depending on the level of difficulty, to ensure that the pass standard remains constant.

You may sit as many exams as desired at a single sitting, although it is strongly recommended that no more than two Diploma or Advanced Diploma units per session are taken.

What does each qualification involve?

Additional benefits

By sitting certain combinations of units, you can acquire other qualifications on the way to completing the Certificate/Diploma/Advanced Diploma:

Award in London Market Insurance

A specialist qualification for those working in or with the London market, the Award in London Market Insurance comprises two units (LM1) London market insurance essentials and (LM2) London market insurance principles and practices.

Together the two units provide a broad understanding of insurance process and practice across the London market as well as detailed understanding of technical topics.

Certificate in London Market Insurance Specialisation

This advanced level qualification has been developed for London market specialists, in partnership with the Lloyd's Market Association (LMA). Candidates can achieve this qualification by completing one Advanced Diploma level unit (991) London market insurance specialisation. The unit is completed through successful completion of a 10,000 word dissertation on a topic relevant to the London insurance market.

Note: Entry onto the London market dissertation is limited to approximately 20 candidates per year. This is because of the amount of work involved in assessing and accepting proposals and in marking and moderating completed dissertations, all of which are undertaken by experienced London market practitioners.

Certificate in Contract Wording

Contract certainty is a major issue facing the insurance industry, especially within Lloyd's and the London market.

The FSA requires the provision of clear, comprehensive and fully-agreed policy wordings before inception to all policyholders.

To help individuals and organisations meet this requirement, the CII developed the Certificate in Contract Wording. It enhances knowledge of the practical application of wordings and the issues associated with them.

To acquire the Certificate, you must study and pass two units from the Diploma in Insurance: (P05) Insurance law (or already hold one of the withdrawn legal units P03 or 520) and (P21) Commercial insurance contract wording. Candidates meeting the completion requirements will automatically be awarded the Certificate in Contract Wording.

Certificates and Diplomas in Life and Disability Underwriting and Claims

The CII and the Assurance Medical and Underwriting Society (AMUS) jointly developed the following qualifications, which are awarded by AMUS:

Certificate in Life and Disability Underwriting and Certificate in Life and Disability Claims – awarded to those that complete the Certificate in Insurance including either the unit (P61) Life, critical illness and disability underwriting or (P62) Life, critical illness and disability claims respectively. The AMUS also require a written work reference from your company's chief underwriter.

Diploma in Life and Disability Underwriting and Diploma in Life and Disability Claims – awarded to those completing the Diploma in Insurance including units (P05) Insurance law, (P63) Long term insurance business and either (P61) Life, critical illness and disability underwriting or (P62) Life, critical illness and disability claims respectively. The AMUS also require a written work reference from your company's chief underwriter and evidence of continuing professional development (CPD).

Application for these qualifications is made directly through the AMUS. For information, contact the AMUS on +44 (0)20 7636 6308, email amus@btconnect.com, or write to them at Lettsom House, 11 Chandos Street, London W1G 9EB.

CII/IATA Diploma learning route

The CII and IATA (the international trade body which represents some 240 airlines) have developed a dedicated learning route for staff working in the air transport sector whose responsibilities include any aspect of insurance.

By completing the Diploma in Insurance via a specified route, plus the IATA air transport 'Procurement and contracts management' module, successful candidates will be awarded the CII Diploma in Insurance along with recognition from IATA.

Visit www.cii.co.uk/iata for more information.

Flexible learning options

The overall CII insurance qualifications framework is extremely flexible, allowing you to select units from qualifications other than the one for which you are studying. Therefore, if you are working towards the Certificate, Diploma or the Advanced Diploma in Insurance you are able to select units from the entire insurance qualifications framework.

If you sit, or have sat, CII financial planning exams (for example, the Financial Planning Certificate, Certificate in Financial Planning, Diploma/Advanced Diploma in Financial Planning, Diploma in Regulated Financial Planning, Advanced Financial Planning Certificate, or comparable exams from other professional and educational bodies), you will also receive credits that can count towards completion of the insurance qualifications.

At the time of going to print, when studying for the Certificate you can claim up to 30 financial planning credits, in the case of the Diploma you are allowed to claim up to 60 credits and for the Advanced Diploma, 180 credits. Please note: these rules are currently under review – any changes will be publicised in 2013.

Recognition of prior learning

When you pass exams through the CII, the credits will automatically appear on your learning account, including for exams that you may have passed under discontinued CII qualification routes. Your learning statement can be viewed online at www.cii.co.uk/learningstatement

You may also be able to receive credits for relevant qualifications you have passed through other awarding bodies – to do this you should submit an application for recognition of prior learning.

By claiming credits for qualifications you've attained outside the CII framework, you'll avoid duplicating learning already undertaken, in turn reducing the amount of study and obtaining your CII qualification more quickly.

If you wish to claim credits to recognise non CII qualifications held, please visit www.cii.co.uk/prior-learning where you can read full guidance on the rules and requirements and download an application form.

Important note: To be awarded a CII qualification, you must obtain, by CII examination, dissertation or coursework assessment, a pass in a unit from the qualification that you are looking to complete, and meet the qualification completion requirements. These rules apply irrespective of how many credits your existing qualifications might provide.

Study options and revision aids Blended learning programme

Certificate in Insurance blended learning programme

Members of the CII who are studying for Certificate in Insurance units IF1–IF8 can access an exclusive package consisting of learning and revision materials, exam entry and discounted revision courses to support their studies.

Non-members can join at the point of purchase to benefit from a discount of almost 20% off the cost of buying the items included, when using the blended learning programme for the three units needed to complete the Certificate.

This blended learning programme develops a deep and practical understanding of the course content, catering for different learning styles by offering a range of tools.

Non-members joining at the point of purchase also benefit from a waiver of the normal membership admission fee.

The Certificate blended learning programme is available for units IF1–IF8 and costs £300 per unit (CII membership payable separately)

This means big savings in completing the Certificate:

