

## What is the Advanced Diploma?

The Advanced Diploma in Insurance, offered by the Chartered Insurance Institute (CII), is the highest professional insurance qualification that can be gained by examination and is aimed at career professionals who wish to advance their professional standing. Successful completion of the Advanced Diploma in Insurance entitles the holder to apply to use the universally recognised designation ACII®. To be eligible to use this designation you need to be a member of the CII and maintain your knowledge through Continuing Professional Development (CPD). The most appropriate way to maintain your CPD is through membership of the Insurance Institute of Ireland. The ACII is firmly established as the premier industry designation, with a pedigree stretching back almost a century.

Its flexible structure provides an enhanced understanding of insurance practice, both in terms of technical subject matter and overall management skills. Having met certain examination requirements (which are listed below), students are free to choose from a wide variety of insurance areas so can select a learning programme that matches their own requirements and career aspirations.

## What does the Advanced Diploma involve?

Each unit has a credit value and the accumulation of 290 credits leads to the award of the Advanced Diploma in Insurance (ACII®). Earlier qualifications including IFC, PMC, LPAC, DLA, CIP, DIP, DIP PMI, DIP L.A. and JFSD subjects have been awarded credits for the purpose of the Advanced Diploma qualification. However, please note that the CII will only award these credits on the basis of the **full** completion of the qualification by examination. Credits will not be awarded for any qualifications completed by part exemption. The CII reviews the content of the Advanced Diploma on a regular basis and as a result, these credits are subject to change. Pages 24-25 outlines the current award of these credits with the CII. A personalised "learning statement" outlining credits achieved to date can be requested from the CII customer service at [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk).

So to achieve the Advanced Diploma, you must:

- Accumulate a minimum of **290** credits of which:
  - › 180 Credits must be gained in Advanced Diploma units
  - › 30 Credits must be gained in a **UK CII** Advanced Diploma level unit **through examination**
- Complete the 3 core units:
  - › 510 – Risk, regulation and capital adequacy
  - › P05 – Insurance Law **or** IP05 – Insurance Law (with reference to Irish Law and practice)
  - › 530 – Business & Economics **or** P04 – Business Practice (final examination sitting in April 2010) **or** P92 - Insurance Business and Finance

Aside from these requirements, you are free to select the balance of **110** credits/subjects from across the range of qualifications: Insurance Foundation Certificate, Life Administration Certificate, Life & Pensions Administration Certificate, Private Medical Insurance Certificate, Certified Insurance Practitioner, Diploma in Life Administration, Diploma in Loss Adjusting, Joint Financial Services Diploma, Diploma in Life & Disability Underwriting and Diploma in Life & Disability Claims. The credit allocation for Irish modules and qualifications is outlined on page 24.

## Notes

Candidates may sit unit P92/P04 and then progress to unit 530 or sit 530 instead of P92/P04. However, it is not possible to sit 530 and subsequently study P92/P04 as this would represent a move backwards in terms of technical complexity. This rule also applies to anyone deemed to have passed 530 by virtue of an exemption. These rules also apply to units P86 and 760 and P97 and 785 respectively.

If you have successfully completed or received an exemption from subject EC – Economics within the Joint Financial Services Diploma you cannot take subject 530 by examination but will have satisfied the core requirement for this unit.

Anyone with a pass in units, P03, IP06 or 520 will have satisfied the legal unit requirement and will be not be required to take P05 or IP05.

Credits gained from prior learning (also known as exemptions) can be used in reaching the number of credits required. Please refer to the Exemptions Section on page 31 for further details.

**Please note that even if students have received credits from prior learning for a UK subject(s) they will still need to successfully pass a UK subject by examination to meet the requirements noted above.**





The table below outlines the Advanced Diploma and Diploma in Insurance units available at the time of going to print.

**Advanced Diploma Core Units**

- (510) Risk, regulation and capital adequacy (30)
- (P05) Insurance law **or** (IP05) Insurance Law (with reference to Irish Law and Practice) (25 diploma level credits)
- (530) Business and economics (30) **or** (P04) Business practice (20) **(final examination sitting April 2010)** **or** (P92) Insurance business and finance (25)

**Irish Advanced Diploma Units (30 Credits are awarded per unit)**

- (561) Life Assurance and Pensions Administration (with reference to Irish Law and Practice)
- (821) Claims Management (with reference to Irish Law and Practice)

**Irish Diploma Units (25 Credits are awarded per unit)**

- (IP05) Insurance Law (with reference to Irish Law and Practice) – **(25 diploma level credits are awarded for this unit)**
- (756) Liability Insurance (with reference to Irish Law and Practice) – **(25 diploma level credits)**
- (766) Motor Insurance (with reference to Irish Law and Practice) – **(25 diploma level credits)**

**UK Advanced Diploma Units (30 Credits are awarded per unit)**

- (555) Life and disability underwriting
- (556) Life and disability claims
- (590) Principles of Takaful
- (655) Risk management
- (735) Life assurance
- (745) Principles of property insurances (final sitting Oct 2010)
- (770) Principles of marine insurance
- (785) Principles of reinsurance (final sitting Oct 2010)
- (790) Private medical insurance
- (815) Underwriting management
- (820) Claims management (non-life)
- (930) Insurance broking
- (945) Marketing
- (990) Insurance corporate Management
- (CITIP) Certificate in IT for insurance professionals

