



Chartered
Insurance
Institute

Standards. Professionalism. Trust.

2020 qualifications:
Your guide to studying with us



**Conquer
curiosity**

About us

The Chartered Insurance Institute (CII) is a professional body dedicated to building public trust in the insurance and personal finance profession. Over 128,000 members commit to high professional standards and continuing professional development.

We work with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Success in CII qualifications is universally recognised as evidence of knowledge and technical expertise.

Our members are able to drive personal development and maintain their professional standing by adhering to our Code of Ethics and by accessing a range of learning services.

Chartered Insurance Institute Hong Kong is one of the CII's global presence. The Hong Kong office works with business to develop bespoke, company-wide solutions, and delivers CPD seminars and networking events in the region.

Find out more at: cii.co.uk

Our vision

Our vision is to build public trust across the insurance and personal finance profession by providing relevant learning, insightful leadership and an engaged membership. Driving professional standards is at the heart of everything we do. Ethical conduct and technical competence are supported by our Code of Ethics and qualifications, designed in conjunction with industry practitioners and registered with Ofqual in the Regulated Qualifications Framework.

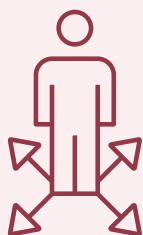


Contents

- 4. Your journey, our commitment
- 6. Becoming a member
- 8. Your sector-specific society
- 10. Recognition of prior learning
- 12. Studying with us
- 14. Insurance
 - 16. Insurance qualifications framework
 - 18. Insurance qualifications
- 38. Personal Finance
 - 40. Personal Finance qualifications framework
 - 42. Personal Finance qualifications
- 68. Supporting your studies
 - 70. Enrolment plus
- 72. Member designations
- 74. Chartered status
- 76. Fellowship
- 78. Examination units enrolment fees
- 81. International examination centers - Asia Pacific

Your journey our commitment

We are here to support you and your career development, whether you're new to the sector or a professional looking to keep ahead of the curve.



Tailor your qualification pathway

The flexibility of our qualifications framework allows you to select units that match the requirements of your current role or future career aspirations. We use a range of assessment methods, all carefully chosen and designed to promote the optimum type of learning for each level and qualification.

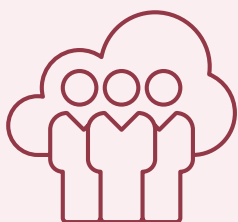
Find out more on pages 14-37 and 38-67.



Earn recognition for your prior learning

If you hold a degree or professional qualification in a relevant subject, such as accounting, business, maths or law; you could receive CII credits that count towards completion of a CII qualification. In doing so, you could avoid duplication of learning and achieve your qualification quicker.

Find out more on pages 10-11.



Become a member

Membership supports your professional development and enhances your career potential.

As a member, you can join a sector-specific Society, focusing on the issues that matter most in your sector.

Find out more on pages 6-7.



Earn the mark of professionalism

Once qualified, members are entitled to use the accompanying designation. In order to ensure your expertise remains current, use of designations is dependent on ongoing membership and CPD requirements.

To see the full list of designations available, head to pages 72-75.

Advanced Diploma holders can apply for Chartered status and progress to Fellowship.

Find out more on pages 74-77.

Dedicated to your development

Our members are committed to ongoing professional development and champion the sharing of good practice to improve consumer outcomes.

Standards

Be part of a professional body that's recognised and respected by employers, regulators and your professional peers. We play a pivotal role within the profession, setting standards for competence and influencing future direction.

Professionalism

Our members are highly respected for their knowledge and expertise. Membership supports your professional development, enhances your career potential and integrates you into a network of like-minded professionals.

Trust

Public trust is at the heart of all that we do. Our Royal Charter ensures we never lose sight of our mission. We help to unite the profession, increasing its credibility with consumers. Together, we drive confidence in the power of professional standards.

Designations

Promote your expertise with pride using internationally recognised designations upon completion of qualifications. You'll demonstrate your level of knowledge to employers, clients and professional peers, ensuring your commitment to professional development is clear for all to see.

Designations may only be used by members.

Continuing Professional Development (CPD)

We believe that continued learning and professional development is important to you and your career. That's why members commit to ongoing learning and development, helping to ensure their knowledge remains up-to-date and relevant. We have created a programme of events and a wealth of online resources to ensure that professional development is at the forefront of your membership.

cii.co.uk/cpd

Code of Ethics

Members commit to high professional standards and adherence to our Code of Ethics. Operating with integrity and fairness increases the credibility and trust in our profession with consumers, policymakers and the government.

cii.co.uk/code

Exclusive knowledge services and discount offers

A core benefit of your membership is access to an exclusive knowledge services including e-library, research reports library and databases, and reference resources. You can also access all CII studytexts online and enjoy discounts on all CII qualifications and CII Hong Kong learning and networking events.

cii.co.uk/learning/knowledge-services

cii-hk.com/about/training-courses-and-cpd

Becoming a member

Membership is open to anyone wholly or mainly employed or engaged in work connected with insurance or financial planning. To join, please visit:

cii-hk.com/membership/join

There are two pricing levels of membership if you're based outside the UK:

- Standard non-UK fees
- Low and lower middle income country fees

Standard non-UK fees

Category	Annual fee
Ordinary (unqualified)	£58
Ordinary (Award)	£63
Qualified (Certificate)	£89
Qualified (Diploma)	£105
Qualified (Advanced Diploma)	£109
Fellow	£129
Chartered	£160

One-off admission fee for new and reinstating members: £37

Low and lower middle income country fees

Category	Annual fee
Ordinary (unqualified)	£41
Ordinary (Award)	£47
Qualified (Certificate)	£53
Qualified (Diploma)	£66
Qualified (Advanced Diploma)	£78
Fellow	£102
Chartered	£115

One-off admission fee for new and reinstating members: £37

This discounted membership fee is available if you reside in the following countries, which have been categorised as 'low income' or 'lower middle income':

Afghanistan, Angola, Armenia, Bangladesh, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo (Dem. Republic of), Cote d'Ivoire, Djibouti, Egypt, El Salvador, Eritrea, Ethiopia, Gambia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Haiti, Honduras, India, Indonesia, Jordan, Kenya, Kiribati, Korea (Dem. Peo. Rep. of), Kosovo, Kyrgyzstan, Lao People's Democratic Rep., Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Philippines, Republic of Moldova, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, Swaziland, Tajikistan, Tanzania (United Rep. of), Thailand, Timor Leste, Togo, Tonga, Tunisia, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen, Zambia.

Remarks:

- Fees shown are applicable from 1 January 2020 to 31 December 2020 (membership fees are reviewed each year with effect from 1 January).

Join a community of like-minded professionals

Offering an enhanced member experience, our sector-specific Societies are dedicated to supporting you at every stage of your career, focusing on the issues that matter most in your sector.

Business relevant insights

Guided by an Advisory Board of leading market practitioners, each Society addresses developments salient to your sector through knowledge, insights and good practice guidance.

Societies work closely with market experts to help identify emerging trends, with research and thought leadership providing you with the confidence to make key decisions.

Supporting your career needs

Each Society is committed to supporting your ongoing professional development which means supporting you throughout every stage of your career.

Whilst professional qualifications demonstrate your technical competence, membership provides you with the assets to help you progress.

By providing focused CPD content along with a dedicated programme of events, your Society will offer access to the things that matter most to you, helping you build a strong professional network.

Your sector-specific Society

By becoming a member of a Society, you are joining a community of professionals committed to driving the profession forward through technical expertise, ethical behaviour, and a culture of learning and development.

Personal Finance Society

The leading professional body in the UK for the personal finance profession.

thepfs.org

Society of Underwriting Professionals

Supporting those involved in evaluating and pricing risk.

socup.org.uk

Society of Insurance Broking

Bespoke to those working within the broking sector.

sib.org.uk

Society of Mortgage Professionals

Dedicated to professionals working in the mortgage market.

smp.org.uk

Society of Claims Professionals

Committed to insurance claims professionals.

socp.org.uk

How to join your Society

New members can select their Society when registering for membership. If you are an existing member, you can join your Society by contacting Customer Service or visiting the Society's website.

Recognition not repetition



Recognition of prior learning

Before studying with us, check whether your previous qualifications from other professional bodies, institutes or universities count towards a CII qualification. It could save repeated learning and reduce your qualification costs.

To find out if you're eligible, details of the fee payable and to make an application, visit

cii.co.uk/prior-learning

How to apply for CII credits

Once you've checked your qualification is recognised as prior learning, you will need to submit an application online at **cii.co.uk/prior-learning**, with your scanned supporting evidence. Our customer service team will review and confirm your eligibility by email.

If your application is successful, you'll need to pay a fee to claim the credits^ before prior learning is awarded.

- CII / Personal Finance Society members – £4 per CII credit
- Non-members – £7 per CII credit

We'll let you know the fee amount, based on the number of CII credits and your membership status.

^Remark:

Once your recognition of prior learning is successful confirmed, you must claim it within thirty days of your confirmation letter. If it is not claimed within the period, it will be invalidated and you may need to make a new application.

Progress at your own pace



Supporting you all the way

Our qualifications framework lets you plan a learning pathway to fit your current role and responsibilities as well as your career aspirations.

Throughout this brochure, we depict each qualification and its completion requirements from the insurance and personal finance frameworks. Further information, including fees, assessment methods and exam dates can be found online.

Your Learning Statement

To help you plan your pathway, your personalised Learning Statement provides a record of the units and credits you currently hold and how these can be used towards further qualifications.

Request your Learning Statement online:
cii.co.uk/learningstatement

Note: you must have an online user profile and registered email address to access your CII Learning Statement. Registration is simple and free.

Remote Invigilation

Sit your exam from home with remote invigilation. Recreating a formal examination centre, remote invigilation connects you to a proctor who will live invigilate your exam, providing your result immediately. All you need is an internet connection.

Currently, remote invigilation service is available for non-UK learning units; AWP, AWB, AWF, FA1, FIT, IF7, I11, IF9 WCE, WUE, W01, W04 and WH1.

The following units are available to all eligible candidates regardless of residence M67, M91, M93, M94, M85 M86, M96, M97, M98, M21, M90 and M66.