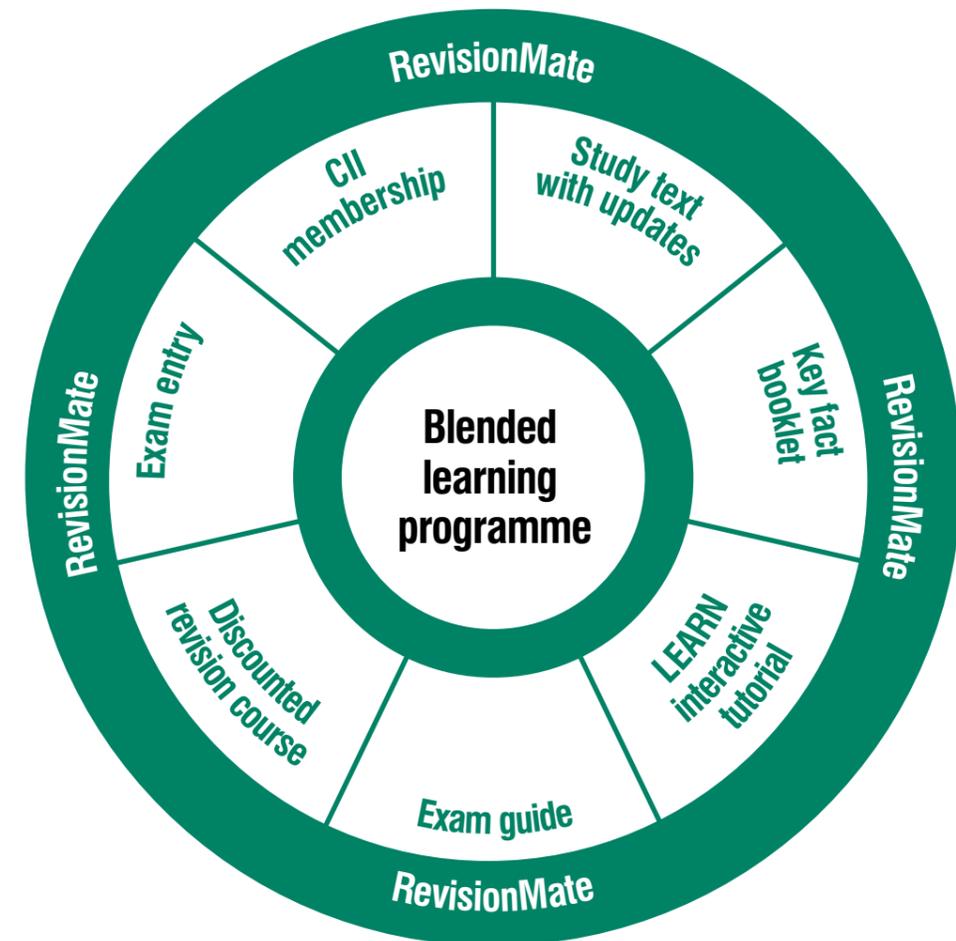
- Existing CII members: save over £100
- New CII members: save over £230, even after the cost of membership.

You can buy your blended learning programme (and take out CII membership, if you're not already a member), by:

- going to www.cii.co.uk/cert-ins-blend
- calling Customer Service; or
- completing the application form at the back of this brochure.

Develop a deep and practical understanding of the course content by accessing a range of learning tools at a reduced price.

Making the most of your learning activity



CII membership

Practical tools to support your studies including: reference materials, online technical dictionaries, fact files and much, much more. See inside front cover for more details.

Study text with updates

Covering the exam syllabus in a straightforward and user-friendly format. Includes examples, key point summaries and self-test questions.

Key fact booklet

Pocket-sized booklet summarising material from the study text, great for use when travelling.

LEARN interactive tutorial

Interactive study programme backed by self-assessment tools.

Exam guide

A specimen exam guide with answers and hints and tips on how to pass the exam.

Discounted revision course

A discount of 20% on any CII course for the unit concerned.

Exam entry

Entry to the exam itself.

RevisionMate

An online study tool that provides a study planner, knowledge-check facility, definitions of key terms, specimen examination and a series of valuable hints and tips.

Further details on the individual elements of the blended learning programme can be found in the following pages.

Notes:

- Current membership of the CII is required. Non-members can join at the time of purchase, the normal £37 membership admission fee is waived for new members joining when purchasing blended learning
- Exam entries must be used within 12 months of purchase, however, you should bear in mind the expiry date of your study text when booking your exam – study texts for these units are produced on an edition basis, so you should aim to sit the exam while your learning material is valid
- Discounts on revision course entries are applicable to the unit(s) for which the blended learning programme was purchased
- Full details will be provided on purchase.

Study options and revision aids



ebooks

New for 2013 – we are rolling out CII study texts in ebook format, allowing you to study on the move and reduce your paper use. The ebook option will be available for most

insurance unit study texts by mid-2013. Please check www.cii.co.uk/ebooks for full details and current availability before ordering.

An ebook gives you access to the same benefits as the printed study text, with the same enrolment period, updates to content and access to RevisionMate where available. Provided in formats suitable for the majority of popular devices such as Kindle and iPad, once ordered, you'll be given access to a variety of formats (for download from RevisionMate).

The cost (inclusive of VAT) is the same as the equivalent printed study text so when you order just choose which version you want.

Enrolment guidance

CII members benefit from a discount on the price of study options, revision aids and exam entry.

The study options and revision aids available vary according to the unit selected. Details are shown opposite and overleaf.

In addition, if choosing the continuous assessment or study text with updates option, there is a standard exam entry fee (see pages 26–27 for details).

Guidance on Certificate unit purchases

For Certificate-level units, you must purchase the study text and revision aids for the period during which you plan to sit the exam.

- For 2012/13, study texts and exam syllabuses made available in June 2011 and examined from September 2011 will continue to be examined until 31 August 2013.
- New syllabuses and related study material will be released in July 2013, for examination from 01 September 2013, through to 31 December 2014.
- For 2015 exam syllabuses and study material will revert to the ordinary timetable. CII exam periods ordinarily run from 01 January through to 31 December, with new editions of study material being available in the preceding October.

Guidance on Diploma/Advanced Diploma unit purchases

For Diploma and Advanced Diploma units the listed study options are based on an enrolment period of 12 months, during which time you are recommended to sit the exam, whilst these are current.

Where the terms 'Study text' and 'RevisionMate' appear in the table below, their meaning is as follows:

Study text – this breaks down the exam syllabus into concise sections, with each chapter containing clearly defined learning outcomes and a series

of self-test questions. It also includes a detailed exam syllabus outlining the subject areas that may be tested in the exam. Electronic updates will automatically be made available, either for 12 months in the case of Diploma and Advanced Diploma units or the examination period to which the study text relates in the case of Certificate units.

RevisionMate – an online study tool, provided with purchase of a study text, giving access to an unrivalled suite of services to support your learning. These include: a study planner, student discussion forums, specimen examination or past papers, electronic reference copy of the study text and hints and tips, as

well as extra activities as highlighted in your study text. In the case of continuous assessment, coursework assessment and unit 991 dissertation, it provides guidance notes and the facility for submitting your completed work.

Study options	Units	Cost per unit		
		Member	Non-member	
Continuous assessment	All Diploma and Advanced Diploma units except units 590, 990 and 991. P61, P62, P63, P64 available Jun 2013	£242	£269	This is a 12 month tutor assisted learning course including provision of a study text together with the facility to complete a series of assignments which are marked by an expert tutor and count towards the final exam mark. Assignments are accessed and submitted online via RevisionMate. As you work through each assignment and gain feedback from your tutor, you will be able to gauge your progress towards exam readiness. Candidates meeting the qualifying requirements in this course will have a fixed increase of 10% of the total marks available on the exam paper applied to their exam result. Past results have indicated significantly higher success rates for candidates who have selected this form of study. For more information, visit www.cii.co.uk/ca
Coursework assessment	Pilot for units 930 and 990 available Jan 2013	£412	£475	Being conducted as a pilot available for enrolments until the end of 2013, this offers an alternative to assessment by examination. This is a self-study course including the relevant study text with updates. Candidates must complete and pass three written assignments, including any re-sits, during the 12 month enrolment period to achieve a pass in the unit. Assignments are each up to 3,000 words in length and candidates must score a minimum of 50% in each. Marking of assignments is included with the study text enrolment fee (there is no need to purchase an exam entry for this unit). Should a candidate fail an assignment, a re-submission fee of £118 member/£158 non-member applies. Important note: As this is a pilot course, candidates will not be able to re-enrol if all three assignments are not completed within the 12 month period. In this case you may need to complete by examination, paying the appropriate exam entry fee as necessary.
London market insurance specialisation dissertation enrolment	991	£1,030	£1,242	This option consists of an 18 month enrolment to complete a dissertation. Enrolment includes assessment of the dissertation (there is no need to purchase an exam entry for this unit). After enrolment, candidates submit a dissertation proposal for approval, before commencing work on the final dissertation. Submissions are completed via RevisionMate.
Study text with updates	All Diploma and Advanced Diploma units except unit 991. P61, P62, P63, P64 available Dec 2012	£132 (ebook ex.VAT: £110)*	£149 (ebook ex.VAT: £124.17)*	This is a self-study course, with no support from a tutor. This option consists of the study text with updates and, for all units except 590, access to RevisionMate. * Most ebooks attract Value Added Tax (VAT) in the EU. Non-EU customers should pay the 'ex.VAT' price where one is indicated if selecting the ebook option.
	IF1–IF9	£114 (ebook ex.VAT: £95)*	£136 (ebook ex.VAT: £113.33)*	
Bundled study package	LM1+LM2	£285	£287	This bundled package includes all the features of the LM1 and LM2 study packages below, for both units, giving you everything you need to study for the Award in London Market Insurance. The cost of the bundled package represents a significant discount on buying the two packages separately.
Study package	LM1	£140	£177	The study package includes a study text with updates which includes access to RevisionMate. The study package also includes your first exam entry , which can be redeemed up to a year after you buy the package.
Study package	LM2	£205	£259	

