

Chartered
Insurance
Institute

Standards. Professionalism. Trust.

2019 qualifications:
Your guide to studying with us

A young man with curly brown hair and black-rimmed glasses, wearing a dark blue pinstriped suit jacket, white shirt, and dark tie. He is wearing red boxing gloves and has a determined, slightly intense expression, looking directly at the camera. The background is a plain, light blue color.

Powering performance

About us

The Chartered Insurance Institute (CII) is a professional body dedicated to building public trust in the insurance and financial planning professions. Our 125,000 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.

Find out more at: cii.co.uk

Our vision

Our vision is to build public trust across the insurance and financial planning professions 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

Professionalism

- 4. Your journey, our commitment
- 6. Becoming a member
- 8. Professional standards

Standards

- 10. Studying with us
- 12. Qualifications
- 14. Recognition of prior learning
- 16. Insurance
 - 18. Insurance qualifications framework
 - 20. Insurance qualifications case studies
 - 22. Insurance qualifications
- 36. Personal Finance
 - 38. Personal Finance qualifications framework
 - 40. Personal Finance case studies
 - 44. Personal Finance qualifications
- 64. Supporting your studies
 - 66. Enrolment plus
- 68. Member designations

Trust

- 70. Chartered status
- 72. Fellowship

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 have identified learning pathways across sector disciplines to help guide you through the framework. 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 16-35 and 36-63.

Earn recognition for your prior learning

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

Find out more on pages 14-15.

Become a member

Membership supports your professional development and enhances your career potential.

As a member you enjoy access to technical and market knowledge along with practical support for your continuing professional development (CPD).

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.

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

Find out more on pages 70-73.



A community of like-minded professionals



Becoming a member

Join a community of professionals committed to driving the profession forward through technical expertise, ethical behaviour and a culture of learning and development.

Connect through our extensive member network and benefit from shared technical knowledge, practitioner insights and relationships with your local professional peers.

Your sector-specific society

We recognise that your interests and personal development will change depending on the sector you work in. When you become a member, you are allocated to the Society dedicated to your role and professional needs:

Personal Finance Society

Society of Mortgage Professionals

Society of Insurance Broking

*Additional Societies are currently in development

Offering an enhanced member experience, your Society will support you at every stage of your career, focusing on the things that matter to you.

Members enjoy significant discounts across a range of learning and development services, including qualification enrolments.

Membership types, annual fees and registration details can be found online:

cii.co.uk/join

Professionalism begins with qualifications

Our qualifications and membership demonstrate your commitment to professional development and align you with high standards. As part of our community of like-minded professionals, you will continue to develop through shared knowledge and good practice.

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 and recognised 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 the government, policy-makers, regulators and 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 our qualified 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

Ethical culture

By committing to our Code of Ethics, you help build consumer trust and ensure that high standards of professionalism are maintained. Complying with the Code through integrity and fair dealing increases the credibility of our profession with the government, policymakers and the public.