We will extend this to other units in due course. We are currently working with our provider to enable us to offer this more widely.

For more information, please visit:
cii.co.uk/ri

Insurance qualifications

Award for the Foundation Insurance Test	18
Award in Motor Insurance	19
Award in Travel Insurance	20
Award in Home Insurance	22
Award in Pet Insurance	23
Award in London Market Insurance	24
Certificate in London Market Insurance	29
Certificate in Insurance	30
Award in General Insurance (non-UK only)	25
Award in General Insurance (Hong Kong)	26
Award in Customer Service in Insurance (non-UK only)	27
Certificate in Insurance and Financial Services (non-UK only)	28
Diploma in Insurance	32
Advanced Diploma in Insurance	34
Certificate in London Market Insurance Specialisation	36
Certificate in Insurance Market Specialisation	37

Our suite of qualifications cater for all levels of knowledge and experience, from new entrants through to seasoned professionals. The flexible structure of our qualifications allows you to create an individual learning programme that suits your needs.

Award

The Award qualification helps candidates to understand basic insurance principles, procedures and products.

Requirements:

- Completion of one unit out of: W01, WH1, WM1, W04

Certificate

The Certificate qualification helps candidates to develop core knowledge of the key disciplines across all sectors of the industry.

- Requirement: 40 credits

Diploma

The Diploma qualification is a technical and supervisory qualification which enables candidates to build towards advanced technical knowledge.

Requirements:

- 120 credits with at least 90 credits in Diploma level or above
- Completion of core units: M05, plus M92 or 530

Advanced Diploma

The Advanced Diploma provides an enhanced understanding of insurance practice. Obtaining an ACII designation, candidates will join the community of proven insurance professionals.

Requirements:

- 290 credits with at least 150 credits in Advanced Diploma level
- Completion of core units: M05, plus M92 or 530, plus 820 or 930 or 960

Fellowship

Acquiring FCII accreditation will further demonstrate candidates' knowledge, experience and professionalism to the sector.

Chartered

Chartered status is a symbol of technical competence and signifies a public commitment to professional standards.

Requirements:

- Hold the Advanced Diploma in Insurance or Fellowship
- Be a member of the Chartered Insurance Institute
- Have at least five years' sector experience

Insurance qualifications

Unit framework

Study and assessment key

Assessment methods vary depending on the unit's level and subject matter. Each unit within the framework has been assigned an icon, to identify the assessment method from the options below.

✓

□

Multiple choice question (MCQ)

Study is based on a specified enrolment period, from 01 May – 30 April for non-UK exams. MCQ exams are available at selected international online exam centres, or twice-yearly in April and October at international paper-based exam centres.

Written exam

Study is based on a 12 month enrolment period from the date of purchase. Written exams are held twice-yearly in April and October international exam centres.

✓

□

Mixed assessment

Study is based on an 18 month enrolment period from the date of purchase. Candidates must pass a coursework assignment within the first 6 months and a MCQ exam within 18 months.

Coursework assignments

Study is based on a 12 month enrolment period from the date of purchase. Candidates must pass three written assignments, each typically 2,000-3,000 words.

Dissertation

Study is based on an 18 month enrolment period from the date of purchase. Candidates must submit a dissertation, typically 10,000-11,000 words, on an agreed subject.

Award level units



(FIT) Foundation Insurance Test
6 credits
40 study hours

(PL1) Introduction to Motor Insurance
0 credits
20 study hours

(PL2) Introduction to Travel Insurance
0 credits
20 study hours

(PL3) Introduction to Home Insurance
0 credits
20 study hours

(PL4) Introduction to Pet Insurance
0 credits
20 study hours

Notes

1. Available to non-UK candidates only
2. Available to candidates in Hong Kong only
3. Unit W01 is also available in Simplified Chinese, (WM1) Award in general insurance
4. Unit soon to be withdrawn. Final exam session will be April 2020

Certificate level units



(W01) Award in General Insurance^{1, 3}
15 credits
50 study hours

(WH1) Award in General Insurance (Hong Kong)²
15 credits
50 study hours

(W04) Award in Customer Service in Insurance¹
15 credits
50 study hours

(WCE) Insurance Claims Handling¹
15 credits
50 study hours

(WUE) Insurance Underwriting¹
15 credits
50 study hours

(IF1) Insurance, legal and regulatory
15 credits
60 study hours

(IF2) General insurance business
15 credits
60 study hours

(IF3) Insurance underwriting process
15 credits
60 study hours

(IF4) Insurance claims handling process
15 credits
60 study hours

(IF5) Motor insurance products
15 credits
60 study hours

(IF6) Household insurance products
15 credits
60 study hours

(IF7) Healthcare insurance products⁸
15 credits
60 study hours

(IF8) Packaged commercial insurances
15 credits
60 study hours

(IF9) Customer service in insurance
15 credits
60 study hours

(I10) Insurance broking fundamentals
15 credits
60 study hours

(I11) Introduction to risk management
15 credits
60 study hours

(LM1) London market insurance essentials
10 credits
40 study hours

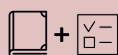
(LM2) London market insurance principles and practices
15 credits
60 study hours

(LM3) London market underwriting principles
15 credits
60 study hours

This is the framework for our insurance qualification units. They are grouped according to their difficulty, from Award level through to Advanced Diploma level.

Depending on the qualification you want to achieve, you'll need to study a number of these units. Some of our qualifications require just one unit while others require several.

Diploma level units



(M05) Insurance law

25 credits
120 study hours

(M21) Commercial insurance contract wording

20 credits
100 study hours

(M66) Delegated authority

25 credits
100 study hours

(M67) Fundamentals of risk management

25 credits
100 study hours

(M80) Underwriting practice

20 credits
80 study hours

(M81) Insurance broking practice

20 credits
80 study hours

(M85) Claims practice

20 credits
80 study hours

(M86) Personal insurances

20 credits
80 study hours

(M90) Cargo and goods in transit insurances

25 credits
100 study hours

(M91) Aviation and space insurance

30 credits
120 study hours

(M92) Insurance business and finance

25 credits,
100 study hours

(M93) Commercial property & business interruption insurances

25 credits
100 study hours

(M94) Motor insurance

25 credits
100 study hours

(M96) Liability insurances

25 credits
100 study hours

(M97) Reinsurance

30 credits
120 study hours

(M98) Marine hull and associated liabilities

30 credits
100 study hours



(P61) Life, critical illness and disability underwriting⁴

30 credits
80 study hours

(P62) Life, critical illness and disability claims⁴

30 credits
120 study hours

(P63) Long term insurance business⁴

25 credits
100 study hours

(P64) Private medical insurance practice⁴

25 credits
100 study hours

Advanced Diploma level units



(530) Economics and business

30 credits
150 study hours

(820) Advanced claims

30 credits
150 study hours

(930) Advanced insurance broking

30 credits
150 study hours

(945) Marketing insurance products and services

30 credits
150 study hours

(960) Advanced underwriting

30 credits
150 study hours

(990) Insurance corporate management

30 credits
150 study hours

(992) Risk management in insurance

30 credits
150 study hours

(995) Strategic underwriting

30 credits
150 study hours

(996) Strategic claims management

30 credits
150 study hours

(997) Advanced risk financing and transfer

30 credits
150 study hours



(590) Principles of Takaful

30 credits
120 study hours

(993) Advances in strategic risk management in insurance

50 credits
180 study hours



(991) London market insurance specialisation

50 credits
180 study hours

(994) Insurance market specialisation

50 credits
180 study hours

Award for the Foundation Insurance Test

2

RQF level

6

CII credits

N/A

Member
designation

40 hrs

Recommended study time per unit

Overview

The Level 2 Award for the Foundation Insurance Test is an introductory-level qualification that helps you develop an understanding of key insurance topics: how the insurance market operates, fundamental risk and insurance principles and procedures, and core personal and commercial insurance products.

The Award is particularly suitable if you're new to the sector, or in an associated industry or support role where you need to demonstrate a basic understanding of general insurance.

Completion requirements

The Award comprises one core unit providing 6 CII credits on successful completion. These credits can be used towards further CII qualifications.

(FIT) Foundation
Insurance Test
6 credits

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/FIT

Award in Motor Insurance

2

RQF level

N/A

CII credits

N/A

Member
designation

20 hrs

Recommended study time per unit

Overview

The level 2 Award in Motor Insurance is suitable for entry-level staff, anyone working in customer facing roles and those in support roles seeking to build a better understanding of Motor insurance.

The Award gives a broad understanding of Motor Insurance, including the need for cover and its benefits; insurance legal principles and duties; product features; how cover is arranged and provided, and the principles of delivering good customer service.

Completion requirements

The Award comprises one core unit: Introduction to Motor Insurance.

(PL1) Introduction to motor
insurance
0 credits*

Core

* Completion of three of the four Personal Lines Awards (Award in Motor Insurance, Award in Travel Insurance, Award in Home Insurance, Award in Pet Insurance) contributes 15 CII credits towards the unit requirement of the Certificate in Insurance. More information on the Certificate in Insurance can be found on page 30.

See page 16-17 for unit assessment methods.

Included within your Enrolment:

- Interactive digital course
- Study text – digital and/or print
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/personallines

New! Available January 2020

Award in Travel Insurance

2

RQF level

N/A

CII credits

N/A

Member
designation

20 hrs

Recommended study time per unit

Overview

The level 2 Award in Travel Insurance is suitable for entry-level staff, anyone working in customer facing roles and those in support roles seeking to build a better understanding of Travel insurance.

The Award gives a broad understanding of Travel Insurance, including the need for cover and its benefits; insurance legal principles and duties; product features; how cover is arranged and provided, and the principles of delivering good customer service.

Completion requirements

The Award comprises one core unit: Introduction to Travel Insurance.

(PL2) Introduction to travel
insurance
0 credits*

Core


* Completion of three of the four Personal Lines Awards (Award in Travel Insurance, Award in Motor Insurance, Award in Home Insurance, Award in Pet Insurance) contributes 15 CII credits towards the unit requirement of the Certificate in Insurance. More information on the Certificate in Insurance can be found on page 30.

See page 16-17 for all unit assessment methods.