Study options and revision aids

The CII offers a range of revision aids to support all learning styles and routines. Each has been developed to provide practical assistance in understanding the unit syllabus and achieving exam success.

All the study options and revision aids listed here can be ordered online at www.cii.co.uk/qualifications over the phone by calling Customer Service on +44 (0)20 8989 8464, or by post/fax using the application form at the back of the brochure.

* Most ebooks attract Value Added Tax (VAT) in the EU. Non-EU customers should pay the 'ex.VAT' price where one is indicated if selecting the ebook option.

** Examination guides and LEARN attract Value Added Tax (VAT) in the EU. Non-EU customers should pay the 'ex.VAT' price when ordering this revision aid.

Important notes applicable to all qualifications:

- Please allow 10 days for delivery to a UK address and 21 days to a non-UK address from receipt of your order.
- For materials sent within the UK, you, or someone acting on your behalf, will be required to sign for the delivery.

Study options	Units	Cost per unit		
		Member	Non-member	
Study text renewal	Diploma and Advanced Diploma	£54 (ebook ex.VAT: £45)*	£69 (ebook ex.VAT: £57.50)*	As the study text is a valuable reference tool in your day-to-day job, we offer an option to receive (for Diploma and Advanced Diploma units) updates for a full 12 months after your course has expired, or (for Certificate units) the next edition of the study text together with electronic updates. This option is renewable on an annual basis and you will be sent an automatic invitation to update your material.
	Certificate	£50 (ebook ex.VAT: £41.66)*	£66 (ebook ex.VAT: £55)*	
Upgrade from study text with updates to continuous assessment (see previous page for information on units available)		£110	£120	Note: You can only upgrade to continuous assessment if you have not previously submitted assignments in that unit under a current or previous continuous assessment course.
Study options	Units	Cost per unit		
		Member	Non-member	
Examination guides	All units except 991. Free specimen papers for P61, P62, P63 and P64 available Jan 2013	£12 (inc VAT) (ex.VAT: £10)**	£13 (inc VAT) (ex.VAT: £10.83)**	Depending upon the selected unit, these comprise either a past paper with examiners' comments on candidates' performance and key points for inclusion in your answers or a complete specimen examination and answers, highlighting syllabus areas covered and useful hints. These are available to purchase online at www.cii.co.uk being supplied as PDF files for you to print off as and when required for your own use. The content of the latest exam guide is included FREE within the RevisionMate study tool provided with Certificate, Diploma and selected Advanced Diploma level study text purchases.
Key fact booklets	IF1-IF8, LM1, LM2, P05, P80, P81, P85 and P92	£25	£27	Comprehensive pocket-sized booklets summarising the key information contained in the study text. These are perfect for studying when travelling to and from work or in situations when reading a coursebook is impractical.
LEARN	IF1-IF8	£88 (inc VAT) (ex.VAT: £73.33)**	£93 (inc VAT) (ex.VAT: £77.50)**	Online tutorial providing highly interactive study, backed by a revision assessment tool to check understanding as you progress with your studies. Visit www.cii.co.uk/elearning to view the course demo. Notes: Minimum operating requirements (unsupported on Mac OS/OSX): • Web browser: Windows Internet Explorer 7 or above. • Browser plug-ins: Adobe Flash Player 8 or above/Sun Java 1.4.2 or above.
Two day revision workshops (see table on page 20)	LM2	£370	£425	Available prior to examinations, these courses enable you to: • discover what the examiner is looking for • discuss the common mistakes made by candidates and how to avoid them • learn useful revision and exam techniques • clarify your areas of concern in the syllabus. The workshops provide you with the opportunity to examine in more detail the exam syllabus and past/specimen papers. They provide additional question practice and support in-depth discussion with the course tutor. The evening classes are ideal for those candidates who find that work commitments prevent them attending courses during working hours.
	P05, P92, P97	£405	£475	
	820, 930, 960, 990	£420	£490	
Revision days (see table on page 20)	IF1-IF4, IF9, LM1	£210	£245	
	P05, P21, P63, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97, P98	£240	£280	
	530, 590, 655, 820, 945, 960, 990	£270	£310	
Evening classes (see table on page 22)	Six week course LM1 and LM2 combined, P05, P92, P97	£380	£445	
Exam techniques course (see table on page 22)		£160	£180	This generic half-day course helps candidates studying for the Diploma/Advanced Diploma refine their overall exam approach by: • reviewing technique on both short and essay questions • identifying what the examiner is looking for • discussing the common mistakes made by candidates and how to avoid them.

Face-to-face revision courses

In 2012 candidates who attended a CII revision course improved their chances of exam success by up to 52%*

* Source: CII Statistics 2012



Making your choice

Our 2013 course timetable is given opposite and overleaf. Before finalising your booking we recommend you visit

www.cii.co.uk/f2f to determine course availability. Alternatively you can contact Customer Service on +44 (0)20 8989 8464.

Two day revision workshops	Venue	Dates
(LM2) London market insurance principles and practices	London	30–31 Jan/25–26 Mar/29–30 May/09–10 Jul/29–30 Oct/20–21 Nov
(P05) Insurance law	London	21–22 Mar/19–20 Sep
	Doncaster	26–27 Mar/23–24 Sep
(P92) Insurance business and finance	London	20–21 Mar/18–19 Sep
(P97) Reinsurance	London	20–21 Mar/19–20 Sep
(820) Advanced claims	London	25–26 Mar/23–24 Sep
(930) Advanced insurance broking	London	21–22 Mar/19–20 Sep
(960) Advanced underwriting	London	27–28 Mar/25–26 Sep
(990) Insurance corporate management	London	21–22 Mar/18–19 Sep

