

ACCREDITATION OF PRIOR CERTIFIED LEARNING/EXEMPTIONS

You need only read this if applying for accreditation of prior learning that you have undertaken outside The Insurance Institute of Ireland and/or the CII. For further information on our exemption policy, please see www.insurance-institute.ie where you can download our exemptions handbook.

When is Accreditation Awarded?

An Accreditation sub-committee awards accreditation if it is satisfied that the syllabus for an Insurance Institute of Ireland or CII module has been substantially covered (80% syllabus match) by a specific external qualification and has been assessed using a technique and at a standard comparable with those applied to The Insurance Institute of Ireland or CII subject (70% match in assessment methods). Please note that no qualification can be awarded by exemption alone. To be awarded an III qualification, a student is required to complete at least one Insurance Institute of Ireland module by examination. Qualifications over ten years old may not be considered for exemption purposes as all information covered in a previous qualification must be reasonably up to date with current law, regulation and practice.

Does My Qualification Entitle Me to Accreditation?

There is already a wide range of awarding bodies, other professional institutes, universities, and colleges for which accreditation awards have been agreed. For an up to date listing, please refer to our website - www.insurance-institute.ie.

When Should I Apply?

It is advisable to apply for accreditation before ordering a course book or registering for an exam as you cannot change the book if you subsequently apply for, and are granted an accreditation from the module. If you sit and pass a module from which you later receive an exemption, the accreditation does not apply. If you fail an Insurance Institute of Ireland or CII exam, and subsequently gain a qualification, which would otherwise be regarded as equivalent, you are allowed to claim the exemption.

If you do wish to commence your studies immediately, review the syllabi carefully and choose a subject that has not been covered through your previous studies.

In some cases, exemptions granted in Insurance Institute of Ireland subjects 'barr' you from sitting a CII subject and vice versa. For example, if accredited for an Irish subject you are prohibited from taking a UK version of the same subject for examination. For example, if you are accredited for the Economics modules within the Joint Financial Services Diploma you cannot take subject 530 by examination.

Application Procedure for Pre-Established Accreditation

Various bodies have already successfully had some of their relevant qualification(s) accredited. To view a complete listing, please visit our website - www.insurance-institute.ie. If your qualification appears on this list, you just need to complete the accreditation form at the back of this handbook and return to The Insurance Institute of Ireland with your original academic transcript. Exemptions are processed by assessing each case individually, therefore, eligibility is checked and exemptions are granted accordingly in suitable cases.

Application Procedure for Establishing New Accreditation

Please contact The Insurance Institute of Ireland to discuss the procedure for establishing new accreditation. If you are the first candidate to seek accreditation for a particular qualification, you need to provide the following information:

- Exemption application form
- Original student transcript
- Detailed syllabus for all relevant modules
- Details of the structure of the qualification, distinguishing those units/modules that were compulsory from those that were optional
- Assessment methods including details of pass mark and contribution to overall result from different methods of assessment, e.g. coursework and written examination (generally, at least 70% of the available marks should be contributed by written examination)
- Copies of actual examination papers sat (or specimen examination papers)



How Long Does the Accreditation Process Take?

The time which it takes to process an exemption can range from 3 weeks to 3 months. This variation in processing time is due to the fact that every new exemption award is carefully considered and appraised by the external body (III or CII). The complexity and comprehensiveness of individual applications impacts on the processing time.

Note that due to the volume of applications received, it is the responsibility of the applicant, not The Insurance Institute of Ireland, to source information from the qualification's awarding body. Any transcripts provided must either be in English or accompanied by a translation verified by the awarding body or institution.

From Which Qualification Should I Apply for Accreditation?

The subject matter covered in your original qualification should be considered in comparison to the module or programme from which you are hoping to get an exemption e.g. law, economics, regulation, insurance products etc. It is strongly recommended that, in order to speed up the exemption process, the existing qualification is compared to the syllabi of the most appropriate Insurance Institute of Ireland programme in order to determine the module(s) from which exemption should be sought. The necessary information is available on www.insurance-institute.ie.

Note that previous business qualifications may **NOT** be used to gain exemptions from the Joint Financial Services Diploma but may be awarded exemptions from subjects in the Advanced Diploma in Insurance.