Included within your Enrolment:

- Interactive digital course
- Study text – digital and/or print
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/personallines

A woman with long, curly brown hair is sitting at a desk, wearing white headphones and a dark blue top. She is focused on writing in an open notebook with a silver pen. To her left is a potted plant with large green leaves and a white cup on a saucer. The background is softly blurred, showing a warm, indoor setting with a window. A semi-transparent white box with yellow text is overlaid on the bottom left of the image.

**Explore the key
legal principles that
underpin a contract,
such as insurable
interest and utmost
good faith**

New! Available January 2020

Award in Home Insurance

2

RQF level

N/A

CII credits

N/A

Member
designation

20 hrs

Recommended study time per unit

Overview

The level 2 Award in Home Insurance is suitable for entry-level staff, anyone working in customer facing roles and those in support roles seeking to build a better understanding of Home insurance.

The Award gives a broad understanding of Home Insurance, including the need for cover and its benefits; insurance legal principles and duties; product features; how cover is arranged and provided, and the principles of delivering good customer service.

Completion requirements

The Award comprises one core unit: Introduction to Home Insurance.

(PL3) Introduction to home
insurance
0 credits*

Core

* Completion of three of the four Personal Lines Awards (Award in Home Insurance, Award in Travel Insurance, Award in Motor Insurance, Award in Pet Insurance) contributes 15 CII credits towards the unit requirement of the Certificate in Insurance. More information on the Certificate in Insurance can be found on page 30.

See page 16-17 for unit assessment methods.

Included within your Enrolment:

- Interactive digital course
- Study text – digital and/or print
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/personallines

Award in Pet Insurance

2

RQF level

N/A

CII credits

N/A

Member
designation

20 hrs

Recommended study time per unit

Overview

The level 2 Award in Pet Insurance is suitable for entry-level staff, anyone working in customer facing roles and those in support roles seeking to build a better understanding of Pet insurance.

The Award gives a broad understanding of Pet Insurance, including the need for cover and its benefits; insurance legal principles and duties; product features; how cover is arranged and provided, and the principles of delivering good customer service.

Completion requirements

The Award comprises one core unit: Introduction to Pet Insurance.

Introduction to pet
insurance
0 credits*

Core

* Completion of three of the four Personal Lines Awards (Award in Pet Insurance, Award in Travel Insurance, Award in Home Insurance, Award in Motor Insurance) contributes 15 CII credits towards the unit requirement of the Certificate in Insurance. More information on the Certificate in Insurance can be found on page 30.

See page 16-17 for unit assessment methods.

Included within your Enrolment:

- Interactive digital course
- Study text – digital and/or print
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/personallines

Award in London Market Insurance

3

RQF level

25

CII credits

N/A

Member
designation

40-60 hrs

Recommended study time per unit

Overview

The level 3 Award is a specialist qualification for those working in or with the London Market. It helps you gain a broad understanding of the insurance process and practice across the London Market.

Designed in consultation with London Market practitioners, the Award in London Market Insurance provides an essential grounding for new entrants to the profession, or those who have dealings with it.

Completion requirements

The Award comprises two core units providing a total of 25 CII credits on successful completion. These credits can be used towards further CII qualifications.

(LM1) London Market insurance essentials 10 credits	(LM2) London Market insurance principles and practices 15 credits
---	--

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/ALMI

Award in General Insurance

Non-UK only

N/A

RQF level (equivalent to level 3)

15

CII credits

CII (Award)

Member designation

50 hrs

Recommended study time per unit

Overview

The Award in General Insurance is an introductory-level qualification that helps develop your understanding of insurance principles, procedures and products.

It's particularly suitable if you're a non-UK insurance practitioner at the beginning of your career or seeking to build on existing knowledge through formal study. It also meets the operating standards set by the local regulator.

Also available in **Simplified Chinese**, (WM1).

Completion requirements

The Award comprises one core unit providing 15 CII credits on successful completion. These credits can be used towards further CII qualifications.

(W01) Award in
general insurance
15 credits

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-general-insurance

Award in General Insurance (Hong Kong)

N/A

RQF level (equivalent to level 3)

15

CII credits

CII (Award)

Member designation

50 hrs

Recommended study time per unit

Overview

The Award in General Insurance (Hong Kong) is similar to the Award in General Insurance (non-UK) but is specific to the Hong Kong regulatory environment. The Award is an introductory-level qualification that helps develop your knowledge and understanding of insurance principles, local procedures and products.

It is suitable for new entrants to the profession or insurance practitioners at the beginning of their career seeking to build on existing knowledge through formal study. It also meets the operating standards set by the Hong Kong regulator.

Completion requirements

The Award comprises one core unit providing 15 CII credits on successful completion. These credits can be used towards further CII qualifications.

(WH1) **Award in general insurance** (Hong Kong)
15 credits

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text – digital only
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: [cii.co.uk/award-general-insurance\(hong-kong\)](https://cii.co.uk/award-general-insurance(hong-kong))

Award in Customer Service in Insurance

Non-UK only

N/A

RQF level (equivalent to level 3)

15

CII credits

CII (Award)

Member designation

50 hrs

Recommended study time per unit

Overview

The Award in Customer Service Insurance (non-UK) provides an essential introduction to the customer service function specific to insurance companies, intermediaries and providers. It helps build knowledge and understanding of the key processes and requirements related to good customer service.

Designed for those working in non-UK customer-facing roles, the Award is suitable for sales support and claims settlement staff, as well as new entrants to the profession.

Completion requirements

The Award comprises one core unit providing 15 CII credits on successful completion. These credits can be used towards further CII qualifications.

(W04) Award in customer service in insurance
15 credits

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-customer-service

Certificate in Insurance and Financial Services

Non-UK only

N/A

RQF level (equivalent to level 3)

40-45

CII credits

Cert CII

Member designation

50 hrs

Recommended study time per unit

Overview

The Certificate offers a dedicated pathway for candidates outside the UK to achieve the Certificate in Insurance and Financial Services. It is ideal for those who provide financial advice, act as an insurance agent, or aspire to either of these roles.

In successfully completing three units you will gain valuable knowledge relevant to your role and qualify for the Certificate.

Completion requirements

The Certificate comprises three core units, providing 40-45 CII credits on successful completion. You must select three units from the following options: AWF or AWB (not both), W01 or WH1 (not both), AWP, or W04.

Credits achieved can be used towards further CII qualifications.

(AWF) Award in financial planning 15 credits	OR	(AWB) Award in bancassurance 15 credits
(W01) Award in general insurance 15 credits	OR	(WH1) Award in general insurance (Hong Kong) 15 credits
(AWP) Award in investment planning 10 credits		
(W04) Award in customer service in insurance 15 credits		

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text - print and/or digital (digital only for WH1)
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-ins-fs

Certificate in London Market Insurance

3

RQF level

40

CII credits

CertCII

(London Market)

Member designation

40-60 hrs

Recommended study time
per unit

Overview

Building on introductory knowledge gained from the Award in London Market Insurance, the Level 3 Certificate in London Market Insurance requires one further unit (LM3) London market underwriting principles.

The Certificate develops knowledge and understanding of the underwriting disciplines within the London Market, and of the key elements of the cycle. It also explores the opportunities and challenges posed by using different distribution channels such as delegated underwriting.

It is a specialised qualification for those working in or conducting business through the London Market. It is particularly suitable for employees of Lloyd's syndicates, brokers, managing agents or members' agents in administrative, operational or other support roles, for example, business development managers, underwriting technicians or business analysts.

Completion requirements

The Certificate comprises three core units providing 40 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-lmi

Certificate in Insurance

3

RQF level

40

CII credits

CertCII

Member designation

40-60 hrs

Recommended study time
per unit

Overview

The Level 3 Certificate in Insurance is a core qualification for insurance staff working across all sectors of the industry. It provides a fundamental grounding of the key insurance principles, disciplines, products and markets, including the regulatory environment, key disciplines of underwriting and claims, in addition to popular products such as motor, household, healthcare and packaged commercial insurances.

The Certificate develops the knowledge and confidence needed as you begin to specialise your studies according to your ambitions and career requirements.

Completion requirements

The Certificate requires a minimum of 40 CII credits for successful completion. Candidates must study one core unit: IF1, or both LM1 and LM2. It is recommended that non-UK candidates study W01 as their core unit, and Hong Kong candidates should take WH1 as their core unit.



Core

The remaining credits can come from any units within the insurance qualifications framework. i.e. WH1 (core unit 15 credits) + WCE (optional unit 15 credits) + WUE (optional unit 15 credits)

However, please note the following restrictions:

- Due to the extent of syllabus overlap between IF1, LM1 and W01, achieving more than one of these units will receive only one award of credits.
- If you choose (LM1 + LM2) as your core unit, studying LM3 to satisfy the remaining credit requirement will achieve the Certificate in London Market Insurance, instead of the Certificate in Insurance.

We recommend that you sit the required core unit(s) first as these provide foundation knowledge upon which the others build. Credits achieved via the Certificate can be used towards further CII qualifications.