Revision days	Venue	Dates
(IF1) Insurance, legal and regulatory	London	08 Feb/12 Apr/07 Jun/16 Aug/11 Oct/06 Dec
	Doncaster	01 Mar/06 Sep
(IF2) General insurance business	London	11 Feb/15 Apr/10 Jun/19 Aug/14 Oct/09 Dec
	Doncaster	15 Apr/14 Oct
(IF3) Insurance underwriting process	London	12 Feb/16 Apr/11 Jun/20 Aug/15 Oct/10 Dec
(IF4) Insurance claims handling process	London	07 May/05 Nov
(IF9) Customer service in insurance	London	07 Mar/03 Sep
(LM1) London market insurance essentials	London	24 Jan/27 Feb/27 Mar/25 Apr/29 May/27 Jun/24 Jul/29 Oct/21 Nov
(P05) Insurance law	London	13 Mar/20 Mar/27 Mar/03 Apr/11 Sep/18 Sep/25 Sep/02 Oct
	Doncaster	26 Mar/24 Sep
(P21) Commercial insurance contract wording	London	18 Mar/23 Sep
(P63) Long term insurance business	London	14 Mar/18 Sep
(P80) Underwriting practice	London	12 Mar/10 Sep
(P81) Insurance broking practice	London	13 Mar/11 Sep
(P85) Claims practice	London	14 Mar/12 Sep
(P86) Personal insurances	London	15 Mar/13 Sep
(P90) Cargo and goods in transit insurances	London	18 Mar/16 Sep
(P91) Aviation and space insurance	London	19 Mar/17 Sep
(P92) Insurance business and finance	London	13 Mar/27 Mar/11 Sep/02 Oct
(P93) Commercial property and business interruption	London	21 Mar/19 Sep
(P94) Motor insurance	London	22 Mar/20 Sep
(P96) Liability insurances	London	25 Mar/23 Sep
(P97) Reinsurance	London	26 Mar/24 Sep
(P98) Marine hull and associated liabilities	London	27 Mar/25 Sep
(530) Economics and business	London	13 Mar/11 Sep
(590) Principles of Takaful	London	18 Mar/16 Sep
(655) Risk management	London	19 Mar/17 Sep
(820) Advanced claims	London	25 Mar/23 Sep
(945) Marketing insurance products and services	London	21 Mar/19 Sep
(960) Advanced underwriting	London	21 Mar/24 Sep
(990) Insurance corporate management	London	20 Mar/25 Sep

Face-to-face revision courses



Before finalising your booking we recommend you visit www.cii.co.uk/f2f to determine course availability. Alternatively you can contact Customer Service on +44 (0)20 8989 8464.

Evening classes – six week courses	Venue	Dates
(LM1) London market insurance essentials & (LM2) London market insurance principles and practices combined course (Tuesdays 17.30–19.30)	London	16 Apr/23 Apr/30 Apr/07 May/14 May/21 May/15 Oct/ 22 Oct/29 Oct/05 Nov/12 Nov/19 Nov
(P05) Insurance law (Tuesdays 17.30–19.30)	London	26 Feb/05 Mar/12 Mar/19 Mar/26 Mar/02 Apr
	London	27 Aug/03 Sep/10 Sep/17 Sep/24 Sep/01 Oct
(P92) Insurance business and finance (Wednesdays 17.30–19.30)	London	27 Feb/06 Mar/13 Mar/20 Mar/27 Mar/03 Apr
	London	28 Aug/04 Sep/11 Sep/18 Sep/25 Sep/02 Oct
(P97) Reinsurance (Wednesdays 17.30–19.30)	London	27 Feb/06 Mar/13 Mar/20 Mar/27 Mar/03 Apr
	London	28 Aug/04 Sep/11 Sep/18 Sep/25 Sep/02 Oct
Exam techniques	Venue	Dates
Half-day course	London	06 Mar/13 Sep

Important deadlines

The following dates apply to all Diploma and Advanced Diploma exam entries together with all non-UK Certificate entries.

Candidates planning to sit Certificate exams in the UK should go to www.cii.co.uk/online

	April 2013 exams	October 2013 exams
Recommended last date for continuous assessment enrolment	18 Jan 13	19 Jul 13
Last date for continuous assessment assignments to be with your tutors	22 Mar 13	20 Sep 13
Closing date for your exam entry and payment to reach the CII • At normal fee (Changes to exam entries, etc. not accepted after these dates)	27 Feb 13	28 Aug 13
• At late entry fee	22 Mar 13	20 Sep 13
Exam entry confirmation*	Despatched within seven working days from receipt of application form	
Receive your exam admission permit*	Despatched 10 days before the exams begin or six weeks for international applicants	
Sit exams	08–11 Apr 13	07–10 Oct 13
Exam results released online** www.cii.co.uk/results and posted	Results are sent by 1st class post on the date shown. Please allow five days for delivery to a UK address and 14 days for a non-UK address	
• Diploma/Advanced Diploma units (except unit 590) – UK exam centres	07 Jun 13	06 Dec 13
• Unit 590 – UK exam centres		
• Diploma/Advanced Diploma units – International exam centres	14 Jun 13	13 Dec 13
• Certificate units – International exam centres	17 May 13	15 Nov 13

* Please contact Customer Service if you do not receive these. When you receive your **admission permit** you **MUST** check whether any change has been made in the date or times of the exam for which you have entered and that the exam shown on your permit is the one that you intend to sit. If there is any discrepancy you should contact Customer Service immediately.

** To access your results online you will need to be logged in to the CII website using your CII Permanent Identity Number (PIN) and password.

Exam timetable

The following dates apply to all Diploma and Advanced Diploma exams together with all non-UK Certificate exams.

Candidates planning to sit Certificate exams in the UK should go to www.cii.co.uk/online

Exam unit	Dates	Time
Non-UK Certificate exams		
(IF1) Insurance, legal and regulatory	08 Apr/07 Oct	10.00
(IF2) General insurance business	09 Apr/08 Oct	10.00
(IF3) Insurance underwriting process	10 Apr/09 Oct	10.00
(IF4) Insurance claims handling process	11 Apr/10 Oct	10.00
(IF5) Motor insurance products	08 Apr/07 Oct	10.00
(IF6) Household insurance products	09 Apr/08 Oct	10.00
(IF7) Healthcare insurance products	10 Apr/09 Oct	10.00
(IF8) Packaged commercial insurances	11 Apr/10 Oct	10.00
(IF9) Customer service in insurance	08 Apr/07 Oct	10.00
(LM1) London market insurance essentials	09 Apr/08 Oct	10.00
(LM2) London market insurance principles and practices	10 Apr/09 Oct	10.00
Diploma exams		
(P05) Insurance law	11 Apr/10 Oct	13.30
(P21) Commercial insurance contract wording	10 Apr/09 Oct	10.00
(P61) Life, critical illness and disability underwriting	08 Apr/07 Oct	13.30
(P62) Life, critical illness and disability claims	09 Apr/08 Oct	13.30
(P63) Long term insurance business	10 Apr/09 Oct	13.30
(P64) Private medical insurance practice	11 Apr/10 Oct	13.30
(P80) Underwriting practice	09 Apr/08 Oct	10.00
(P81) Insurance broking practice	11 Apr/10 Oct	10.00
(P85) Claims practice	11 Apr/10 Oct	10.00
(P86) Personal insurances	09 Apr/08 Oct	10.00
(P90) Cargo and goods in transit insurances	09 Apr/08 Oct	13.30
(P91) Aviation and space insurance	11 Apr/10 Oct	13.30
(P92) Insurance business and finance	09 Apr/08 Oct	13.30
(P93) Commercial property and business interruption	11 Apr/10 Oct	13.30
(P94) Motor insurance	11 Apr/10 Oct	13.30
(P96) Liability insurances	10 Apr/09 Oct	13.30
(P97) Reinsurance	08 Apr/07 Oct	13.30
(P98) Marine hull and associated liabilities	08 Apr/07 Oct	13.30
Advanced Diploma exams		
(530) Economics and business	10 Apr/09 Oct	13.30
(590) Principles of Takaful	10 Apr/09 Oct	13.30
(655) Risk management	09 Apr/08 Oct	13.30
(820) Advanced claims	08 Apr/07 Oct	13.30
(930) Advanced insurance broking	08 Apr/07 Oct	13.30
(945) Marketing insurance products and services	11 Apr/10 Oct	13.30
(960) Advanced underwriting	09 Apr/08 Oct	13.30
(990) Insurance corporate management	10 Apr/09 Oct	13.30

Costs, fees and refunds

All fees apply 01 Jan 2013–31 Dec 2013.