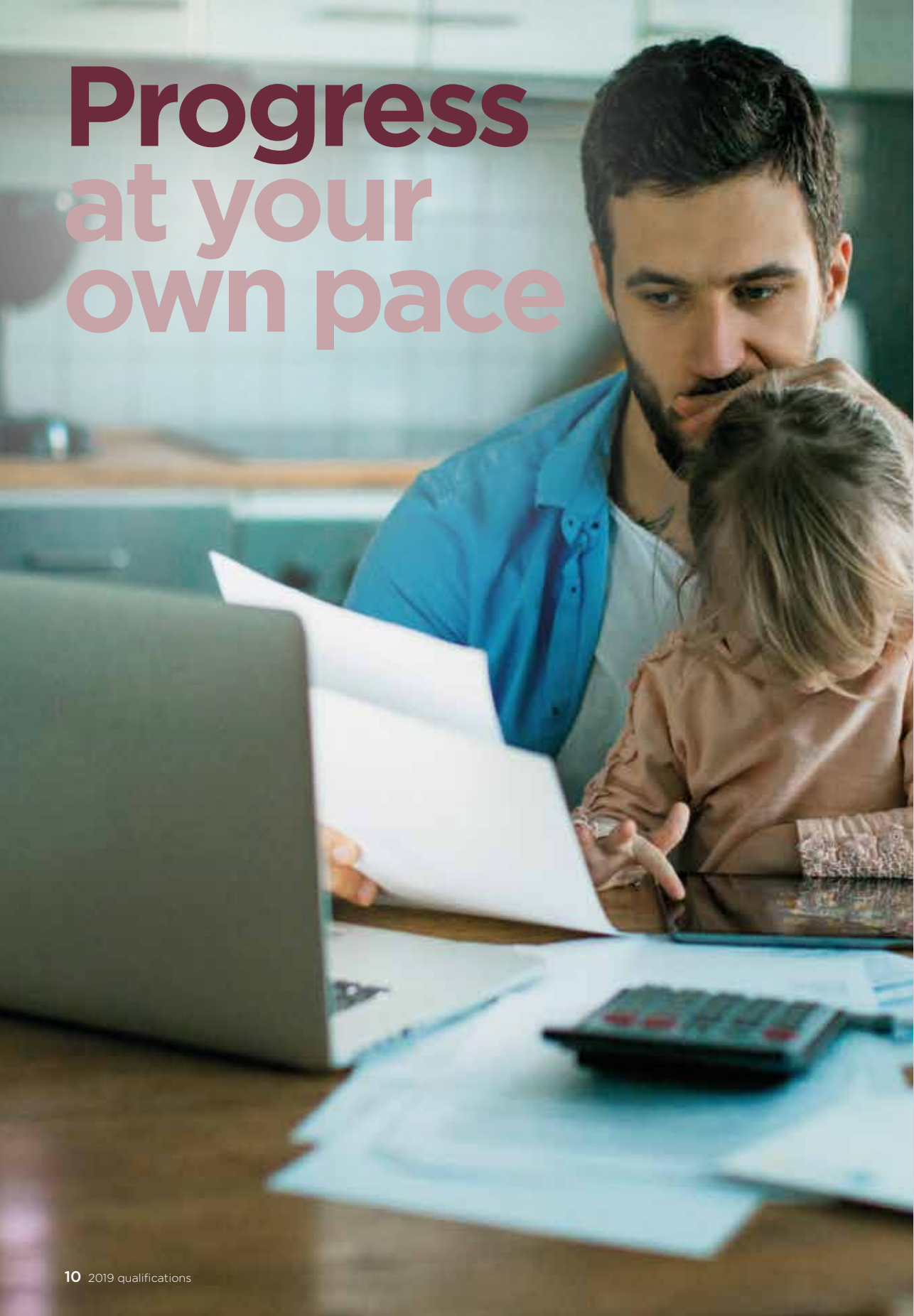
cii.co.uk/code

Insight and good practice guidance

Members get online access to news, research and a range of technical resources, giving you a valuable insight into the markets in which you work.

cii.co.uk/knowledge

Progress at your own pace



Studying with us

Quality assured learning

Our qualifications are designed in consultation with experienced industry practitioners and are registered with Ofqual in the Regulated Qualifications Framework (RQF). This means all CII qualifications are quality assured and supported by relevant learning outcomes.

Flexibility to suit your needs

Our qualifications are flexible, allowing you to create a learning pathway to suit your needs - whether you're looking to apply learning to your existing role or towards your career aspirations.

Most of our qualifications have core units, providing essential foundations to build on. In addition, you can choose from the optional units available for your qualification, to gain the total credits needed for completion.

Units vary in difficulty, and are assessed by either multiple choice question exam, written exam, mixed assessment, coursework assignment or dissertation.

Coming for 2019

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.

Launching early 2019, remote invigilation will be available for our six non-UK units; AWP, AWB, AWF, W01, W04, and WH1. We aim to make it available for all MCQ (multiple choice question) exam units by the end of the year, and will keep you posted on our progress.

Digital badging

Let your achievements help you stand out from the crowd with verified, portable digital badging technology. Displayed on social media and email sign-off, your digital badge is all the proof you need of your qualifications and professional achievements.

Badges will be issued to you from early 2019 on becoming a qualified member or completing a CII qualification, along with a wide range of achievements.

Tailoring your perfect pathway

A young woman with voluminous curly hair is smiling warmly while looking at a laptop. She is wearing a light blue sweater. The background is a bright, out-of-focus indoor setting.

Qualifications

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.

We are constantly improving our qualifications offering, please check that you are viewing the latest edition of our qualifications brochure. Up to date information can be found via the website.

Recognition not repetition



Recognition of prior learning

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

To find out whether you're eligible, visit cii.co.uk/prior-learning

Relevant degrees

If you hold a relevant degree in accounting, business, economics, finance, maths, management, insurance, risk management, statistics, actuarial disciplines, investment analysis or financial services, you could receive credits to use towards CII qualifications.

Professional qualifications

Candidates who've studied with other professional bodies often claim CII credits through our recognition of prior learning scheme. For example, a claims practitioner who studied with the Chartered Institute of Loss Adjusters (CILA) could claim prior learning credits for:

- Insurance claims handling unit, forming part of the Level 3 Certificate in Insurance, providing 15 CII credits.
- Advanced Diploma, providing 60 Advanced Diploma credits within the CII insurance qualifications framework.

There are many qualifications which are recognised in this way. Visit the website for further details.

How to apply for CII credits

Once you've checked your qualification is recognised as prior learning, you will need to complete an application form with supporting evidence and send to our Customer Service team. They will review and confirm your eligibility by email.

If your application is successful, you'll need to pay a fee before prior learning is awarded. We'll let you know the fee amount, based on the number of CII credits and your membership status.

Insurance qualifications

- 18. Insurance qualifications framework
- 20. Insurance qualifications case studies
- 22. Award for the Foundation Insurance Test
- 23. Award in London Market Insurance
- 24. 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. Certificate in London Market Insurance
- 29. Certificate in Insurance
- 30. Diploma in Insurance
- 32. Certificate in London Market Insurance Specialisation
- 33. Certificate in Insurance Market Specialisation
- 34. Advanced Diploma in Insurance

This is the framework for our insurance qualifications, detailing all units by level of difficulty, from Award through to Advanced Diploma.

