

# LIFE & PENSIONS ADMINISTRATION CERTIFICATE (LPAC)

## Introduction to Life Assurance & Pensions Administration (LA1) Qualified Financial Adviser Life Assurance (QFA Life) OR Qualified Financial Adviser (QFA Pensions)

The Life & Pensions Administration Certificate (LPAC) is a stand-alone qualification for the life insurance industry. It covers the principles and practice of life assurance and the related functions with specific focus on life and pensions administration. The LPAC will fully serve your needs if you are working in an administration role within a life assurance company. The certificate covers two modules:

- Introduction to Life Assurance & Pensions Administration (LA1)
- Qualified Financial Adviser Life (QFA Life)  
**OR**
- Qualified Financial Adviser Pensions (QFA Pensions)

The LPAC includes two modules from the Professional Diploma in Financial Advice (formerly known as the QFA Diploma). To attain the full Professional Diploma in Financial Advice qualification and QFA designation, you can continue through the LIA. For further information, consult [www.lia.ie](http://www.lia.ie). The QFA designation is jointly awarded by The Insurance Institute of Ireland, the LIA and The Institute of Bankers in Ireland.

### Exam

- LA1 is examined by 100 multiple-choice questions in a 2 hour examination
- Both QFA Life & QFA Pensions are examined by 80 multiple-choice questions in a 1 ½ hour examination

Allow approximately 100 hours to study for each paper. A detailed course syllabus and full sample papers are available on our website, [www.insurance-institute.ie](http://www.insurance-institute.ie).

### Textbook

The LA1 textbook can be purchased individually or jointly with the QFA Life or QFA Pensions textbooks. The QFA textbooks must be purchased with at least one other Institute textbook unless the student has previously successfully completed LA1. Students who wish to purchase QFA textbooks individually can apply directly to the LIA.

### Where to Next?

The Life & Pensions Administration Certificate is a natural stepping-stone into the examination structure of The Insurance Institute of Ireland. On completion of the qualification, the student is presented with a certificate and has completed the first two steps into our next qualification, the Diploma in Life Administration (DLA).

### 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's website [www.insurance-institute.ie](http://www.insurance-institute.ie).

### How to apply for the LPAC

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 LPAC qualification.**