CII membership

For those candidates wishing to become CII members, one of the subscription fees shown opposite are payable, in addition to a one-off £37 admission fee.

If you pay the subscription fee by monthly Direct Debit, we will spread the cost of the admission fee across your 12 monthly payments.

* A discounted membership fee is available for individuals residing in the following countries. These have been categorised as 'low' or 'lower middle income' by The World Bank Country Income Classification List (as of July 2010):

Afghanistan, Angola, Armenia, Azerbaijan, Bangladesh, Belize, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Comoros, Congo (Dem. Republic of), Cote d'Ivoire, Djibouti, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Gambia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Jordan, Kenya, Kiribati, Korea (Dem. Peo. Rep. of), Kosovo, Kyrgyzstan, Lao People's Democratic Rep., Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Philippines, Republic of Moldova, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania (United Rep. of), Thailand, Timor Leste, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen, Zambia, Zimbabwe.

If you hold any CII qualifications you must join the CII at the appropriate membership level.

	UK subscription (Monthly fee)	UK subscription (Annual fee)	International subscription (Annual fee)	Low GDP* subscription (Annual fee)
Ordinary member (no CII qualifications held)	£5.87	£70	£50	£35
Cert CII Including all Cert CII sector specific designations	£9.49	£113	£72	£45
Dip CII Including Dip CII (Claims)	£12.12	£145	£85	£57

Study options and revision aids

Notes: • Residents of the low and lower middle income countries listed above benefit from a 50% discount on the 'study text with updates', as well as all revision aids available for their selected unit.

• Candidates who are members of an overseas associated or affiliated institute may purchase study materials and enter for CII exams at the same price as that charged to CII members (see page 28 for a full list of these institutes).

Refer to page 14 for a full listing of study options and revision aids

Exam entry fees – applicable to exams sat in 2013

For Diploma and Advanced Diploma units the fees shown are for entries received before normal closing dates. For exam entries received after the

normal closing date, up to two weeks before the session, the normal fee is payable together with a late entry fee of £79 per unit. This is subject to space being available at the exam centre.

	Member	Non-member
Unit LM1 re-sit (the first exam entry is included with your study package)	£76	£99
Unit LM2 re-sit (the first exam entry is included with your study package)	£97	£132
All other Certificate units	£97	£132
Diploma units	£116	£155
Advanced Diploma units	£122	£164

Recognition of prior learning

A fee is payable for each credit awarded for prior learning that you have undertaken outside of CII qualifications.

This is payable once your eligibility has been confirmed. See page 13 for details on recognition of prior learning.

	Member	Non-member
Fee per credit	£3	£4

Change of session, unit or centre fee

Certificate units (UK)

Changes must be requested at least 21 days before the date of the exam for which you have entered. Multiple changes will be covered by a single fee provided they are submitted together.

Certificate units (non-UK)/Diploma/Advanced Diploma units

Changes must be requested before the relevant closing date for exam entry at normal fee. Multiple changes will be covered by a single fee provided they are submitted together.

Note: In respect of all units no changes, apart from your address or name (which must be supported by original or certified evidence), can be made to your exam entry after the specified deadlines set out above. After the relevant deadline has passed should you wish to withdraw you will not receive a refund except in the case of illness.

Change after entry £41

Refunds

Certificate units (UK)

Cancellation of an exam entry at least 21 days before the date of the exam for which you have entered:

Certificate (non-UK)/Diploma/Advanced Diploma units

Cancellation of an exam entry before the final closing date at normal fee:

All units

Absence from exam with medical evidence (to be received within two months of the date of the exam):

50% of exam entry fee

50% of exam entry fee or free entry

Post-results review of marking (Diploma/Advanced Diploma units only)

Further details including any fees payable can be found at www.cii.co.uk/exampolicies

Entering for a qualification: Important information

CII membership

1. If you are not already a CII member, you can become a member when you apply for the Certificate/Diploma/Advanced Diploma. Membership of the CII is open to anyone wholly/mainly employed or engaged in work connected with insurance. If you wish to apply for membership and it is not clear from your application form that you work in insurance, please provide brief details of the nature of your work and the proportion of your time spent on insurance matters on a separate sheet of paper.

Local institutes

2. If you are a CII member living in the UK, the Channel Islands or the Isle of Man you will automatically become a member of a local institute. Local institute membership is essential for networking, local seminars and revision study groups to aid your progression. Please ensure that you select your preferred location from the list provided below and enter the relevant name in the space provided on the application form.

List of local institutes:

Aberdeen; Bedford & Milton Keynes; Belfast; Birmingham; Blackburn & Burnley; Bolton; Bournemouth; Bradford; Brighton; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & S Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Croydon; Edinburgh; Exeter; Folkestone, Canterbury & E Kent; Glasgow; Guernsey; Guildford; Halifax; Harrow & Ealing; Hull; Inverness, the Highlands & Islands; Ipswich, Suffolk & N Essex; Isle of Man; Jersey; Kendal; Leeds; Leicester; Lincoln; Liverpool; London; Luton & St Albans; Manchester; Mid Kent; Middlesbrough; Newcastle-upon-Tyne; Northampton; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Swansea & West Wales; Swindon; Watford; York.

The area covered by the Insurance Institute of London (IIL) is defined as all London postal districts except the following: N9, N11, N14, N21, NW9, E4, E6, E7, E10, E11, E12, E13, E15, E16, E17, E18, W3, W4, W5, W6, W7, W12, W13, SW20, SE20, SE25. There is an additional subscription fee for IIL members of £3.

Associated or affiliated institutes

3. If you live in an area where an associated or affiliated institute is established (see below) you should apply to the secretary of the institute concerned for details of local membership. Contact details can be found at www.cii.co.uk/affiliated-institutes
- Individuals living outside the UK who are members of an associated or affiliated institute may enter the CII exams and purchase study materials at the same prices as those charged to members of the CII.

Associated institutes:

Ireland (Cork, Dublin, Dundalk, Galway, Limerick, Sligo).

Overseas affiliated institutes:

Australia & New Zealand (Australian Capital Territory; New Zealand {Auckland}); New South Wales; Northern Territory; Queensland; South Australia; Tasmania; Victoria; Western Australia; Bahamas; Barbados; Bermuda; Botswana; Canada (Ontario; Quebec); Republic of China; Cyprus; Egypt; United Arab Emirates; Fiji; France (Bordeaux); Germany; Ghana; Guyana; Hong Kong; India (Mumbai; Hyderabad); Indonesia; Jamaica; Kenya; Malawi (Blantyre; Lilongwe); Malaysia; Mauritius; Namibia; Netherlands (Rotterdam; Utrecht); Nigeria; Pakistan; Papua New Guinea; Philippines; Poland (Warsaw); Saudi Arabia (Riyadh); St Lucia; Singapore; South Africa (Cape of Good Hope; Drakensberg; East Rand; Eastern Cape; Free State; Gauteng {Johannesburg}); Natal; Northern Gauteng {Pretoria}; Northern Province {Pietersburg}; The Border {East London}, The Lowveld; Sri Lanka; Tanzania; Trinidad & Tobago; Turks & Caicos; Uganda; West Africa (The Gambia); Zambia (Copperbelt {Ndola}; Kitwe; Lusaka); Zimbabwe (Bulawayo; Harare).