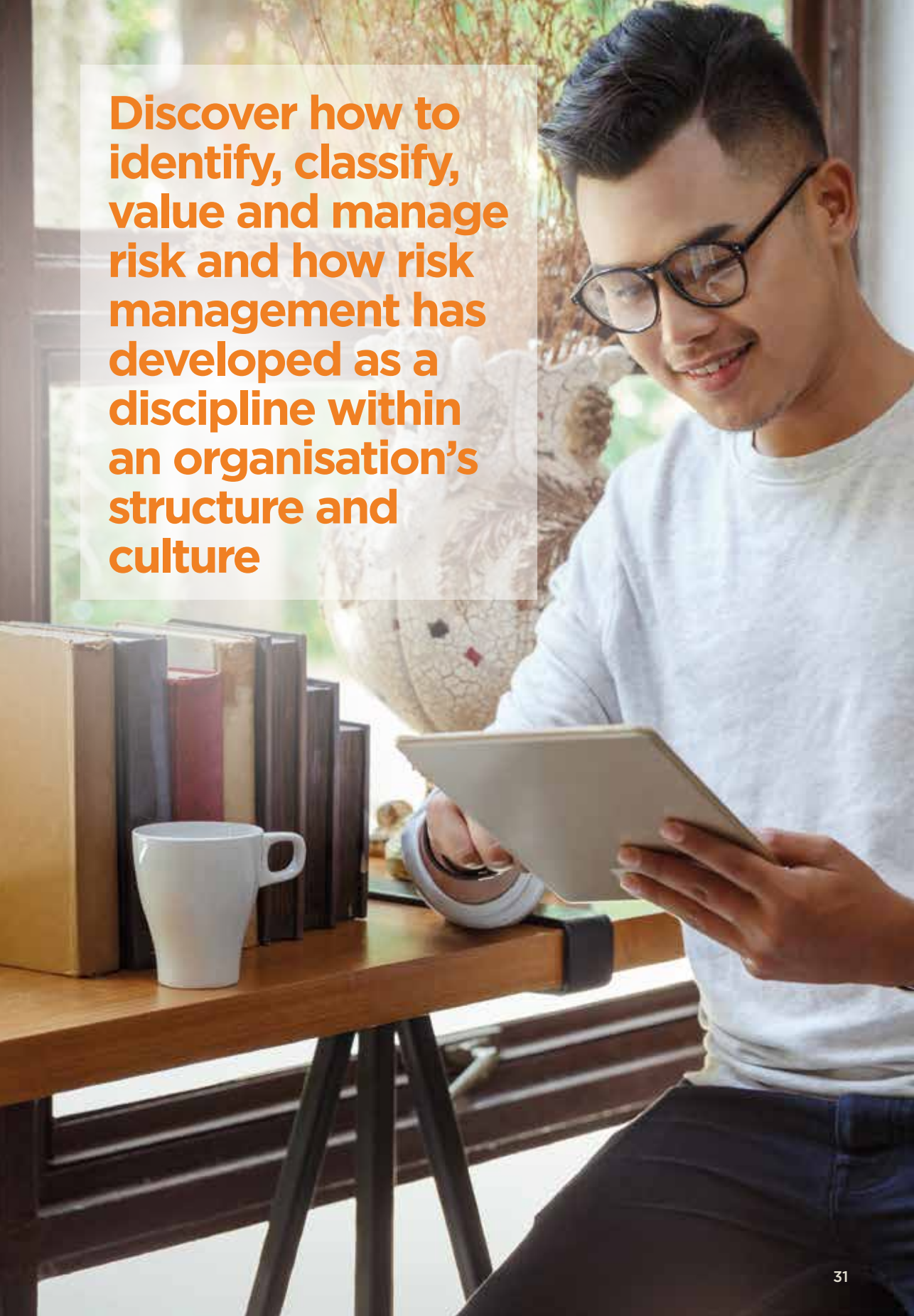
See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-insurance

Discover how to identify, classify, value and manage risk and how risk management has developed as a discipline within an organisation's structure and culture



Diploma in Insurance

4

RQF level

120

CII credits

DipCII

Member designation

80-120 hrs

Recommended study time
per unit

Overview

The Level 4 Diploma in Insurance is a technical and supervisory qualification appropriate for insurance staff working across all sectors of the profession. It provides a firm understanding of insurance fundamentals and develops advanced technical knowledge.

We recommend that candidates complete the Certificate in Insurance or equivalent, prior to studying for the Diploma.

Completion requirements

The Diploma requires a minimum of 120 CII credits for successful completion, with at least 90 credits at Diploma level or above.

Contributing towards the 90 credits at Diploma level or above requirement, candidates must study unit M05, along with either M92 or 530, providing 50-55 Diploma level or above credits. A further 40-45 credits at Diploma level or above must be achieved to meet the requirement of 90, along with a further 30 credits for full qualification completion. These remaining 30 credits can come from any units within the insurance framework.



Core

To see which units are regarded as Diploma level, along with individual unit assessment methods, see pages 16-17.

Credits achieved via the Diploma can be used towards further CII qualifications.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate. (no exam guide available for 530).
- Specimen coursework assignment

More details and to enrol: cii.co.uk/dip-insurance

**Understand
the vital role
reinsurance
contract wording
plays in an
increasingly
complex
financial world**



Advanced Diploma in Insurance

6

RQF level

290

CII credits

ACII

Member
designation

120-180 hrs

Recommended study time per unit

Overview

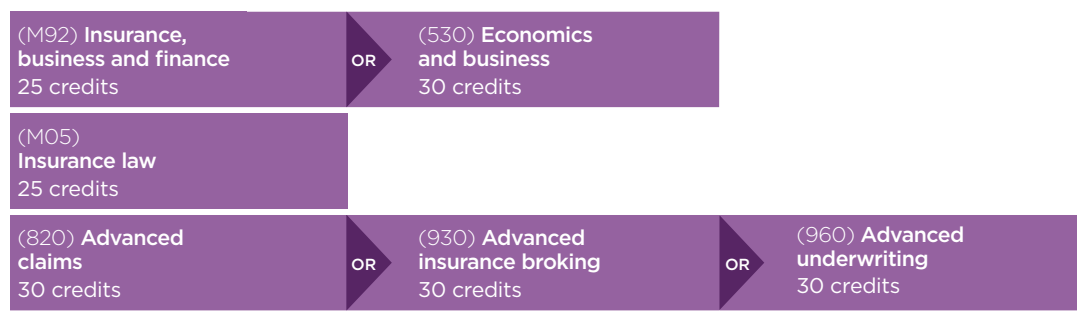
The Level 6 Advanced Diploma in Insurance provides you with enhanced understanding of insurance practice, and is a comprehensive assessment of market knowledge and understanding. On completion, the Advanced Diploma demonstrates your advanced technical awareness and critical understanding of the sector to your colleagues, customers and regulators. Widely recognised, it stands as evidence of your commitment and ability, and can be your passport to a successful career. Holders of the Advanced Diploma can apply for Chartered status and progress to Fellowship.

We recommend you complete the Diploma in Insurance or equivalent, prior to studying for the Advanced Diploma.

Completion requirements

The Advanced Diploma requires a minimum of 290 CII credits for successful completion, with at least 150 at Advanced Diploma level, and a further 55 at Diploma level or above. The remaining 85 credits can come from any units within the insurance framework.

Contributing towards these requirements, candidates must achieve unit M05, one unit from M92 or 530, and one unit from 820, 930, or 960:



Core

The remaining credits can come from any units within the insurance framework. To see which units are regarded as Advanced Diploma, or diploma level and what your options are, along with individual unit assessment methods, see pages 16-17.

Credits achieved via the Advanced Diploma can be used towards further CII qualifications.

Included within your Enrolment:

- Study text – print and ebook
- Assessment entry
- Specimen coursework assignment
- Online support including exam guide via RevisionMate (exam guide only available for units M05 and M92)

More details and to enrol: cii.co.uk/adip-insurance

Demonstrate your advanced technical awareness and critical understanding of the sector to your customers, colleagues and regulators



Certificate in London Market Insurance Specialisation

7

RQF level

50

CII credits

N/A

Member
designation

180 hrs

Recommended study time per unit

Overview

Developed in partnership with the Lloyd's Market Association (LMA), the Level 7 Certificate in London Market Insurance Specialisation improves practitioners' research skills within a concentrated field of study appropriate to the London Market.

The Certificate will enable you to create learning that matches precisely to your role and career aspirations and gain an in-depth understanding of a chosen topic through research and analysis.

The qualification requires study at a level equivalent to Master's degree learning, and as such we would advise candidates not to underestimate the demands associated with its completion. Candidates should fully familiarise themselves with the available dissertation guidelines and instructions in advance of entry.

Completion requirements

The Certificate comprises one core unit, assessed by dissertation on an agreed topic, providing 50 CII credits on successful completion.

(991) London market
insurance specialisation
50 credits

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Exemplar research proposal and dissertation
- Support from a dissertation guide - an expert practitioner from the sector
- Online support via RevisionMate, including guidance on research and dissertation writing

More details and to enrol: cii.co.uk/lm-specialisation

Certificate in Insurance Market Specialisation

7

RQF level

50

CII credits

N/A

Member
designation

180 hrs

Recommended study time per unit

Overview

Similar in structure to the Certificate in London Market Insurance Specialisation, the Certificate in Insurance Market Specialisation has been developed for the broader insurance community. It is ideal for insurance market practitioners who wish to develop their research skills and apply them to a specific subject area.

The Certificate will enable you to create learning that matches precisely to your role and career aspirations and gain an in-depth understanding of a chosen topic through research and analysis.

The qualification requires study at a level equivalent to Master's degree learning, and as such we would advise candidates not to underestimate the demands associated with its completion. Candidates should fully familiarise themselves with the available dissertation guidelines and instructions in advance of entry.

Completion requirements

The Certificate comprises one core unit, assessed by dissertation on an agreed topic, providing 50 CII credits on successful completion.

(994) Insurance
market specialisation
50 credits

Core

See pages 16-17 for individual unit assessment method.

Included within your Enrolment:

- Exemplar research proposal and dissertation
- Support from a dissertation guide - an expert practitioner from the sector
- Online support via RevisionMate, including guidance on research and dissertation writing

More details and to enrol: cii.co.uk/lm-specialisation

Personal Finance qualifications

Financial Planning

Award in Financial Planning (non-UK only)	42
Award in Bancassurance (non-UK only)	43
Award in Long Term Care Insurance	44
Certificate in Insurance and Financial Services (non-UK only)	45
Certificate in Paraplanning	46
Certificate in Pension Transfer Advice	48
Diploma in Regulated Financial Planning	49
Diploma in Financial Planning	50
Advanced Diploma in Financial Planning	52

Investments and Securities

Certificate in Investment Operations	55
Award in Investment Planning (non-UK only)	54
Certificate in Securities Advice and Dealing	56
Certificate in Discretionary Investment Management	58

Life and Pensions

Award in Life and Pensions Foundations	59
Award in Financial Administration	60
Certificate in Financial Services	61
Certificate in Regulated Financial Services Operations	62

Mortgages and Equity Release

Certificate in Mortgage Advice	64
Certificate in Equity Release	65
Certificate in Advanced Mortgage Advice	66

Personal Finance qualifications

Our suite of qualifications cater for all levels of knowledge and experience, from new entrants through to seasoned professionals. The flexible structure of our qualifications allows you to create an individual learning programme that suits your needs.