Insurance qualifications framework

Award Level 2	Certificate Level 3	Diploma Level 4	Advanced Diploma Level 6	Level 7	Study and assessment key
<p>(FIT) Foundation Insurance Test 6 credits 40 study hours</p> <p>Non RQF The following units are not registered as part of the UK's Regulation Qualification Framework (RQF).</p> <p>(W01) Award in General Insurance^{1, 3, 6} 15 credits 50 study hours</p> <p>(WH1) Award in General Insurance (Hong Kong)^{2, 6} 15 credits 50 study hours</p> <p>(W04) Award in Customer Service in Insurance^{1, 6} 15 credits 50 study hours</p> <p>Notes</p> <ol style="list-style-type: none"> 1. Available to non-UK candidates only 2. Available to candidates in Hong Kong only 3. Unit W01 is also available in Arabic, (W02) Award in general insurance; and in simplified Chinese, (WM1) Award in general insurance 4. Unit 590 is also available in Arabic, (595) Principles of Takaful 5. International versions will be available early 2019 6. Remote invigilation available early 2019. 	<p>(IF1) Insurance, legal and regulatory 15 credits 60 study hours</p> <p>(IF2) General insurance business 15 credits 60 study hours</p> <p>(IF3) Insurance underwriting process⁵ 15 credits 60 study hours</p> <p>(IF4) Insurance claims handling process⁵ 15 credits 60 study hours</p> <p>(IF5) Motor insurance products 15 credits 60 study hours</p> <p>(IF6) Household insurance products 15 credits 60 study hours</p> <p>(IF7) Healthcare insurance products 15 credits 60 study hours</p> <p>(IF8) Packaged commercial insurances 15 credits 60 study hours</p> <p>(IF9) Customer service in insurance 15 credits 60 study hours</p> <p>(I10) Insurance broking fundamentals 15 credits 60 study hours</p> <p>(I11) Introduction to risk management 15 credits 60 study hours</p> <p>(LM1) London market insurance essentials 10 credits 40 study hours</p> <p>(LM2) London market insurance principles and practices 15 credits 60 study hours</p> <p>(LM3) London market underwriting principles 15 credits 60 study hours</p>	<p>(M05) Insurance law 25 credits 120 study hours</p> <p>(M21) Commercial insurance contract wording 20 credits 100 study hours</p> <p>(M66) Delegated authority 25 credits 100 study hours</p> <p>(M67) Fundamentals of risk management 25 credits 100 study hours</p> <p>(M80) Underwriting practice 20 credits 80 study hours</p> <p>(M81) Insurance broking practice 20 credits 80 study hours</p> <p>(M85) Claims practice 20 credits 80 study hours</p> <p>(M86) Personal insurances 20 credits 80 study hours</p> <p>(M90) Cargo and goods in transit insurances 25 credits 100 study hours</p> <p>(M91) Aviation and space insurance 30 credits 120 study hours</p> <p>(M92) Insurance business and finance 25 credits, 100 study hours</p> <p>(M93) Commercial property & business interruption insurances 25 credits 100 study hours</p> <p>(M94) Motor insurance 25 credits 100 study hours</p> <p>(M96) Liability insurances 25 credits 100 study hours</p> <p>(M97) Reinsurance 30 credits 120 study hours</p> <p>(M98) Marine hull and associated liabilities 30 credits 100 study hours</p> <p>(P61) Life, critical illness and disability underwriting 30 credits 80 study hours</p> <p>(P62) Life, critical illness and disability claims 30 credits 120 study hours</p> <p>(P63) Long term insurance business 25 credits 100 study hours</p> <p>(P64) Private medical insurance practice 25 credits 100 study hours</p>	<p>(530) Economics and business 30 credits 150 study hours</p> <p>(820) Advanced claims 30 credits 150 study hours</p> <p>(930) Advanced insurance broking 30 credits 150 study hours</p> <p>(945) Marketing insurance products and services 30 credits 150 study hours</p> <p>(960) Advanced underwriting 30 credits 150 study hours</p> <p>(990) Insurance corporate management 30 credits 150 study hours</p> <p>(992) Risk management in insurance 30 credits 150 study hours</p> <p>(995) Strategic underwriting 30 credits 150 study hours</p> <p>(996) Strategic claims management 30 credits, 150 study hours</p> <p>(997) Advanced risk financing and transfer 30 credits 150 study hours</p> <p>(590) Principles of Takaful⁴ 30 credits 120 study hours</p>	<p>(993) Advances in strategic risk management in insurance 50 credits 180 study hours</p> <p>(991) London market insurance specialisation 50 credits 180 study hours</p> <p>(994) Insurance market specialisation 50 credits 180 study hours</p>	<p>Multiple choice question (MCQ) exam Study is based on a specified enrolment period, from 01 January - 31 December for UK exams, and 01 May - 30 April for non-UK exams. 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

We recognise that with such a flexible framework, there are many options available. To help keep things simple, we've outlined some typical underwriting, broking and claims case studies. These represent the typical combination of units that are taken at this level and role. If you're new to the CII framework, you might find it useful to start with one of these and adapt if necessary to your specific needs.



Underwriting

Cameron, an underwriting assistant

Holding the Certificate in Insurance, Cameron is an underwriting assistant for a personal lines insurer. To build on his technical knowledge so he can apply for an underwriting role, he decides to obtain the Diploma in Insurance.

Units already held:

- (IF1) Insurance, legal and regulatory level 3
15 credits
- (IF2) General insurance business level 3
15 credits
- (IF3) Insurance underwriting process level 3
15 credits

To gain the 120 credits he needs for the Diploma (including 90 at Diploma level), Cameron studies units:

- (M05) Insurance law level 4
25 credits
- (M92) Insurance business and finance level 4
25 credits
- (M80) Underwriting practice level 4
20 credits
- (M96) Liability insurances level 4
25 credits

With a cumulative total of 140 credits, 95 at Diploma level – Cameron comfortably meets the Diploma threshold. As a member of the CII, he is entitled to use the designation Dip CII.