Exam centres – UK and International

4. Places are allocated on a first-come, first-served basis.
- Every effort is made to ensure you receive your preferred choice, however, if a centre you choose is not available for a particular sitting you will be allocated to your second choice or another convenient centre.
- It is planned that all centres, including international, will be available in April and October.

UK, Channel Islands, Isle of Man & Ireland

Centre	Code	Centre	Code
Aberdeen	010	Jersey	081
Belfast	015	Leeds	006
Birmingham	005	Leicester	046
Bolton	080	Limerick	303
Bournemouth	018	Lincoln	047
Brighton	020	Liverpool	002
Bristol	021	London	001
Cambridge	022	Luton/Stevenage	049
Cardiff	024	Manchester	003
Carlisle	025	Middlesbrough	051
Chelmsford	026	Mid Kent	050
Chester	028	Newcastle-upon-Tyne	008
Coventry	029	Northampton	052
Croydon	030	Norwich	007
Douglas, IoM	091	Nottingham	053
Dublin	301	Peterborough	056
Dundee	034	Plymouth	057
Ealing	088	Preston	059
Edinburgh	009	Reading	060
Exeter	035	St Austell	092
Folkestone	087	Sheffield	062
Glasgow	004	Shrewsbury	063
Gloucester	036	Southampton	064
Guernsey	090	Southend-on-Sea	086
Guildford	038	Stoke-on-Trent	065
Horsham	082	Stratford-upon-Avon	066
Hull	041	Swansea	067
Inverness	043	Tunbridge Wells	071
Ipswich	044	Watford	072
		York	075

International Centres

Centre	Code	Centre	Code
St John's (Antigua)	605	St John's (Antigua)	605
Central America		Central America	
Chicago (USA)	435	Belize City	
Philadelphia	704	(Belize)	577
Toronto (Canada)	531	Mexico City	
Vancouver (Canada)	536	(Mexico)	488
Caribbean		South America	
Bridgetown (Barbados)	423	Buenos Aires	685
Castries (St Lucia)	595	Bogota	
Freeport (Bahamas)	570	(Colombia)	421
George Town (Grand Cayman)	597	Georgetown	
Grand Turk (Turks & Caicos Islands)	702	(Guyana)	451
Kingston (Jamaica)	471	Lima (Peru)	542
Nassau (Bahamas)	498	Rio de Janeiro	
Port of Spain (Trinidad)	511	(Brazil)	514
		Santiago (Chile)	730

Europe

Athens (Greece)	411
Barcelona (Spain)	557
Berne/Basel (Switzerland)	568
Bucharest (Romania)	706
Cologne (Germany)	448
Copenhagen (Denmark)	438
Gibraltar	452
Helsinki (Finland)	705
Kiev (Ukraine)	405
Lisbon (Portugal)	563
Madrid (Spain)	482
Milan (Italy)	489
Moscow (Russia)	649
Munich (Germany)	594
Nicosia (Cyprus)	501
Oslo (Norway)	502
Paris (France)	503
Riga (Latvia)	701
Sofia (Bulgaria)	417
Valetta (Malta)	535
Vilnius (Lithuania)	729
Warsaw (Poland)	700
Istanbul (Turkey)	461

Central Asia

Almaty (Kazakhstan)	712
Baku (Azerbaijan)	608

West & Central Africa

Accra (Ghana)	401
Freetown (Sierra Leone)	449
Lagos (Nigeria)	476

Horn and East Africa

Addis Ababa (Ethiopia)	402
Dar Es Salaam (Tanzania)	441
Asmara (Eritrea)	710
Kampala (Uganda)	465
Khartoum (Sudan)	469
Mombasa (Kenya)	490
Nairobi (Kenya)	497

Southern Africa

Blantyre (Malawi)	548
Gaborone (Botswana)	618
Harare (Zimbabwe)	517
Johannesburg (South Africa)	463
Lilongwe (Malawi)	615
Lusaka (Zambia)	480
Ndola (Zambia)	499

North Africa, Middle East & Gulf

Abu Dhabi (UAE)	609
Amman (Jordan)	408
Manama (Bahrain)	414
Beirut (Lebanon)	675
Cairo (Egypt)	427
Dammam (Saudi Arabia)	407
Doha (Qatar)	617
Dubai (UAE)	547
Jeddah (Saudi Arabia)	553
Safat (Kuwait)	475
Muscat (Oman)	587
Riyadh (Saudi Arabia)	572
Tehran (Iran)	560

South Asia

Ahmedabad (India)	659
Bangalore (India)	661
Chennai (India)	481

Colombo (Sri Lanka)	437
Delhi (India)	442
Dhaka (Bangladesh)	440
Hyderabad (India)	724

Islamabad (Pakistan)	718
Jaipur (India)	662
Karachi (Pakistan)	468
Kolkata (India)	727
Lahore (Pakistan)	477
Mumbai (India)	422
Pune (India)	731

East Asia

Beijing (China)	670
Changsha (China)	636
Hong Kong	457
Seoul (Korea)	627
Shanghai (China)	671
Shenzhen (China)	726
Taipei (Taiwan)	527
Tokyo (Japan)	546

South East Asia

Bangkok (Thailand)	416
Ho Chi Minh City (Vietnam)	711
Jakarta (Indonesia)	443
Kuala Lumpur (Malaysia)	472
Phnom Penh (Cambodia)	728
Singapore	521

Australasia

Sydney (Australia)	526
Port Louis (Mauritius)	510
Mahe (Seychelles)	607

Atlantic

Hamilton (Bermuda)	456
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Note: Occasionally, examinations may have to be held at locations other than those shown. Please remember to check your admission permit to confirm all details of your examination.

Copyright

5. All CII study materials are copyrighted. By placing an order you undertake to use the materials for your own purposes only and not to sell, lend or give them to anyone else. Any form of copying of materials is prohibited.

Delivery

6. From the date of receipt by the CII of your order please allow 10 days within the UK or 21 days outside the UK for delivery of materials.

Materials sent within the UK require a signature; please ensure that there will be someone to accept delivery at the address shown on the form.

Your right to cancel

7. In accordance with The Consumer Protection (Distance Selling) Regulations 2000 you have a right of cancellation in respect of the Products and Services, listed in this brochure, which right shall (subject to the Regulations) expire seven working days from the day after the date on which either the products are received by you or your order for services is accepted by the CII.

Note: No right of cancellation or refund is available in respect of ebooks or any other electronic download of the Products and Services once they have been received by you.

Should you wish to cancel, notice should be sent to Customer Service. Where products have been supplied to you prior to such cancellation they must be returned to us, in the condition in which they were supplied to you, at your expense. Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within 30 days of receiving the notice of cancellation or if products are to be returned to us, within 30 days of their receipt. In the event of less than seven days, notice of cancellation being given in respect of a Certificate exam entry and if, where applicable, the CII is unable to recover costs suffered as a result of such short notice cancellation then the CII can recover these costs from you.