Award

The Award qualification is ideal for those starting their careers in the personal finance sector.

Requirements:

- Completion of one certificate unit out of: AWB, AWF, AWP

Certificate

The Certificate qualification helps candidates to develop the essential knowledge and skills needed by various sectors of the industry.

Requirement:

- 35-80 credits and completion of core unit(s)

Diploma

The Diploma qualification helps candidates to develop core technical understanding across a broad range of key financial planning areas.

Requirement:

- 100-140 credits with at least 80 credits in Diploma level or above

Advanced Diploma

The Advanced Diploma builds on existing knowledge enabling advisers to develop specialist planning capabilities, and offers a comprehensive approach to financial management.

Requirement:

- 290 credits with at least 120 credits in Advanced Diploma level
- Completion of core unit: AF5

Fellowship

Acquiring a Fellowship will further demonstrate candidates' knowledge, experience and professionalism to the sector.

Chartered

Chartered status is a symbol of technical competence and signifies a public commitment to professional standards.

Requirement:

- Hold the Advanced Diploma in Financial Planning
- Be a member of the Personal Finance Society or the Chartered Insurance Institute
- Have at least five years' sector experience

Personal Finance qualifications

Unit framework

Study and assessment key

Assessment methods vary depending on the unit's level and subject matter. Each unit within the framework has been assigned an icon to identify the assessment method from the options below.



Multiple choice question (MCQ) exam

Study is based on a specified enrolment period, from 01 September–31 August. MCQ exams are available weekly at UK and selected international online exam centres, or twice-yearly in April and October at international paper-based exam centres. Head to your unit webpage to see if remote invigilation is available for your exam.



Written exam

Study is based on a 12 month enrolment period from the date of purchase. Written exams are held twice-yearly in April and October at UK and international exam centres.



Coursework assignments

Study is based on a 12 month enrolment period from the date of purchase. Candidates must pass three written assignments, each typically 2,000–3,000 words.

Award level units



(LF1) Life and pensions foundations

0 credits
40 study hours

Notes

1. Available to non-UK candidates only
2. Unit AWF is also available in Simplified Chinese, which will be launched later in April 2020
3. Unit J11 will be withdrawn in April 2020
4. Available to candidates in Hong Kong only
5. Available Q2 2020

Certificate level units



(AWB) Award in bancassurance¹

15 credits
60 study hours

(AWF) Award in financial planning^{1,2}

15 credits
60 study hours

(HFE) Award in financial planning (Hong Kong)^{4,5}

15 credits
60 study hours

(AWP) Award in investment planning¹

10 credits
60 study hours

(CF1) UK financial services, regulation and ethics

15 credits
60 study hours

(CF6) Mortgage advice

20 credits
100 study hours

(CF8) Long term care insurance

15 credits
70 study hours

(ER1) Equity release

15 credits
70 study hours

(FA1) Life office administration

10 credits
60 study hours

(FA2) Pensions administration

10 credits
60 study hours

(FA5) Individual savings account administration

10 credits
70 study hours

(GR1) Group risk

10 credits
50 study hours

(LP1) Life and pensions customer operations

15 credits
60 study hours

(LP2) Financial services products and solutions

20 credits
100 study hours

(LP3) Life and pensions principles and practices

10 credits
50 study hours

(R05) Financial protection

10 credits
50 study hours

This is the framework for our personal finance qualification units. They are grouped according to their difficulty, from Award level through to Advanced Diploma level.

Depending on the qualification you want to achieve, you'll need to study a number of these units. Some of our qualifications require just one unit, while others require several.

Diploma level units



(J02) Trusts

20 credits
100 study hours

(J03) The tax and legal aspects of business

20 credits
100 study hours

(J05) Pension income options

20 credits
100 study hours

(J07) Supervision in a regulated environment

20 credits
100 study hours

(J11) Wrap and platform services³

20 credits
100 study hours

(R06) Financial planning practice

30 credits
100 study hours



(J09) Paraplanning

30 credits
100 study hours



(J10) Discretionary investment management

20 credits
80 study hours

(J12) Securities advice and dealing

20 credits
70 study hours

(R01) Financial services, regulation and ethics

20 credits
60 study hours

(R02) Investment principles and risk

20 credits
60 study hours

(R03) Personal taxation

10 credits
50 study hours

(R04) Pensions and retirement planning

10 credits
50 study hours

(R07) Advanced mortgage advice

15 credits
70 study hours

Advanced Diploma level units



(AF1) Personal tax and trust planning

30 credits
150 study hours

(AF2) Business financial planning

30 credits
150 study hours

(AF4) Investment planning

30 credits
150 study hours

(AF5) Financial planning process

30 credits
150 study hours

(AF7) Pension transfers

20 credits
100 study hours



(AF6) Senior management and supervision

30 credits
150 study hours

(AF8) Retirement income planning

30 credits
150 study hours

Award in Financial Planning

Non-UK only

N/A

RQF level (equivalent to level 3)

15

CII credits

CII (Award)

Member designation

60 hrs

Recommended study time per unit

Overview

The Award in Financial Planning provides foundation knowledge in the core financial and life assurance products. You'll learn what constitutes professional practice and ethical behaviour.

The Award is suitable for anyone working outside the UK in the insurance and financial services sector. This qualification can only be awarded to non-UK residents.

Also available in Arabic, (AWA) Award in financial planning.

Completion requirements

The Award comprises one core unit, providing 15 CII credits on successful completion. These credits can be used towards further CII qualifications.

(AWF) Award in
financial planning
15 credits

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-financial-planning

Award in Bancassurance

Non-UK only

N/A

RQF level (equivalent to level 3)

15

CII credits

CII (Award)

Member designation

60 hrs

Recommended study time per unit

Overview

Designed for financial advisers and insurance agents working outside the UK in the banking sector, the Award in Bancassurance provides foundation knowledge in core financial, life assurance and insurance products. You'll also learn what constitutes professional practice and ethical behaviour.

The Award is suitable for anyone working outside the UK in the insurance and financial services sector.

Completion requirements

The Award comprises one core unit, providing 15 CII credits on successful completion. These credits can be used towards further CII qualifications.

(AWB) Award in
bancassurance
15 credits

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-bancassurance

Award in Long Term Care Insurance

3

RQF level

15

CII credits

N/A

Member
designation

70 hrs

Recommended study time per unit

Overview

The Level 3 Award in Long Term Care Insurance develops knowledge and understanding of long term care cover, including legal, taxation and regulatory issues and the responsibilities of local authorities. When held with the Diploma in Financial Planning or the Diploma in Regulated Financial Planning, it meets the FCA's qualification requirements for advising on long term care products and retirement advice.

Completion requirements

The Award comprises one core unit, providing 15 CII credits on successful completion. These credits can be used towards further CII qualifications.

(CF8) Long term
care insurance
15 credits

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-longtermcare

Certificate in Insurance and Financial Services

Non-UK only

N/A

RQF level (equivalent to level 3)

40-45

CII credits

CertCII

Member designation

50-60 hrs

Recommended study time per unit

Overview

The Certificate offers a dedicated pathway for candidates outside the UK to achieve the Certificate in Insurance and Financial Services. It is ideal for those who provide financial advice, act as an insurance agent, or aspire to either of these roles.

In completing the Certificate you will gain valuable knowledge relevant to your career.

Completion requirements

The Certificate comprises three core units, providing 40-45 CII credits on successful completion. You must select three units from the following options: AWF or AWB (not both), W01 or WH1 (not both), AWP, or W04.

Credits achieved via the Certificate can be used towards further CII qualifications.

(AWF) Award in financial planning 15 credits	OR	(AWB) Award in bancassurance 15 credits
(W01) Award in general insurance 15 credits	OR	(WH1) Award in general insurance (Hong Kong) 15 credits
(AWP) Award in investment planning 10 credits		
(W04) Award in customer service in insurance 15 credits		

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text - print and/or digital (digital only for WH1)
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-ins-fs

Certificate in Paraplanning

4

RQF level

75-80

CII credits

CertPFS

(Paraplanning)
Member designation

50-100 hrs

Recommended study time
per unit

Overview

The Level 4 Certificate in Paraplanning develops core technical knowledge in a number of key advisory areas, and helps you gain specialist report writing skills that improve your ability to provide sound professional advice.

It is ideal for senior and mid-level paraplanners looking to further their knowledge or those aspiring to the role, including new entrants, graduates and anyone looking for an entry route into financial planning.

Completion requirements

The Certificate comprises four core units providing 75-80 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-paraplanning

Explore the necessity and structure of UK financial services and how it operates in the UK and in a European and global context



Certificate in Pension Transfer Advice

4

RQF level

70

CII credits

N/A

Member
designation

50-100 hrs

Recommended study time per unit

Overview

The Certificate in Pension Transfer Advice provides the in-depth knowledge and practical skills needed by anyone seeking to advise on the transfer of safeguarded benefits, an increasingly important part of the advice process following the Government's pension reforms.

The Certificate in Pension Transfer Advice is suitable for retail investment advisers and non-advisers alike seeking to undertake pension transfer work and become pension transfer specialists. It is ideal for retail investment advisers, paraplanners, technical consultants and those in financial planning support roles wanting to update their knowledge in this area.

FCA announcement

The Certificate will satisfy FCA requirements to be a pension transfer specialist until September 2020. After September 2020 pension transfer specialists will be required to hold the full qualification for retail investment advice. Those holding only the Certificate in Pension Transfer Advice may need to undertake further study. If you think you will be affected by this change or to find more information, head to the Certificate in Pension Transfer Advice webpage:

cii.co.uk/cert-pensiontransfers

Completion requirements

The Certificate comprises four core units, providing 70 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-pensiontransfers

Diploma in Regulated Financial Planning

4

RQF level

100

CII credits

DipPFS

Member designation

50-60 hrs

Recommended study time per unit

Overview

The Level 4 Diploma in Regulated Financial Planning meets the FCA's qualification requirements for anyone advising on retail investment products. It helps develop core technical knowledge and financial planning capabilities.

The Diploma in Regulated Financial Planning is appropriate for paraplanners, technical consultants, and those in financial planning support roles. It is particularly suitable for anyone seeking to give retail investment advice.