Claims

April, a claims handler

Having already achieved the Certificate in Insurance and the Diploma in Insurance, April wants to apply for Chartered status by obtaining the Advanced Diploma. With the minimum requirement of five years' industry experience, she would be eligible to apply.

With 140 credits, April holds units:

- (IF1) Insurance, legal and regulatory level 3
15 credits
- (IF4) Insurance claims handling process level 3
15 credits
- (IF9) Customer service in insurance level 3
15 credits
- (M05) Insurance law level 4
25 credits
- (M92) Insurance business and finance level 4
25 credits
- (M85) Claims practice level 4
20 credits
- (M94) Motor insurance level 4
25 credits

To satisfy the Advanced Diploma requirements, April studies five units at level 6 achieving 150 Advanced Diploma credits:

- (530) Economics and business level 6
30 credits
- (820) Advanced claims level 6
30 credits
- (990) Insurance corporate management level 6
30 credits
- (996) Strategic claims management level 6
30 credits
- (992) Risk management in insurance level 6
30 credits

With a cumulative total of 290 credits, April has achieved 45 at level 3, 95 at level 4, and 150 at level 6. This satisfies the Advanced Diploma requirement of 290 credits, 205 at Diploma level or above, including at least 150 Advanced Diploma level. As a member of the CII, she is entitled to use the designation ACII and apply for Chartered status.



Broking

Marco, an account manager at a commercial brokerage

Wanting to further his technical knowledge of insurance broking, Marco decides to build on his Award in London Market Insurance by studying the Certificate in Insurance.

Units already held:

- (LM1) London market insurance essentials level 3
10 credits
- (LM2) London market insurance principles and practices level 3
15 credits

Having achieved the Award in London Market Insurance, Marco already meets the core unit requirement for the Certificate. To satisfy the requirements in full, he needs to achieve a total of 40 credits. Tailoring his learning pathway to suit his broking specialism, he chooses to study:

- (I10) Insurance broking fundamentals level 3
15 credits
- (IF8) Packaged commercial insurances level 3
15 credits

With a cumulative total of 55 credits, Marco comfortably meets the Certificate requirements and as a member of the CII is eligible to use the designation Cert CII.

Award for the Foundation Insurance Test

RQF level:

2

CII credits:

6

Member designation:

N/A

Recommended study time:

40 hrs

Enrolment:

Includes:

- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 2 Award develops 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 credits on successful completion. These credits can be used towards further CII qualifications.

(FIT) Foundation Insurance Test
6 credits

Core

See pages 18-19 for individual unit assessment method.

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

Award in London Market Insurance

RQF level:

3

CII credits:

25

Member designation:

N/A

Recommended study time:

40-60 hrs

per unit

Enrolment:

Includes:

- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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, and a detailed understanding of technical topics.

Completion requirements

The Award comprises two core units providing a total of 25 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 18-19 for individual unit assessment method.

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

Award in General Insurance

Non-UK only

RQF level:

N/A

CII credits:

15

Member designation:

CII (Award)

Recommended study time:

50 hrs

Enrolment:

Includes:

- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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 Arabic, (W02) Award in general insurance, and in Simplified Chinese, (WM1) Award in general insurance.

Completion requirements

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

(W01) Award in
general insurance
15 credits

Core

See pages 18-19 for individual unit assessment method.

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

Award in General Insurance (Hong Kong)

Overview

Similar to the international Award in General Insurance, but specific to the Hong Kong regulatory environment, the Award builds knowledge and understanding of insurance principles, local procedures and products.

It is suitable for new entrants, or those wishing to build on existing knowledge through formal study. It also meets the minimum operating standards set by the Hong Kong regulator.

Completion requirements

The Award comprises one core unit providing 15 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 18-19 for individual unit assessment method.

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

RQF level:

N/A

CII credits:

15

Member designation:

CII (Award)

Recommended study time:

50 hrs

Enrolment:

Includes:

- Study text - ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Award in Customer Service in Insurance Non-UK only

RQF level:
N/A

CII credits:
15

Member designation:
CII (Award)

Recommended study time:
50 hrs

Enrolment:

Includes:

- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Award 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 industry entrants.

Completion requirements

The Award comprises one core unit providing 15 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 18-19 for individual unit assessment method.

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

Certificate in Insurance and Financial Services Non-UK only

RQF level:
N/A

CII credits:
40-45
depending on route

Member designation:
Cert CII

Recommended study time:
50 hrs
per unit

Enrolment:

Includes:

- Study text - print and ebook (WH1 has ebook only)
- Assessment entry
- Online support including exam guide via RevisionMate

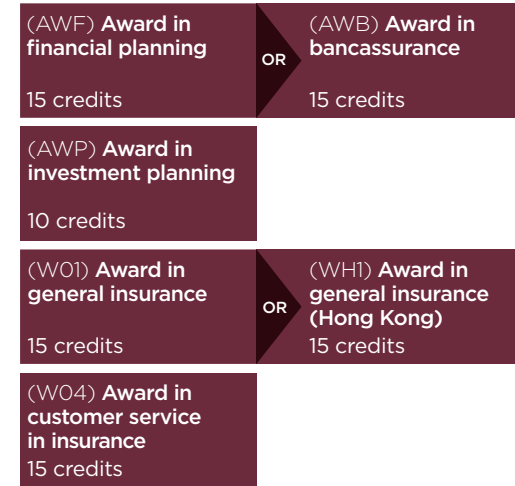
Overview

Offering a dedicated pathway for candidates outside the UK to achieve the Certificate in Insurance and Financial Services. 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 a solid base of knowledge relevant to your role and qualify for the Certificate.