Additional terms and conditions

8. Please note there are additional terms and conditions which apply to all purchases of goods or services from the CII which you agree to be bound by upon completion of your order. Full details can be found at www.cii.co.uk/exampolicies and www.cii.co.uk/tandc

Fairness, integrity and the CII appeals procedure

9. The CII is committed to giving all candidates an equal opportunity of achieving its qualifications in line with current UK and EU Directives. It is also committed to open and fair processes and as part of this process runs a transparent appeals policy. Further details on the appeals policy can be found at www.cii.co.uk/exampolicies

“

CII qualifications are key to our training and development strategy. Enhanced technical skills and capability improve business performance. This is why we worked with the CII to gain accreditation for our Underwriting Academy and Excellence in Claims programmes, so that our people can earn credits in the CII qualifications framework through their learning at work.

As well as enhancing our technical prowess, our commitment to quality employee development makes us an employer of choice for talented individuals. Having secured Chartered Insurers status, we can offer potential recruits the opportunity to join a genuine profession.

Most importantly, our maintenance of the highest technical and ethical standards and our pursuit of continuous improvement is clear evidence of our determination to provide our customers with an exceptional experience. ”

Philip Gennoy

HR Director

Allianz UK

Allianz 

Once you have read the notes on completing your application, you can either:

- complete and submit your application online at www.cii.co.uk/qualifications
- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
- complete the form below and post or fax +44 (0)20 8530 3052 to Customer Service.

Certificate/Diploma/Advanced Diploma in Insurance Application form

ICI005 (11/12)

Important note: To ensure that your application is processed correctly please enter your name at the top of each page in the space provided.

Section A – Personal details (Please complete all fields. Your name should be entered as you wish it to appear on all official CII documents.)

Have you ever had previous contact with the CII? Yes No (Please tick)

Please give your CII/PFS permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/ Ms/Other Surname

Forenames

Gender Male Female (Please tick) Date of birth

Employer's name

Tel Ext Mobile

email*

Work address

Postcode Country

Home address

Postcode Country

* Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ebooks or LEARN.

Tick address to be used for postal correspondence Home Work

Please tick one box per category

Type of organisation

- | | | | | |
|--|--|---|--|--------------------------------|
| <input type="checkbox"/> Bank/Building Society | <input type="checkbox"/> Broker/Intermediary | <input type="checkbox"/> Consultancy | <input type="checkbox"/> Insurance company | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Lloyd's | <input type="checkbox"/> Loss adjuster/Loss assessor | <input type="checkbox"/> Reinsurance company/broker | <input type="checkbox"/> Other | |

Area of work

- | | | | | |
|--|--|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Administration/Processing | <input type="checkbox"/> Broking | <input type="checkbox"/> Claims/Loss adjusting | <input type="checkbox"/> Compliance | <input type="checkbox"/> Finance |
| <input type="checkbox"/> HR/Training | <input type="checkbox"/> Risk management/Surveying | <input type="checkbox"/> Sales/Marketing | <input type="checkbox"/> Underwriting | <input type="checkbox"/> Other |

Job category

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> Board member (CEO, Director) | <input type="checkbox"/> Business owner | <input type="checkbox"/> Middle management (Branch, Office, Dept) | <input type="checkbox"/> Senior management (General, Head of) | <input type="checkbox"/> Supervisory/Controller |
| <input type="checkbox"/> Technician/Co-ordinator | <input type="checkbox"/> Trainee | <input type="checkbox"/> Other | | |

Area(s) of specialism

(Commercial)

- | | | | | |
|--|-----------------------------------|---------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Accident and health | <input type="checkbox"/> Aviation | <input type="checkbox"/> Construction | <input type="checkbox"/> Engineering | <input type="checkbox"/> Liability |
| <input type="checkbox"/> Marine | <input type="checkbox"/> Motor | <input type="checkbox"/> Property | <input type="checkbox"/> Travel | <input type="checkbox"/> Other |

(Personal)

- | | | | | |
|--|-------------------------------|--------------------------------|---|---------------------------------|
| <input type="checkbox"/> Accident and health | <input type="checkbox"/> Home | <input type="checkbox"/> Motor | <input type="checkbox"/> Pecuniary loss | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Other | | | | |

Study path

Where you are studying in order to complete a qualification please indicate by ticking the appropriate box:

- Award in London Market Insurance Certificate in Insurance Diploma in Insurance Advanced Diploma in Insurance

Please turn over

Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (11/12)

Enter your name

Section B – Associated or affiliated institute membership

Current members of an associated or affiliated institute may enter CII exams and purchase study materials at the same prices as those charged to members of the CII. If you wish to benefit from this discount, please provide details of your institute membership here. Please note: this discount is only available to current associated or affiliated institute members. False applications may result in being barred from future CII exams.

Name of institute

Current membership no

Section C – CII membership

Remember, membership not only gives you useful discounts on learning material and exam entry, you'll also receive exclusive benefits to help you in your studies and working life. And once qualified, you may be able to use an industry recognised designation.

(Please **ONLY** complete this section if you are applying for membership. Go to Section C if you are already a member.)

I wish to apply for membership of the CII Yes No

Please choose from one of the following membership levels. If you hold any CII qualifications you must join the CII at the correct member level:

Ordinary – I do not currently hold a CII insurance qualification.

Cert CII – I have passed the Certificate in Insurance or equivalent.

Cert CII (Claims) – I have passed the Certificate in Insurance including one of: (IF4) Insurance claims handling process, (P85) Claims practice or (820) Advanced claims, and I also wish to join the Claims Faculty.

Cert CII (London Market) – I have passed the Certificate in Insurance, including the Award in London Market Insurance (or LLMIT prior to 01 July 2010) and I also wish to join the London Market Faculty.

Cert CII (Customer Service) – I have passed the Certificate in Insurance including the subject (IF9) Customer service in insurance

Cert CII (Health and Protection) – I hold the Certificate in Insurance, including the compulsory unit IF1 and two of the specified health and protection units. I am also employed in the health and protection market.

Dip CII – I have passed the Diploma in Insurance or equivalent.

Dip CII (Claims) – I have passed the Diploma in Insurance, including subjects either (P85) Claims practice or (820) Advanced claims; and I also wish to join the Claims Faculty.

I wish to join the following local institute – UK only (See page 28)

By becoming a member of the CII, I agree to be bound by the CII's Charter, Bye-laws, Code of Ethics, rules, regulations and requirements of membership. I also agree to be bound by the constitution and Bye-laws of any local institute of which I become a member. Full details of these obligations of membership can be found online at www.cii.co.uk/memberobligations

Please tick the relevant box to confirm whether you have:

– Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure) or any judgement debt. Yes No

– Been convicted for (or have you been charged but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence. Please note, if the conviction is considered spent under the Rehabilitation of Offenders Act you should select 'no'. Yes No

– Been subject to any disciplinary sanctions (or are currently the subject of any investigation) by the CII/PFS or any other professional and/or membership body or regulatory authority. Yes No

If you have answered 'yes' to any of these questions, please also provide any relevant details on a separate sheet of paper.

Please note that, as a member of the CII, you are required to let us know if and when, at any point in the future, your circumstances are such that you would have to answer 'yes' to any of the above.