Completion requirements

The Diploma comprises six core units, providing 100 CII credits on successful completion. These credits can be used towards further CII qualifications.

(R01) Financial services, regulation and ethics 20 credits	▶	(R02) Investment principles and risk 20 credits	▶	(R03) Personal taxation 10 credits
(R04) Pensions and retirement planning 10 credits	▶	(R05) Financial protection 10 credits	▶	(R06) Pensions and retirement planning 30 credits

Core

See pages 40-41 for individual unit assessment method.

Regulated Retail Investment Adviser Re-evaluation

The FCA has collaborated with the CII to form a re-evaluation test of the knowledge required for practising retail investment advisors. Identifying areas of strength and weakness, the re-evaluation is a great way to demonstrate that your technical knowledge and application is up-to-date. The test contains 100 questions based on Diploma units R01-R05.

Successfully passing the re-evaluation counts as 35 CPD hours when supported by an identified learning need and a reflective statement.

More information can be found online: cii.co.uk/RAR

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/dip-rfp

Diploma in Financial Planning

4

RQF level

140

CII credits

DipPFS

Member designation

50-100 hrs

Recommended study time
per unit

Overview

The Level 4 Diploma in Financial Planning develops core technical understanding across a broad range of key financial planning areas. It meets the FCA's qualification requirements for advising on retail investment products, subject to additional gap fill. For more information, visit cii.co.uk/gapfill

The Diploma is suitable for paraplanners and technical consultants, and those in roles supporting financial planning processes.

To complete the Diploma in Financial Planning you must already hold one of the following CII qualifications, or equivalent: Certificate in Financial Services, Certificate in Regulated Financial Services Operations, or the withdrawn Certificate in Financial Planning.

Completion requirements

The Diploma in Financial Planning comprises option units from across the Personal Finance qualifications framework. A minimum of 140 CII credits must be obtained for successful completion. These credits can be used towards further CII qualifications.

At least 80 credits must be at Diploma level, this includes the nine units listed below, and the six units listed within the Diploma in Regulated Financial Planning. One Advanced Diploma in Financial Planning unit can count towards this requirement.

The remaining credits can come from any units within the Personal Finance qualifications framework, subject to a maximum of 30 Advanced Diploma credits.

See pages 18-19 to discover which units provide Advanced Diploma level credits.

(J02) Trusts 20 credits	(J03) The tax and legal aspects of business 20 credits	(J05) Pension incomes options 20 credits
(J07) Supervision in a regulated environment 20 credits	(J09) Paraplanning 30 credits	(J10) Discretionary investment management 20 credits
(J11) Wrap and platform services* 20 credits	(J12) Securities advice and dealing 20 credits	(R07) Advanced mortgage advice 15 credits

Option units

*Please note: Unit J11 will be withdrawn in April 2020. The last opportunity to pass the exam is the April 2020 exam sitting.

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/dip-financialplanning

Understand the various investment products available in the marketplace to meet the unique needs of every individual



Advanced Diploma in Financial Planning

6

RQF level

290

CII credits

APFS

Member
designation

100-150 hrs

Recommended study time per unit

Overview

The Level 6 Advanced Diploma in Financial Planning builds on existing skills and knowledge, enabling advisers to develop specialist planning capabilities and offer a sophisticated and comprehensive approach to financial management.

To complete the Advanced Diploma, you must already hold one of the following CII qualifications: Diploma in Regulated Financial Planning, Diploma in Financial Planning.

Holders of the Advanced Diploma in Financial Planning are eligible to apply for Chartered status. See page 78 for more information.

Completion requirements

The Advanced Diploma comprises one core unit and several option units from across the Personal Finance qualifications framework. A minimum of 290 CII credits must be obtained for successful completion.

At least 120 credits must come from the Advanced Diploma units listed below, AF5 being a compulsory unit. A further 40 credits must be at Diploma level or above. The remaining credits can come from any units across the Personal Financial qualifications framework.

See pages 40-41 to discover which units provide Advanced Diploma and Diploma level credits.

(AF5) Financial planning process 30 credits	
Core	
(AF1) Personal tax and trust planning 30 credits	(AF2) Business financial planning 30 credits
(AF4) Investment planning 30 credits	(AF6) Senior management and supervision 30 credits
(AF7) Pension transfers 20 credits	(AF8) Retirement income planning 30 credits

Option units

Included within your Enrolment:

- Study text – print and/or digital (not available for AF5)
- Assessment entry
- Online support including exam guide via RevisionMate (no exam guide for AF6 or AF8 as they are coursework units)
- Specimen coursework assignment for AF6 and AF8

More details and to enrol: cii.co.uk/adip-financialplanning

**Develop specialist
planning capabilities
and offer a sophisticated
and comprehensive
approach to financial
management**



Award in Investment Planning

Non-UK only

N/A

RQF level (equivalent to level 3)

10

CII credits

CII (Award)

Member designation

60 hrs

Recommended study time per unit

Overview

The Award in Investment Planning helps you to develop and demonstrate your knowledge of investment products. You'll learn what constitutes professional practice and ethical behaviour.

The Award is suitable for experienced non-UK Financial Advisers and Insurance Agents advising on, or aspiring to advise on, investment planning.

This qualification can only be awarded to non-UK residents.

Completion requirements

The Award comprises one core unit, providing 10 CII credits on successful completion.

(AWP) Award in
Investment Planning
10 credits

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-investment-planning

Certificate in Investment Operations

3

RQF level

25-30

CII credits

N/A

Member
designation

60-70 hrs

Recommended study time per unit

Overview

The level 3 Certificate in Investment Operations is an introductory qualification that helps you gain the essential knowledge and skills you'll need if you work with investments in an operational role. You'll develop a general understanding of financial services, and gain practical insight into the area of investment operations you choose.

It is ideal for candidates working in a range of administrative and operational roles, such as those working in collective investment scheme administration, individual saving account administration and investment client servicing.

Importantly, the Certificate also satisfies the FCA qualification requirements for overseers of certain investment operations functions.

Completion requirements

The Certificate comprises two core units, providing 25-30 CII credits on successful completion.

These credits can be used towards further CII qualifications.

(R01) Financial services, regulation and ethics 20 credits	OR	(CF1) UK financial services, regulation and ethics 15 credits
(FA5) Individual savings accounts administration 10 credits		

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-investmentoperations

Certificate in Securities Advice and Dealing

4

RQF level

70

CII credits

CertPFS

(Securities)
Member designation

50-70 hrs

Recommended study time
per unit

Overview

The Level 4 Certificate in Securities Advice and Dealing satisfies the FCA's qualification requirements for anyone advising on or dealing in securities. Candidates will develop in-depth knowledge of investments and securities products, the UK taxation system and considerations for appropriate investment recommendations. The Certificate is ideal for anyone seeking to advise or deal in securities and anyone working in related support roles looking to develop knowledge of the market.

Diploma in Financial Planning holders should note that passing unit J12 satisfies the FCA's qualification requirements for advising on and dealing in securities.

Completion requirements

The Certificate comprises four core units, providing 70 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-securities

Develop in-depth knowledge of investments and securities products and considerations for appropriate investment recommendations



Certificate in Discretionary Investment Management

4

RQF level

40

CII credits

CertPFS (DM)

Member designation

60-80 hrs

Recommended study time
per unit

Overview

The Level 4 Certificate in Discretionary Investment Management develops the wealth strategy and portfolio management skills required for effective discretionary investment management. It also satisfies the FCA's qualification requirements for this class of business.

The Certificate is also relevant if you outsource this activity, or you're in an investment-related support role and want to develop your knowledge of investments.

Completion requirements

The Certificate comprises two core units, providing 40 CII credits on successful completion. These credits can be used towards further CII qualifications.

**(R01) Financial services,
regulation and ethics**
20 credits

**(J10) Discretionary
investment management**
20 credits

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-investmentmanagement

Award in Life and Pensions Foundations

2

RQF level

N/A

CII credits

N/A

Member
designation

40 hrs

Recommended study time per unit

Overview

The Level 2 Award in Life and Pensions Foundations introduces key life and pensions topics, including: customer needs and solutions across pensions, protection, investments and savings, the sector's value to society and the economy, and the importance of professional conduct and maintaining a customer focus.

The Award is particularly suitable if you are new to the sector, or wish to demonstrate and enhance your knowledge.

It's equally relevant for those in associated industries or support roles requiring an introduction to life and pensions.

Completion requirements

The Award comprises one core unit and does not provide any credits on completion.

(LFI) Life and pensions
foundations
0 credits

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-lpf

Award in Financial Administration

3	25-30	N/A	60 hrs
RQF level	CII credits	Member designation	Recommended study time per unit

Overview

The Level 3 Award in Financial Administration is an introductory qualification providing essential knowledge of the financial services sector, the process of investment planning, and the administration of life or pensions business, depending on the unit selected.

Importantly, it satisfies FCA qualification requirements for overseers of certain administrative life and pensions functions.

It is suitable for anyone working in administrative and operational life or pensions roles, or anyone moving in to an administrative overseer role who needs to comply with FCA appropriate qualification requirements.

Completion requirements

The Award comprises one core unit and one option unit, providing 25-30 CII credits on successful completion. These credits can be used towards further CII qualifications.

(R01) Financial services, regulation and ethics 20 credits	OR	(CF1) UK financial services, regulation and ethics 15 credits
--	-----------	---

Core

(FA1) Life office administration 10 credits	OR	(FA2) Pensions administration 10 credits
---	-----------	--

Option units

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/award-financialadministration

Certificate in Financial Services

3	35-45	CertCII	CertCII	50-100 hrs
RQF level	CII credits	(Life and Pensions) Member designation (Life & Pensions route)	(FS) Member designation (General route)	Recommended study time per unit

Overview

The Level 3 Certificate in Financial Services offers a choice of two learning routes, ideal for those in operational or technical support roles within financial services.

The **life and pensions route** develops knowledge and understanding of the sector's role and its activities. It considers important customer needs, solutions and products, and how individuals and organisations work within the regulatory and legislative environment.

It is particularly suitable for the life, pensions and long-term savings sector, including customer operations back-office staff and contact centre team leaders.

