

DIPLOMA IN LIFE ADMINISTRATION (DLA)

Foundation Level	Introduction to Life Assurance & Pensions Administration (LA1) & QFA Life OR QFA Pensions
Core Level	QFA Life OR QFA Pensions OR Insurance Law (IP05)
Specialist Level	Life Assurance Practice & Pensions Administration (561) OR Life & Disability Underwriting (555) OR Life & Disability Claims (556)

Building on the foundation level you have achieved through the Life Administration Certificate (LAC) or Life & Pensions Administration Certificate (LPAC), the Diploma in Life Administration (DLA) is a natural follow on. It indicates that you have gained a high standard of technical knowledge in a specialist area, which can be benchmarked across the industry. The DLA is a natural foundation to the Diploma in Life and Disability Underwriting (DLDU) or Diploma in Life and Disability Claims (DLDC) qualifications which have been set by the Financial Regulator as meeting the competency requirement for those involved in claims arising from life assurance contracts.

DLA Foundation Level

This level is covered by the two modules of the LPAC qualification. Students should refer back to page 5 for full details of the LPAC if they have not previously passed this qualification.

DLA Core Level

The core modules introduce the legal and regulatory environment and the area of pensions and students can choose any one of these, normally selecting the module most relevant to their area of work. The choices are:

- QFA Life
- QFA Pensions
- Insurance Law (IP05)

(QFA1 exempts students from QFA Life & QFA Pensions.)

Exam

- QFA Life & QFA Pensions are examined by 80 multiple choice questions in a 1 ½ hour exam
- IP05 – Insurance Law is examined by a 3 hour written examination

If a QFA module is chosen, then this textbook must be purchased with another Insurance Institute of Ireland textbook. All other textbooks can be purchased individually.

Allow 100 hours to study for the QFA papers and a minimum of 120 hours for the Law module. A detailed course syllabus for each module is available on our website, www.insurance-institute.ie. Past papers for IP05 are free of charge from the website www.insurance-institute.ie.



DLA Specialist Level

For the final level of the DLA, students sit a specialist module which complements and expands on the previous material studied. The choices are:

- Life Assurance and Pensions Administration (561)
- Life and Disability Underwriting (555) *UK module*
- Life and Disability Claims (556) *UK module*

Exam

- 3 hour written examination
- The exam paper consists of a combination of compulsory short-answer questions, case study and essay questions

Allow a minimum of 120 hours for the Specialist modules. A detailed course syllabus for 561 is included on our website, www.insurance-institute.ie. Past papers for 561 are available free of charge from www.insurance-institute.ie. Syllabi for 555 and 556 are available on the CII website, www.cii.co.uk. Past papers for 555 and 556 are also available for purchase from the CII website.

DLA Diploma

On successful completion of the 4 modules from the choices outlined above, students will attain the Diploma in Life Administration (DLA) and will be presented with the qualification at our next available graduation ceremony. Graduates will be entitled to use the designatory letters DLA after their name, subject to their participation in a programme of Continuous Professional Development (CPD) and continued membership with The Insurance Institute of Ireland. Graduates will be notified when the DLA (CPD) scheme becomes available.

CIP Life Diploma

Please note in 2007 the CIP Life Diploma was replaced by the Diploma in Life Administration. Students who successfully completed examinations as part of the CIP Life Diploma may transfer these to the DLA structure.

Where to Next?

DLA graduates have three options. They can progress on to the Joint Financial Services Diploma (JFSD) and will have already attained 20 credits towards this qualification, as each module in the DLA gains 5 credits towards the JFSD. Full details on the JFSD can be found on pages 18-19. Alternatively, students can continue their studies with the Advanced Diploma in Insurance (ACII®) and will have already gained credits towards this. Please note, the Advanced Diploma is based on a different credit system than the JFSD. Please refer to pages 24-25 for more information in relation to CII credits. Full details of this qualification are included on pages 20-23.

Students also have the option of studying towards the Diploma in Life and Disability Claims/Underwriting offered in conjunction with the Assurance Medical Society (AMS) in the UK. Full details on this can be found on the page 17.

Textbook Update

Textbooks are updated annually. 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 an exam and need to re-sit the exam. Details of current textbooks are available on the Education section of the Institute website www.insurance-institute.ie.

How to apply for the DLA

After you have read all other applicable sections of this handbook, paying particular attention to our important dates, exam information and procedures, please complete the textbook & exam entry form on page 45 with the membership form on page 41 and return with payment to The Insurance Institute of Ireland. **You are required to be a member of the Insurance Institute of Ireland to undertake the DLA qualification and retain the designation.**