Faculties

Please choose below which faculty you would like to join. These are forums of the CII which provide a range of services in support of individuals working in specific industry sectors – further information can be found at www.cii.co.uk/faculties

In applying for CII membership you can **join one faculty for free**. If you wish to join additional faculties please contact CII Customer Service on +44 (0)20 8989 8464.

(select one)

Insurance Broking Claims London Market Underwriting Life & Pensions
(For insurance company employees)

Membership fees

1. An admission fee of £37 is payable by **ALL** applicants except those buying a blended learning package at the point of joining.

2(a). Please then select the appropriate member fee.

CII membership level	UK subscription (Monthly fee)	UK subscription (Annual fee)	International subscription (Annual fee)	Low GDP† subscription (Annual fee)
Ordinary member	£5.87	£70	£50	£35
Cert CII*	£9.49	£113	£72	£45
Dip CII **	£12.12	£145	£85	£57

* Same fee applies to Cert CII (Claims), (London Market), (Customer Service) and (Health and Protection)

** Same fee applies to Dip CII (Claims)

† A discounted membership fee is available for individuals resident in countries categorised as 'low income' or 'lower middle income'. See page 26 for details.

Important note: An additional £3 subscription fee is payable for membership of the Insurance Institute of London.

2(b). Choose the method of payment. This can either be:

- by monthly Direct Debit. **If you choose this option do not complete the sub total box, but fill out the Direct Debit form at the back of this application form. The admission fee will be spread across your 12 monthly payments**
- by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box, including the admission fee.**

(to include the £37 admission fee)

Sub total £

Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (11/12)

Enter your name

Section D – Study options and revision aids

Please indicate when you will be sitting the exam(s) as this will determine which version of study/option(s)/revision aids we send you:

Pre 01 Sep 2013 Post 01 Sep 2013

 To order your study text as an ebook put a tick in the box showing the 'e' icon. If left unticked, you will receive a printed book. Please check www.cii.co.uk/ebooks for availability before ordering.



Non-EU candidates: Where applicable, an ex.VAT price is listed on p.16–19. When ordering outside the EU, include the ex.VAT price below.

I wish to order the following learning materials:

Study packages (exam entry included)	CII use	Member	Non-member	Unit codes and ebook requirement						Total	
				code	e	code	e	code	e		
Certificate in Insurance blended learning programme (units IF1–IF8) (See pg 14)	LP	£300 (membership payable separately)	Member only		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		£
Award in London Market Insurance	UD	£285	£287			+			<input type="checkbox"/>		£
• LM1+ LM2		£140	£177						<input type="checkbox"/>		£
• LM2 only		£205	£259						<input type="checkbox"/>		£
Sub total											£

Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total	
				code	e	code	e	code	e		
Continuous assessment (See pg 16 for information on units available)	CA	£242	£269		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		£
Coursework assessment (pilot – units 930 and 990)	UD	£412	£475		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		£
991 Dissertation enrolment and assessment		£1,030	£1,242								£
Study text with updates	UD	£132	£149		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		£
• Diploma/Advanced Diploma units		£114	£136		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		£
Study text renewal	UD	£54	£69		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		£
• Diploma/Advanced Diploma units		£50	£66		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		£
Upgrade to continuous assessment (See pg 16 for information on units available)		£110	£120								£
Sub total											£

Revision aids	CII use	Member	Non-member	Unit code						Total	
Specimen/past examination guides	available online at www.cii.co.uk/qualifications										
Key fact booklets (See pg 18)	KF	£25	£27							£	
LEARN (See pg 18)	EL	£88	£93							£	
• online tutorial											
Revision workshops (See pg 20)	WS	£370	£425							£	
• (LM2)		£405	£475							£	
• (P05, P92, P97)		£420	£490							£	
	Date			Venue						£	
Revision days (See pg 20)	R	£210	£245							£	
• (IF1–IF4, IF9, LM1)		£240	£280							£	
• (P05, P21, P63, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97, P98)		£270	£310							£	
	Date			Venue						£	
Evening classes (See pg 22)	EC	£380	£445							£	
• Six week course (LM1+LM2, P05, P92, P97)		Date									
Exam techniques course (See pg 22)	ET	£160	£180							£	
		Date									
Sub total											£

Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (11/12)

Enter your name

Section D – Study options and revision aids (cont)

Postage fee (not applicable to ebooks, 991 dissertation enrolment, training courses, upgrade to continuous assessment or LEARN):

- **£7 per order:** UK, Channel Islands, Isle of Man, Republic of Ireland, Malta and Gibraltar.
- **£15 per order:** All other countries.

Please note: These postage rates are flat fees applicable to orders from individual candidates (orders may contain more than one item). Separate fees apply to corporate bulk orders – please contact Customer Service.

Sub total £

Section E – Exam entry

I wish to enter the following exams in April/October 2012 (delete session which is not applicable) at the centre in:

First choice Centre code

Second choice Centre code

Unit codes	Member	Non-member	No of units	Entry fee
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Certificate:

- Only complete this section if you are planning to sit Certificate exams **outside of the UK**. To sit an exam in the UK, you must enter online at www.cii.co.uk/online or by calling Customer Service
- If you have bought the blended learning programme or an Award in London Market Insurance study package **do not** include the exam fee

<input type="text"/>	<input type="text"/>	<input type="text"/>	£97	£132	<input type="text"/>	£
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Diploma

<input type="text"/>	<input type="text"/>	<input type="text"/>	£116	£155	<input type="text"/>	£
----------------------	----------------------	----------------------	------	------	----------------------	---

Advanced Diploma

<input type="text"/>	<input type="text"/>	<input type="text"/>	£122	£164	<input type="text"/>	£
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Sub total £

Additional late entry fee (See pg 26) £

Section F – Declarations

I declare that all information provided by me on this form is true and correct to the best of my knowledge.

Data protection and privacy

The CII will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available on the CII's website). To process this application, I am deemed to have consented to the CII processing my data.

Sharing information with your employer

The CII will, upon request, provide your employer with details of your examination record and accreditation, including all attempts and future entries, along with your CII Personal Identification Number, unless you tick the following box.

Sharing your data with third parties

The CII Group will never sell your data to third parties for commercial gain. We may, however, share your data with third parties who provide products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

Privacy and electronic communications regulations

The CII and, where relevant, your Local Institute (LI) may from time to time wish to draw your attention to other CII or LI products and services electronically which are likely to be of interest to you. The CII and your LI will assume you consent to us using your data in this way, unless you tick the following box.

Application for study materials

I undertake to use them for my own purposes and not to sell, copy, lend or give them to anyone else.

Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

Signed

Date

Please allow 10 days for delivery in the UK and 21 days outside the UK from receipt of your correctly completed application form.

Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.

Study options and revision aids are provided by the Education and Training Trust of the Chartered Insurance Institute (a company limited by guarantee)
Registered office: 20 Aldermanbury, London EC2V 7HY. Registered Charity no. 1021017

“ The successful completion of the Advanced Diploma in Insurance is a core requirement of all underwriting, claims and operational roles within Hiscox, and is firmly embedded within our functional learning and development frameworks.

We view the professional learning available through the CII as integral to the technical development of our people and a valuable enhancement to the career options available to them within our business.

If you work in our sector, you need the relevant professional qualification to have credibility with clients and the Advanced Diploma is it. ”

Des Bishop Aifs, MCIPD

Group Head of People Development

Hiscox



The Chartered Insurance Institute 42–48 High Road, South Woodford, London E18 2JP
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