The **general route** develops fundamental knowledge of the financial services sector, including regulation, legislation, customer service, administration, marketing in financial services and key products.

It's ideal if you are providing operational support to financial planners, paraplanners and technical support staff.

Completion requirements

The **life and pensions** route comprises three core units, providing 45 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

The **general route** comprises two core units from a choice of three, providing a minimum of 35 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-financialservices

Certificate in Regulated Financial Services Operations

3	35-40	CertCII (FS)	60-70 hrs
RQF level	CII credits	Member designation	Recommended study time per unit

Overview

The Level 3 Certificate in Regulated Financial Services Operations develops fundamental knowledge of the financial services sector, including regulation, legislation, and overseeing and administering financial products.

It suits those involved in or overseeing the operational delivery of life, pensions or investment products, in addition to other financial services support roles.

The Certificate is an ideal next step for holders of the Award in Financial Administration or Certificate in Investment Operations, requiring completion of one further unit.

Completion requirements

The Certificate comprises one core unit and two of the three option units, providing 35-40 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core



Option units

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-rfso

Consider the financial products and services consumers require at different stages of their lives and how solutions can be developed to satisfy their needs



Certificate in Mortgage Advice

3

RQF level

35-40

CII credits

CertCII (MP)

Member designation

60-100 hrs

Recommended study time
per unit

Overview

The Level 3 Certificate in Mortgage Advice is essential if you want to be a mortgage adviser, and equally relevant if you work in a support role. It develops an understanding of the sector and the mortgage process and enables advisers to meet individual client needs.

Completion of the Certificate meets the FCA's qualification requirements for mortgage advisers.

Completion requirements

The Certificate comprises two core units; candidates must study CF6, along with either R01 or CF1, providing 35-40 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-mortgageadvice

Certificate in Equity Release

3

RQF level

50-55

CII credits

CertCII

(MP & ER)

Member designation

60-100 hrs

Recommended study time
per unit

Overview

The Level 3 Certificate in Equity Release develops advisory skills and offers an understanding of equity release regulation, products, market practice, and customer needs.

It is suitable for anyone seeking to give mortgage and equity release advice, such as advising on equity release products (both home reversion plans and lifetime mortgages). It is also ideal for anyone working in the mortgage and equity release market in non-advisory roles, for example, technical consultants or support roles.

The Certificate in Equity Release meets the FCA's qualification requirements for mortgage advisers and those advising on equity release schemes.

Completion requirements

The Certificate comprises three core units. Candidates must study either R01 or CF1, along with CF6 and ER1, providing 50-55 CII credits on successful completion. These credits can be used towards further CII qualifications.

(R01) Financial services, regulation and ethics 20 credits	OR	(CF1) UK financial services, regulation and ethics 15 credits
(CF6) Mortgage advice 20 credits		(ER1) Equity release 15 credits

Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-equityrelease

Certificate in Advanced Mortgage Advice

4

RQF level

55

CII credits

CertSMP

Member designation

60-100 hrs

Recommended study time
per unit

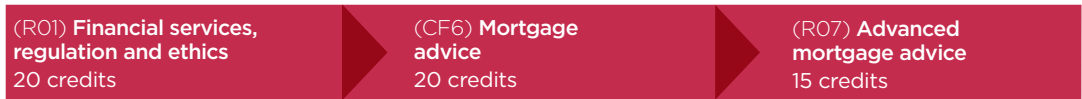
Overview

The Level 4 Certificate in Advanced Mortgage Advice goes beyond the FCA's qualification requirements enabling mortgage advisers to continue developing their advice capabilities. It brings you up to speed with recent changes to the mortgage process arising from the Mortgage Market Review.

The Certificate is an ideal next-step for candidates who hold the Certificate in Mortgage Advice or Certificate in Equity Release, requiring completion of one more unit.

Completion requirements

The Certificate comprises three core units, providing 55 CII credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 40-41 for individual unit assessment method.

Included within your Enrolment:

- Study text – print and/or digital
- Assessment entry
- Online support including exam guide via RevisionMate

More details and to enrol: cii.co.uk/cert-ama

Discover the practitioner's guide to the law, policy and practice of mortgage lending in the UK, while exploring the rules and features of the lending process



Supporting your studies



Enrolment

Each unit enrolment comes with the essential tools to support your learning.

Study text with updates

Available in hard copy, ebook, and printable PDF, the study text encourages structured self-study to help you master the syllabus. Chapters define learning outcomes and include self-test questions. You'll also receive electronic updates and access to a host of online study support services through our RevisionMate study tool.

Further information on ebooks and free sample chapters can be found online at cii.co.uk/ebooks

RevisionMate

Free online access to a suite of support tools delivered via RevisionMate. Designed to help you consolidate your learning and increase the chances of exam or coursework success.

These typically include:

- **Study planner** – build a routine and manage your time most effectively
- **Student discussion forum** – share common queries and learn with your peers
- **Quiz questions** – check understanding of the study text as you progress
- **Exam guide** – practise your exam technique
- **Specimen coursework assignment and answers** – guide to the style and format of coursework questions and the depth and breadth of answers sought by examiners.

Exam guide

For online exams, these comprise a complete mock exam with answers, highlighting syllabus areas covered and useful hints. For written exams they include a past paper with examiners' comments on candidates' performance and key points for inclusion in your answers. Specimen coursework assignments are available free of charge for units which offer mixed assessment or coursework assessment.

Exam guides are supplied as PDF files and can be found within the 'Prepare for your exam' section of your study text companion course on RevisionMate.

RevisionMate app

Download the RevisionMate app from the App Store or Google Play to continue your learning on the go.

For more information, visit cii.co.uk/revisionmate

Updated study text

Available for selected Certificate and Diploma level units

Extend the life of your enrolment when your course expires by purchasing the latest edition of your study text. This option is available on an annual basis.

Please note, we recommend you sit your exam during your qualification unit's testing/enrolment period. However, a study renewal option is available if you need it.

Study with confidence



Upgrade to Enrolment plus

Enrolment plus builds on a standard Enrolment with the additional study aids available for your unit, giving you access to a range of study support and helping you pass first time.

Head to your qualification webpage to see if Enrolment plus is available for your units.

Additional study components typically include:

Keyfacts booklet

Available for selected Certificate and Diploma level units

Pocket-sized booklets summarising the key information contained in the study text. Ideal for studying on the go. Available in print and digital format.

E-learn

Available for selected Certificate and Diploma level units

Highly interactive online study backed by an assessment tool to check your understanding as you progress. Designed to complement, not replace the study text, E-learn provides visually engaging and memorable learning, covering key topics as opposed to the entire syllabus.

Question pack

Available for selected units

Delivered through RevisionMate, question packs provide comprehensive self-testing of the unit syllabus. Depending on your unit, these contain 150-300 questions.

Audio revision

Available for selected Diploma in Regulated Financial Planning and Advanced Diploma in Financial Planning units

MP3 audio material for R0 units cover the key elements of each subject and last between 3-5 hours. The AF options cover key Diploma learning points that underpin application at Advanced level, together with exam technique guidance. Each lasts between 5-8 hours. Delivered via RevisionMate, audio files are simple to download and are ideal for on-the-go study.

Please note, whilst accessing additional study aids via Enrolment plus is cheaper than if you were to purchase them separately, individual components are still available to purchase on their own. Head to your unit webpages for more information.

A sign of your achievement



Member designations

Our membership designations demonstrate your achievement and professional aspiration.

As a member, you can use your designation on personal communications to indicate qualification completion.

Reflecting our full qualifications framework, designations are available at Award, Certificate, Diploma and Advanced Diploma level. Holders of the Advanced Diploma are eligible to use the relevant Chartered title. In some instances, discipline specific designations can be used to determine your area of specialism.

Qualification level	Designation	Qualification held by members
Chartered	Chartered Insurer Chartered Insurance Practitioner Chartered Insurance Broker Chartered Insurance Risk Manager Chartered Financial Planner Chartered Insurance Underwriting Agent (available early 2020)	Advanced Diploma or Fellowship with five years' industry experience
Fellowship	FCII	CII Fellowship
	FPFS	PFS Fellowship
Advanced Diploma	ACII	Advanced Diploma in Insurance
	APFS	Advanced Diploma in Financial Planning
Diploma	DipCII (Claims)	Diploma in Insurance, including units: M85 or 820
	DipCII	Diploma in Insurance
	DipPFS	Diploma in Regulated Financial Planning or the Diploma in Financial Planning
Certificate	CertCII	Certificate in Insurance or Certificate in Insurance and Financial Services
	CertCII (Claims)	Certificate in Insurance, including one of the following units: IF4, M85, or 820
	CertCII (Life and Pensions)	Certificate in Financial Services via the life and pensions route
	CertCII (London Market)	Certificate in Insurance, including the Award in London Market Insurance
	CertCII (Health and Protection)	Certificate in Insurance, including at least two of the following units: IF7, R05, GR1
	CertCII (Protection)	Certificate in Insurance, including units R05 and IF9
	CertCII (Insurance Broking)	Certificate in Insurance, including one of the following units: I10, M81, 930
	CertCII (Customer Service)	Certificate in Insurance, including unit IF9
	CertSMP	Members of the Society of Mortgage Professionals holding the Certificate in Advanced Mortgage Advice
	CertCII (MP)	Members of the Society of Mortgage Professionals holding the Certificate in Mortgage Advice
	CertsCII (MP & ER)	Members of the Society of Mortgage Professionals holding the Certificate in Equity Release
	CertCII (FS)	Certificate in Regulated Financial Services Operations or Certificate in Financial Services via the general route
	CertCII (Paraplanning)	Certificate in Paraplanning
	CertPFS (Securities)	Certificate in Securities Advice and Dealing
	CertPFS (DM)	Certificate in Discretionary Investment Management
Award	CII (Award)	Award in General Insurance, Award in Financial Planning, Award in Customer Service in Insurance, Award in Bancassurance or the Award in Investment Planning

A commitment to professional standards





Chartered

Chartered Insurance Institute

Chartered status is the universally recognised badge of professionalism among employers, consumers and businesses. It demonstrates your commitment to customers and to maintaining your technical knowledge.