Completion requirements

The Certificate comprises three core units from the four options below providing a total of 40-45 credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 18-19 for individual unit assessment method.

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

Certificate in London Market Insurance

RQF level:
3

CII credits:
40

Member designation:
Cert CII (London Market)

Recommended study time:
40-60 hrs per unit

Enrolment:
Includes:

- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

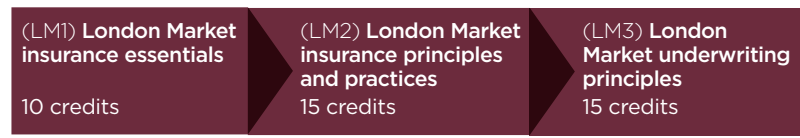
Overview

Building on introductory knowledge gained from the Award, the Level 3 Certificate includes 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.

Completion requirements

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



Core

See pages 18-19 for individual unit assessment method.

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

Certificate in Insurance

RQF level:
3

CII credits:
40

Member designation:
Cert CII

Recommended study time:
40-60 hrs per unit

Enrolment:
Includes:

- Study text - print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 3 Certificate in Insurance provides a fundamental grounding of key insurance principles, disciplines, products and markets.

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 comprises one core unit and option units, requiring a minimum of 40 credits for successful completion.



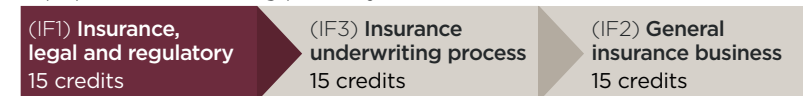
Core

The remaining credits can come from any units within the insurance qualifications framework.

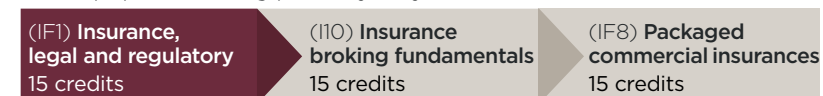
Note: Due to the extent of syllabus overlap between IF1, LM1 and W01, candidates who sit more than 1 of these units will only receive one award of credits.

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

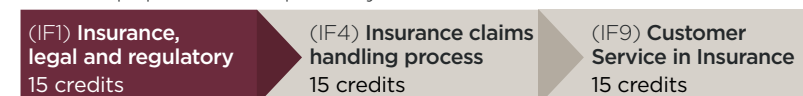
A popular underwriting pathway includes the unit combination:



And a popular broking pathway may resemble:



Whilst a popular claims pathway involves:



Core

Option units

See pages 18-19 for individual unit assessment method.

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

Diploma in Insurance

RQF level:
4

CII credits:
120

Member designation:
Dip CII

Recommended study time:
80-120 hrs
per unit

Enrolment:

Includes:

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

Overview

The Level 4 Diploma in Insurance is a technical and supervisory qualification for insurance staff of any discipline. It provides a firm understanding of insurance fundamentals and develops your advanced technical knowledge.

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

Completion requirements

The Diploma comprises two core units and option units from across the insurance qualifications framework. A minimum of 120 credits must be obtained for successful completion, with at least 90 credits at Diploma level or above. These credits can be used towards further CII qualifications.

Core units include:



Core

The remaining credits can come from any units within the insurance qualifications framework. See pages 18-19 for individual unit assessment method.

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

Assuming the candidate already holds the Certificate in Insurance and its respective units, a popular **underwriting** pathway may include the combination:



Core

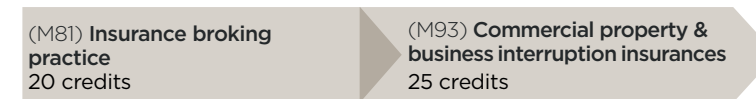


Option units

Assuming the candidate already holds the Certificate in Insurance and its respective units, a popular **broking** pathway may include the combination:



Core



Option units

Assuming the candidate already holds the Certificate in Insurance and its respective units, a popular **claims** pathway may include the combination:



Core



Option units

Certificate in London Market Insurance Specialisation

RQF level:

7

CII credits:

50

Member designation:

N/A

Recommended study time:

180 hrs

Enrolment:

Includes:

- Tutor advice

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.

Completion requirements

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

(991) London market insurance specialisation
50 credits

Core

See pages 18-19 for individual unit assessment method.

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

Certificate in Insurance Market Specialisation

RQF level:

7

CII credits:

50

Member designation:

N/A

Recommended study time:

180 hrs

Enrolment:

Includes:

- Tutor advice

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.

Completion requirements

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

(994) Insurance market specialisation
50 credits

Core

See pages 18-19 for individual unit assessment method.

