

CII Level 3 Certificate in Insurance

Course Brochure

Draft

1. Qualification Overview

Course Title	CII Level 3 Certificate in Insurance
Mode of Study	Face to Face (Physical) – All
Learning Hours	<ul style="list-style-type: none"> ○ Total Qualification Time (200-240 hours) ○ Contact Hours (170 hours) <ul style="list-style-type: none"> ▪ Award in General Insurance (W01): 50 hours ▪ Insurance Underwriting (WUE): 60 hours ▪ Insurance Claims Handling (WCE): 60 hours ○ Self-Study Hours (30-70 hours)
Qualification level	3
Credit	45 credits (15 credits per subject)
Entry Requirements	No entry requirements for this program. Preferred to have a degree in business administration or related filed.
Pass Rate	70%

2. Qualification summary

Introduction

Certificate in Insurance is designed by the Chartered Insurance Institutes (CII) to enhance the skills of those working or desire to work in insurance field in the areas of general insurance claims and underwriting. Certificate of Insurance enables candidates to build core technical and legal knowledge fundamental to general insurance underwriting and claims handlings.

Why Choose the CII Level 3 Certificate in Insurance?

- **Comprehensive Knowledge:** Master key insurance concepts, underwriting practices, and claims management.
- **Career Growth:** Enhance your career opportunities with a globally recognized qualification.
- **Flexible Learning:** Study at your own pace through a mix of theoretical and practical content.
- **Global Recognition:** Trusted by insurance professionals worldwide, CII qualifications elevate your professional profile.

Target Audience

- Anyone working in specific technical claims handling or underwriting roles within a call or service center 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 organization whose primary business is not insurance, but which offers insurance advice and products as part of its overall service to customers
- Apprentices undertaking the Level 3 Advanced Apprenticeship in Providing Financial Services or the Level 3 Insurance Practitioner Apprenticeship

Units Covered in the Certificate

W01 – Award in General Insurance

Learning Objectives:

- Understand the nature and main features of risk and insurance
- Know the structure and main features of the insurance market
- Understand the main legal principles governing insurance contracts
- Understand the main regulatory and legal principles applicable to the transaction of insurance business
- Know key aspects of ethics, corporate governance and internal controls

Assessment:

- **Exam Format:** 2-hour multiple-choice exam with 100 questions.
- **Assessment Criteria:** A pass mark of 70% is required to successfully complete this unit.

For more information: [Award in General Insurance \(Non-UK\) \(W01\) \(cii.co.uk\)](https://www.cii.co.uk/awards/award-in-general-insurance-non-uk-w01)

Learning Objectives:

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

Assessment:

- **Exam Format:** 2-hour multiple-choice exam with 75 questions.
- **Assessment Criteria:** A pass mark of 70% is required to successfully complete this unit.

For more information: [Insurance Underwriting \(Non-UK\) \(WUE\) \(cii.co.uk\)](http://cii.co.uk)

WCE – Insurance Claims Handling

Learning Objectives:

- Understand the general principles in the claims handling process.
- Understand insurance products and associated services.
- Understand claims consideration and administration.
- Understand claims handling procedures and related claims services.
- Understand claims handling operations.
- Understand claims settlement.
- Understand how expenses are managed.

Assessment:

- **Exam Format:** 2-hour multiple-choice exam with 75 questions.
- **Assessment Criteria:** A pass mark of 70% is required to successfully complete this unit.

For more information: [Insurance Claims Handling \(Non-UK\) \(WCE\) \(cii.co.uk\)](http://cii.co.uk)

Key Benefits of Completing the Certificate

- **Broaden Your Expertise:** Develop a comprehensive understanding across key areas in insurance – underwriting, claims, and general insurance principles.
- **Enhance Your Professional Profile:** Stand out in the competitive insurance job market with an industry-recognized qualification.
- **Build a Solid Career Path:** Use this qualification as a stepping stone towards higher-level insurance certifications and specialized roles.

Assessment Structure

- **Each Unit:** Assessed by multiple-choice exams.
- **Total Time Commitment:** You can complete the qualification at your own pace, with a recommended total study time of 200–240 hours across all units.
- **Pass Requirement:** To successfully achieve the certificate, you must pass each unit's exam with a minimum of 70%.

Entry Requirement:

No entry requirements for this program. Preferred to have a degree in business administration or related field.

Course Duration:

- **Learning Hours:**
 - Total Qualification Time (200-240 hours)
 - Contact Hours (170 hours)
 - Award in General Insurance (W01): 50 hours
 - Insurance Underwriting (WUE): 60 hours
 - Insurance Claims Handling (WCE): 60 hours
 - Self-Study Hours (30-70 hours)
- **Mode of Study:** Face-to-face (physical) sessions with a combination of presentations and classroom activities.

Training Methodology

Presentation, Classroom activities, Face to Face sessions.

Certification:

After successful completion of the course, candidates will be receiving Certificate in Insurance from Chartered Insurance Institute.