"Becoming a Chartered Financial Planner has given me a technical edge and enhanced credibility. It is a prized mark that consumers associate with expertise and trust, and a platform from which I can deliver a client-centred service to be proud of."

Gemma Siddle

Chartered Financial Planner

Accredited by your professional body

The Chartered Insurance Institute awards Chartered status to members holding the Advanced Diploma. You must also have at least 5 years' experience within the insurance and personal finance profession.

Wearing the badge with pride

Attaining Chartered status is challenging and takes commitment. However, once you have achieved the accolade, you can proudly demonstrate your commitment by applying the Chartered logo to your stationery and personal communications.

For more information and to apply, visit
cii.co.uk/chartered

A passion for professionalism



The prestigious Fellowship title sits at the top of each qualification framework.

Holders of the Advanced Diploma who meet the full eligibility requirements are encouraged to apply for the Fellowship programme.

The programme is flexible enabling it to be linked to work-based activity, or it can be aligned with study for other relevant qualifications such as an MSc or MBA.

Full details can be found online at cii.co.uk/fellowship

Fellowship Advisory Service

For further guidance and support prior to or during your Fellowship application, the Fellowship Advisory Service is on-hand. The service provides help and advice, however cannot provide technical information about a subject you may be studying.

To contact the Fellowship Advisory Service
call: +44 (0)20 8530 0819
email: societies.fas@cii.co.uk

The examination unit enrolment fees listed in below tables include study text (print and ebook), assessment entry, and online support including exam guide via RevisionMate.

	Non-UK Standard fee		Re-sit	
	Member	Non-member	Member	Non-member
Insurance Award level units				
FIT - Foundation Insurance Test	£133	£168	£51	£61
PL1 - Award in Motor Insurance	£133	£168	£51	£61
PL2 - Award in Travel Insurance	£133	£168	£51	£61
PL3 - Award in Home Insurance	£133	£168	£51	£61
PL4 - Award in Pet Insurance	£133	£168	£51	£61
Insurance Certificate level units				
W01 - Award in General Insurance (non-UK)	£92	£102	£51	£61
WH1 - Award in General Insurance (Hong Kong)	£92	£102	£51	£61
W04 - Award in Customer Service in Insurance (non-UK)	£92	£102	£51	£61
WCE - Insurance Claims Handling (non-UK)	£92	£102	£51	£61
WUE - Insurance Underwriting (non-UK)	£92	£102	£51	£61
IF1- Insurance, legal & regulatory	£230	£306	£102	£122
IF2- General Insurance Business	£230	£306	£102	£122
IF3- Insurance Underwriting process	£230	£306	£102	£122
IF4- Insurance claims and handling process	£230	£306	£102	£122
IF5- Motor Insurance products	£230	£306	£102	£122
IF6- Household insurance products	£230	£306	£102	£122
IF7- Healthcare insurance products	£230	£306	£102	£122
IF8- Packaged commercial insurances	£230	£306	£102	£122
IF9- Customer service in Insurance	£230	£306	£102	£122
I10- Insurance broking fundamentals	£230	£306	£102	£122
I11- Introduction to Risk Management	£230	£306	£102	£122
LM1- London market insurance essentials	£230	£306	£102	£122
LM2- London market insurance principles	£230	£306	£102	£122
LM3- London market underwriting principles	£230	£306	£102	£122
Insurance Diploma level units				
P61- Life, critical illness & disability underwriting	£275	£362	£112	£153
P62- Life, critical illness & disability claims	£275	£362	£112	£153
P63- Long term insurance business	£275	£362	£112	£153
P64- Private medical insurance practice	£275	£362	£112	£153
M66- Delegated Authority	£433	£530	£133	£184
M67- Fundamentals of risk management	£433	£530	£133	£184
M86- Personal Insurance	£433	£530	£133	£184
M98- Marine hull & associated liabilities	£433	£530	£133	£184
M05- Insurance Law	£433	£530	£133	£184
M21- Commercial insurance contract wording	£433	£530	£133	£184
M80- Underwriting practice	£433	£530	£133	£184
M81- Insurance broking practice	£433	£530	£133	£184
M85- Claims practice	£433	£530	£133	£184
M90- Cargo & goods in transit insurance	£433	£530	£133	£184
M91- Aviation & space insurance	£433	£530	£133	£184

Examination units enrolment fees

	Non-UK Standard fee		Re-sit	
	Member	Non-member	Member	Non-member
M92- Insurance business & finance	£433	£530	£133	£184
M93- Commercial property & business interruption	£433	£530	£133	£184
M94- Motor Insurance	£433	£530	£133	£184
M96- Liability Insurance	£433	£530	£133	£184
M97- Reinsurance	£433	£530	£133	£184
Insurance Advanced Diploma level units				
590- Principles of Takaful	£276	£357	£133	£184
530- Economics & Business	£474	£581	£133	£184
820- Advanced Claims	£474	£581	£133	£184
930- Advanced insurance broking	£474	£581	£133	£184
945- Marketing insurance products & services	£474	£581	£133	£184
960- Advanced underwriting	£474	£581	£133	£184
990- Insurance corporate management	£474	£581	£133	£184
992- Risk management in Insurance	£474	£581	£133	£184
995- Strategic Underwriting	£474	£581	£133	£184
996- Strategic claims management	£474	£581	£133	£184
997- Advanced risk financing and transfer	£474	£581	£133	£184
993- Advances in strategic risk management in Insurance	£1,178	£1,428	£133	£184
991- London market insurance specialisation	£1,178	£1,428	-	-
994- Insurance market specialisation	£1,178	£1,428	-	-
Financial Services Certificate level units				
AWF - Award in Bancassurance	£92	£102	£51	£61
AWB - Award in Financial Planning	£92	£102	£51	£61
AWP - Award in Investment Planning	£92	£102	£51	£61
LF1- Life and pensions foundations	£163	£199	£102	£122
CF1- UK Financial services, regulation & ethics	£163	£199	£102	£122
CF6- Mortgage advice	£163	£199	£102	£122
CF8- Long term care insurance	£163	£199	£102	£122
GR1- Group Risk	£163	£199	£102	£122
FA1- Life office administration	£163	£199	£102	£122
FA2- Pensions administration	£163	£199	£102	£122
FA4- Collective Investment scheme administration	£163	£199	£102	£122
FA5- Individual savings account administration	£163	£199	£102	£122
FA6- Investment client servicing	£163	£199	£102	£122
LP1- Life and pensions customer operation	£163	£199	£102	£122
LP2- Financial services products and solutions	£163	£199	£102	£122
LP3- Life and pensions principles and practices	£163	£199	£102	£122
Financial Services Diploma level units				
R01- Financial services, regulation & ethics	£194	£275	£112	£153
R02- Investment principles and risk	£194	£275	£112	£153
R03- Personal taxation	£194	£275	£112	£153

	Non-UK Standard fee		Re-sit	
	Member	Non-member	Member	Non-member
R04- Pensions & retirement planning	£194	£275	£112	£153
R05- Financial protection	£163	£199	£102	£122
Financial Services Diploma level units				
R06- Financial planning practice	£194	£275	£112	£153
R07- Advanced mortgage advice	£194	£275	£112	£153
J02- Trusts	£194	£275	£112	£153
J03- The tax & legal aspects of business	£194	£275	£112	£153
J05- Pension income options	£194	£275	£112	£153
J07- Supervision in a regulated environment	£194	£275	£112	£153
J10- Discretionary Investment Management	£194	£275	£112	£153
J11- Wrap & platform services	£194	£275	£112	£153
J12- Securities Advice & Dealing	£194	£275	£112	£153
J09- Paraplanning	£433	£530	£133	£184
Financial Services Advanced Diploma level units				
AF5- Financial planning process	£133	£184	£133	£184
AF1- Personal tax and trust planning	£276	£357	£133	£184
AF2- Business financial planning	£276	£357	£133	£184
AF3- Pension planning	£276	£357	£133	£184
AF4- Investment planning	£276	£357	£133	£184
AF7- Pension and transfers	£276	£357	£133	£184
AF6- Senior management & supervision	£474	£581	£133	£184
AF8- Retirement Income Planning	£474	£581	£133	£184

Remarks:

- Low and lower middle income country fees is available if you reside in the countries/region listed in page 7. For details, please visit www.cii.co.uk
- By selecting 'Printed and digital' for study text option during enrolment, there will be an additional charge of £15 per order for packaging and mailing to non-UK countries.
- All enrolment fees shown are applicable from 1 January 2020 to 31 December 2020.

International examination centers - Asia Pacific region

Take exams when you are ready

Multiple choice question exam tested at online centres are offered typically weekly throughout the year, and written exams are typically available twice-yearly in April and October. So, pick your exam date online when you are ready.

Paper-based examination centers*:

Bangkok
Beijing
Guangzhou
Hamilton
Ho Chi Minh City
Hong Kong
Kuala Lumpur
Philippines
Seoul
Shanghai
Singapore
Sydney
Taipei
Tokyo

Online examination center*:

Hong Kong 香港

*Remark:

List of CII public examination centers in the Asia Pacific region as of February 2020.

Your next steps



Your next steps

The best way to begin your study journey is to visit us online. Go to **cii.co.uk/qualifications** where you can find more detail on our qualifications.

If you cannot find what you are looking for, please contact Customer Service by calling **+44 (0)20 8989 8464** or by emailing **customer.serv@cii.co.uk**

You can view and enlarge a copy of this brochure online at cii.co.uk/qualifications

Chartered Insurance Institute Hong Kong Ltd
Unit B, 22nd Floor, Two Chinachem Plaza,
68 Connaught Road Central, Hong Kong
Tel: +852 2520 0098
Email: hkenquiries@cii-hk.com
Website: www.cii-hk.com

Chartered Insurance Institute – Head Office
1st Floor, 21 Lombard Street London,
EC3V 9AH, United Kingdom
Tel: +44 (0)20 8989 8464
Email: customer.serv@cii.co.uk
Website: www.cii.co.uk

 Chartered Insurance Institute

 @CIIGroup

© The Chartered Insurance Institute 2019

THE CHARTERED INSURANCE INSTITUTE, CII and the CII logo are registered trade marks of The Chartered Insurance Institute.

Ref: HK00015 (02/20)