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

Advanced Diploma in Insurance

RQF level:

6

CII credits:

290

Member designation:

ACII

Recommended study time:

120-180 hrs

per unit

Enrolment:

Includes:

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

Overview

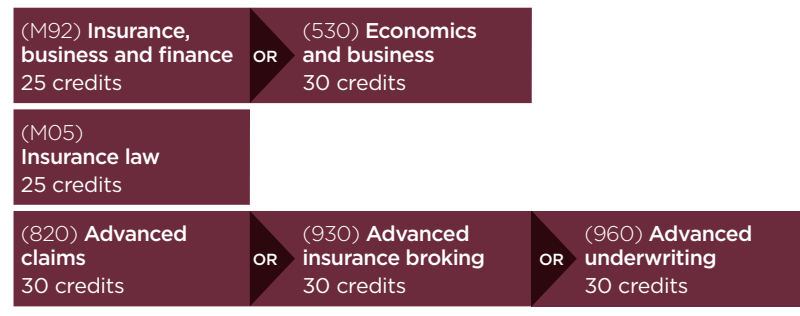
The Level 6 Advanced Diploma in Insurance provides you with enhanced understanding of insurance practice, and is a comprehensive assessment of market knowledge and understanding. Widely recognised, it stands as evidence of your commitment and ability, and can be your passport to a successful career. 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 comprises three core units and option units from across the insurance qualifications framework. A minimum of 290 credits must be obtained for successful completion, with at least 205 at Diploma level or above, including at least 150 at Advanced Diploma level.

Core units include:



Core

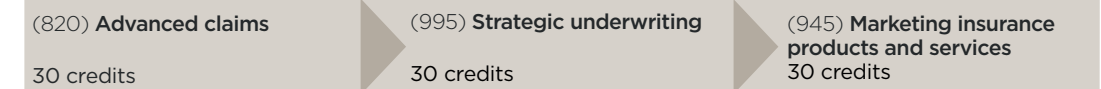
The remaining credits can come from any units within the insurance qualifications framework. See pages 18-19 for individual unit assessment method.

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

Assuming the candidate already holds the Diploma in Insurance and its respective units, a popular **underwriting** pathway may include the combination:



Core

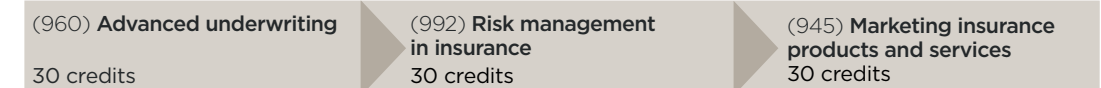


Option units

Assuming the candidate already holds the Diploma in Insurance and its respective units, a popular **broking** pathway may include the combination:



Core

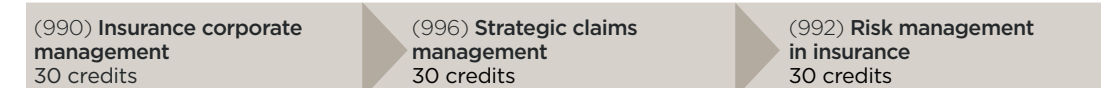


Option units

Assuming the candidate already holds the Diploma in Insurance and its respective units, a popular **claims** pathway may include the combination:



Core



Option units

Personal Finance qualifications

- 38. Personal Finance qualifications framework
- 40. Personal Finance qualifications case studies

Financial Planning:

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

Investments and securities:

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

Life and pensions:

- 57. Award in Life and Pensions Foundations
- 58. Award in Financial Administration
- 59. Certificate in Financial Services
- 60. Certificate in Regulated Financial Services Operations

Mortgages and equity release:

- 61. Certificate in Mortgage Advice
- 62. Certificate in Equity Release
- 63. Certificate in Advanced Mortgage Advice

This is the framework for our personal finance qualifications, detailing all units by level of difficulty, from Award through to Advanced Diploma.

Personal Finance qualifications framework

Award Level 2	Certificate Level 3	Diploma Level 4	Advanced Diploma Level 6	Study and assessment key
<p>(LF1) Life and pensions foundations 0 credits 40 study hours</p> <p>Non RQF The following units are not registered as part of the UK's Regulation Qualification Framework (RQF).</p> <p>(AWB) Award in bancassurance^{1,4} 15 credits 60 study hours</p> <p>(AWF) Award in financial planning^{1,2,4} 15 credits 60 study hours</p> <p>(AWI) Award in financial planning (India)³ 15 credits 60 study hours</p> <p>(AWP) Award in investment planning^{1,4} 10 credits 50 study hours</p>	<p>(CF1) UK financial services, regulation and ethics 15 credits 60 study hours</p> <p>(CF6) Mortgage advice 20 credits 100 study hours</p> <p>(CF8) Long term care insurance 15 credits 70 study hours</p> <p>(ER1) Equity release 15 credits 70 study hours</p> <p>(FA1) Life office administration 10 credits 60 study hours</p> <p>(FA2) Pensions administration 10 credits 60 study hours</p> <p>(FA4) Collective investment scheme administration 10 credits 70 study hours</p> <p>(FA5) Individual savings account administration 10 credits 70 study hours</p> <p>(FA6) Investment client servicing 10 credits 70 study hours</p> <p>(GR1) Group risk 10 credits 50 study hours</p> <p>(LP1) Life and pensions customer operations 15 credits 60 study hours</p> <p>(LP2) Financial services products and solutions 20 credits 100 study hours</p> <p>(LP3) Life and pensions principles and practices 10 credits 50 study hours</p> <p>(R05) Financial protection 10 credits 50 study hours</p>	<p>(J02) Trusts 20 credits 100 study hours</p> <p>(J03) The tax and legal aspects of business 20 credits 100 study hours</p> <p>(J05) Pension income options 20 credits 100 study hours</p> <p>(J07) Supervision in a regulated environment 20 credits 100 study hours</p> <p>(J09) Paraplanning 30 credits 100 study hours</p> <p>(J10) Discretionary investment management 20 credits 80 study hours</p> <p>(J11) Wrap and platform services 20 credits 100 study hours</p> <p>(J12) Securities advice and dealing 20 credits 70 study hours</p>	<p>(R01) Financial services, regulation and ethics 20 credits 60 study hours</p> <p>(R02) Investment principles and risk 20 credits 60 study hours</p> <p>(R03) Personal taxation 10 credits 50 study hours</p> <p>(R04) Pensions and retirement planning 10 credits 50 study hours</p> <p>(R06) Financial planning practice 30 credits 100 study hours</p> <p>(R07) Advanced mortgage advice 15 credits 70 study hours</p> <p>(AF1) Personal tax and trust planning 30 credits 150 study hours</p> <p>(AF2) Business financial planning 30 credits 150 study hours</p> <p>(AF4) Investment planning 30 credits 150 study hours</p> <p>(AF5) Financial planning process 30 credits 150 study hours</p> <p>(AF6) Senior management and supervision 30 credits 150 study hours</p> <p>(AF7) Pension transfers 20 credits 100 study hours</p> <p>(AF8) Retirement income planning 30 credits 150 study hours</p>	<p>Assessment methods vary depending on the unit's level and subject matter. Each unit has been colour coded in the framework to the left, to identify the assessment method from the options below.</p> <p>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 at international paper-based exam centres (April and October).</p> <p>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 non-UK exam centres. The exception is unit R06 which is tested four times yearly in January, April, July and October.</p> <p>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.</p>