**UK Diploma in Insurance Units (30 Credits are awarded per unit)**

- (P91) Aviation & Space Insurance
- (P97) Reinsurance

**UK Diploma in Insurance Units (25 Credits are awarded per unit)**

- (P05) Insurance law
- (P10) Commercial insurance practice
- (P90) Cargo and Transit Insurances **(first examination sitting October 2010)**
- (P92) Insurance business and finance
- (P93) Commercial property and business interruption
- (P94) Motor insurance
- (P96) Liability insurances

**UK Diploma in Insurance Units (20 Credits are awarded per unit)**

- (P01) Insurance practice and regulation **(final examination sitting April 2010)**
- (P04) Business practice **(final examination sitting April 2010)**
- (P21) Commercial insurance contract wording
- (P80) Underwriting practice
- (P81) Insurance broking practice
- (P85) Claims practice
- (P86) Personal insurances



## Exams

All Advanced Diploma exams are three hour written examinations and all Diploma units are 2 hour written exams. All modules with the exception of IP05/PO5 and 990 take the format of eight compulsory short-answer questions, plus case study and essay questions. Most include one compulsory case study question, although the overall level of choice depends upon the unit being examined.

The (PO5/IP05) Insurance Law module consists of fourteen compulsory short-answer questions and two case study/essay questions from a choice of four. Module 990 is examined by one case study question and two essay questions from a choice of three. The CII Diploma units (e.g. P80) are examined through a variety of methods, please refer to the CII's website for a detailed breakdown.

It is recommended that you allow a minimum of 120 hours study for diploma level modules.

## Choosing Your Modules

The selection of modules will depend on the job you are doing. You are strongly advised to consult your employer or the Insurance Institute of Ireland before making your decision.

If you would like to download comprehensive syllabi for the modules you are studying, please refer to The Insurance Institute of Ireland website for Irish modules or refer to the CII website [www.cii.co.uk](http://www.cii.co.uk) which includes a full listing of CII UK modules.

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

**N.B. Students may choose from the list of both Irish and UK subjects but it is obligatory to take at least one UK module by examination.**

## Modules Localised to Irish Law and Practice

Syllabi covering Irish law and practice are available for a number of modules. Candidates in the Republic of Ireland are free to select the more appropriate of the UK or Irish options, but may not take both versions of any one module. The localised Irish modules are as follows:

- IP05 – Insurance Law (with reference to Irish Law and Practice) - CII unit PO5 barred
- 561 - Life Assurance and Pensions Administration - CII unit 735 barred
- 821 - Claims Management (with reference to Irish Law and Practice) - CII unit 820 barred
- 756 - Liability Insurance (with reference to Irish Law and Practice) - CII unit P96 barred
- 766 - Motor Insurance (with reference to Irish Law and Practice) - CII unit P94 barred

## Textbook Update

Textbooks are updated on a regular basis. It is the student's responsibility to ensure they have the relevant textbook, in particular students who defer an exam from one session to another and students who fail a subject and need to resit the exam.

## Tuition

The CII provide additional learning materials for selected Advanced Diploma subjects. Options available include key fact cards and continuous assessments. (See fees on reverse of application forms for pricing details.)



## Entry Standards

There are no entry requirements in order to study for this qualification. However, we would recommend that candidates hold one of the following qualifications or their equivalent:

Any of the following qualifications (or their equivalent) are accepted for direct entry:

- Three higher level C1s in the Leaving Certificate.
- Certified Insurance Practitioner;
- Diploma in Life Administration;
- Diploma in Private Medical Insurance;
- Diploma in Loss Adjusting;
- Joint Financial Services Diploma;
- Two higher level C1s and two ordinary level D1s in the Leaving Certificate.

**Note: If you hold a Leaving Certificate or equivalent qualifications, you are strongly recommended to complete the Certified Insurance Practitioner or Joint Financial Services Diploma before entering the Advanced Diploma.**

## Admission to ACII

To qualify as an ACII, you must be a member of the CII. You can apply for CII membership when you become a member of the Insurance Institute of Ireland.

Please note upon election to Associate, you need to be a member of the CII and maintain your knowledge through Continuous Professional Development (CPD). The most appropriate way to maintain your CPD is through membership of The Insurance Institute of Ireland.

## Admission

The admission process to Associateship (ACII) is now carried out by The Insurance Institute of Ireland on behalf of the CII. On completion of your exam requirements, you will receive a letter from the Institute outlining the admission procedure, which may be completed online. You will also receive an email from the Professional Standards Advisory Board (PSAB-GI) on behalf of the CII. You are required to be a member of the Chartered Insurance Institute (CII) to apply for or retain the designation ACII. Every individual who holds the Associateship is obliged to participate in a programme of Continuous Professional Development (CPD). This scheme is now administered by the Professional Standards Advisory Board - General Insurance (PSAB-GI) on behalf of the CII.

You can contact PSAB-GI directly at [cpd@psab-gi.ie](mailto:cpd@psab-gi.ie) or call us on the CPD helpline +353 (1) 6456699 for further details.