Notes

1. Available to non-UK candidates only
2. Unit AWF is also available in Arabic, (AWA) Award in financial planning
3. Available to candidates in India only
4. Remote invigilation available early 2019.

We recognise that with such a flexible framework there are many options available. To help keep things simple, we've outlined financial planning, investments and securities, life and pensions, and mortgages and equity release case studies. These represent the typical combination of units that are taken at this level and role. If you're new to the CII framework, you might find it useful to start with one of these and adapt if necessary to your specific needs.

Personal Finance qualifications case studies



Investments and securities

Adrian, a financial advisor

Holding the Diploma in Regulated Financial Planning, Adrian meets the FCA's requirements for advising on retail investment products. Aspiring to achieve Chartered status, he decides to study for the Advanced Diploma in Financial Planning.

Units already held:

- (R01) Financial services, regulation and ethics level 4 20 credits
- (R02) Investment principles and risk level 4 20 credits
- (R03) Personal taxation level 4 10 credits
- (R04) Pensions and retirement planning level 4 10 credits
- (R05) Financial protection level 3 10 credits
- (R06) Financial planning practice level 4 30 credits
- (J10) Discretionary investment management level 4 20 credits

The Advanced Diploma requires 290 credits for completion, at least 120 credits must be at level 6, 40 credits at level 4, with the remainder coming from any units within the Personal finance framework.

With 110 credits at level 4, and 10 at level 3, Adrian comfortably satisfies the level 4 credit requirement.

He chooses to study four level 6 units satisfying the level 6 credit requirement, along with two further units to meet the 290 credit threshold.

- (AF1) Personal tax and trust planning level 6 30 credits
- (AF2) Business financial planning level 6 30 credits
- (AF4) Investment planning level 6 30 credits
- (AF5) Financial planning process level 6 30 credits
- (AF8) Retirement income planning level 6 30 credits
- (J12) Securities advice and dealing level 4 20 credits

As a member of the Personal Finance Society, Adrian is entitled to use the designation APFS. With eight years' experience in the financial planning industry, he is now eligible to apply for Chartered Financial Planner status.



Financial Planning

Kaitlyn, a junior paraplanner

Kaitlyn works as a junior paraplanner under the direction of a senior financial planner. She now wants to obtain the Certificate in Paraplanning, helping her specialise in the subject and advance her career.

As part of her training, Kaitlyn studied one unit from the Personal Finance framework:

- (R01) Financial services, regulation and ethics level 4 20 credits

To meet the requirements for the Certificate, she must obtain the remaining core units:

- (R02) Investment principles and risk level 4 20 credits
- (R03) Personal taxation level 4 10 credits
- (J09) Paraplanning level 4 30 credits

On successful completion and as a member of the Personal Finance Society, Kaitlyn is entitled to use the designation CertPFS (Paraplanning). Should she wish to adopt a client facing role, providing financial advice, Kaitlyn can use the credits she has achieved towards the Diploma in Regulated Financial Planning.



Life and pensions

Jonah, a customer service representative

Jonah works on the helpdesk for a financial services company, providing specialist support on pensions. With his extensive subject knowledge, Jonah is keen to qualify as a financial adviser.

Funded through his employer's training programme, Jonah already holds the Certificate in Financial Services, and has opted for the Life and Pensions route.

Units already held:

- | | | |
|--|---------|------------|
| • (LP1) Life and pensions customer operations | level 3 | 15 credits |
| • (LP2) Financial services products and solutions | level 3 | 20 credits |
| • (LP3) Life and pensions principles and practices | level 3 | 10 credits |

To satisfy the FCA's requirements for giving financial advice, Jonah must complete the six core units required for the Diploma in Regulated Financial Planning.

- | | | |
|---|---------|------------|
| • (R01) Financial services, regulation and ethics | level 4 | 20 credits |
| • (R02) Investment principles and risk | level 4 | 20 credits |
| • (R03) Personal taxation | level 4 | 10 credits |
| • (R04) Pensions and retirement planning | level 4 | 10 credits |
| • (R05) Financial protection | level 3 | 10 credits |
| • (R06) Financial planning practice | level 4 | 30 credits |

On successful completion and as a member of the Personal Finance Society, Jonah is entitled to use the designation DipPFS. Having achieved the Diploma, he might want to use his credits achieved at level 4 towards the Advanced Diploma in Financial Planning, giving him the opportunity to apply for Chartered Financial Planner status.



Mortgage advice

Erin, a mortgage advisor

Currently a holder of the Certificate in Mortgage Advice, Erin meets the FCA's qualification requirements for advising. To develop her advice capabilities and bring her up to speed with any recent changes to the mortgage process, she decides to study for the Certificate in Advanced Mortgage Advice.

She already holds units:

- | | | |
|---|---------|------------|
| • (R01) Financial services, regulation and ethics | level 4 | 20 credits |
| • (CF6) Mortgage advice | level 3 | 20 credits |

To satisfy the requirements of the Certificate, Erin needs to obtain one further unit:

- | | | |
|----------------------------------|---------|------------|
| • (R07) Advanced Mortgage Advice | level 4 | 15 credits |
|----------------------------------|---------|------------|

On successful completion, Erin is now a holder of the Certificate in Advanced Mortgage Advice. To gain access to up-to-date content and events, Erin becomes a member of the Society of Mortgage Professionals, entitling her to use the designation attached to her qualification - Cert SMP.

The ideal next step for Erin would be to obtain the Diploma in Regulated Financial Planning, widening her technical knowledge on advising in retail investment products.

Award in Financial Planning Non-UK only

RQF level:

N/A

CII credits:

15Member
designation:**CII (Award)**Recommended
study time:**60 hrs**

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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.

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

Completion requirements

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

(AWF) Award in
financial planning
15 credits

Core

See pages 38-39 for individual unit assessment method.

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

Award in Bancassurance Non-UK only

RQF level:

N/A

CII credits:

15Member
designation:**CII (Award)**Recommended
study time:**60 hrs**

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

Designed for financial advisers and insurance agents working 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 credits on successful completion. These credits can be used towards further CII qualifications.

(AWB) Award in
bancassurance
15 credits

Core

See pages 38-39 for individual unit assessment method.

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

Award in Long Term Care Insurance

RQF level:

3

CII credits:

15

Member designation:

N/A

Recommended study time:

70 hrs

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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 appropriate qualification requirements for advising on long term care products and retirement advice.

Completion requirements

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

(CF8) Long term care insurance

15 credits

Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Insurance and Financial Services Non-UK only

RQF level:

N/A

CII credits:

40-45

depending on route

Member designation:

Cert CII

Recommended study time:

50-60 hrs

per unit

Enrolment:

Includes:

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

Overview

Offering a dedicated pathway for candidates outside the UK to achieve the Certificate in Insurance and Financial Services. 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 qualify for the Certificate and gain a solid base of knowledge relevant to your role.

Completion requirements

The Certificate comprises three core units from the four options below providing 40-45 credits on successful completion. These credits can be used towards further CII qualifications.

(AWF) Award in financial planning

15 credits

OR

(AWB) Award in bancassurance

15 credits

(AWP) Award in investment planning

10 credits

(WO1) Award in general insurance

15 credits

OR

(WH1) Award in general insurance (Hong Kong)

15 credits

(WO4) Award in customer service in insurance

15 credits

Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Paraplanning

RQF level:

4

CII credits:

75-80

Member designation:

CertPFS (Paraplanning)

Recommended study time:

50-100 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 4 Certificate in Paraplanning meets the specific needs of paraplanners, or those aspiring to the role. It 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.

Completion requirements

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



Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Pension Transfer Advice

RQF level:

4

CII credits:

70

Member designation:

N/A

Recommended study time:

50-100 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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 satisfies the FCA's qualification requirements for advising on pension transfers.

Completion requirements

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



Core

See pages 38-39 for individual unit assessment method.

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

Diploma in Regulated Financial Planning

RQF level:

4

CII credits:

100

Member
designation:
DipPFS

Recommended
study time:

50-60 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 4 Diploma in Regulated Financial Planning meets the FCA's qualification requirements for anyone advising on retail investment products.

It helps you develop core technical knowledge and financial planning capabilities.

Completion requirements

The Diploma comprises six core units, providing 100 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) Financial planning practice 30 credits

Core

See pages 38-39 for individual unit assessment method.

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

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

Diploma in Financial Planning

RQF level:

4

CII credits:

140

Member
designation:
DipPFS

Recommended
study time:

50-100 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 4 Diploma in Financial Planning 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

To complete the Diploma, 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 comprises option units from across the Personal Finance qualifications framework. A minimum of 140 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.

(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

See pages 38-39 for individual unit assessment method.

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

Advanced Diploma in Financial Planning

RQF level:

6

CII credits:

290

Member designation:

APFS

Recommended study time:

100-150 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook (not available for AF5)
- Assessment entry
- Online support including exam guide via RevisionMate (exam guide not available for AF6 and AF8)
- Specimen coursework assignment

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 can apply for Chartered status. See page 73 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 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.

(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

See pages 38-39 for individual unit assessment method.

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

Award in Investment Planning Non-UK only

RQF level:

N/A

CII credits:

10

Member designation:

CII Award

Recommended study time:

50-60 hrs

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Award in Investment Planning develops your knowledge of investment products. You'll also 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.

Completion requirements

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

(AWP) Award in Investment Planning
10 credits

Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Investment Operations

RQF level:

3

CII credits:

25-30

Member

designation:

N/ARecommended
study time:**60-70 hrs**

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

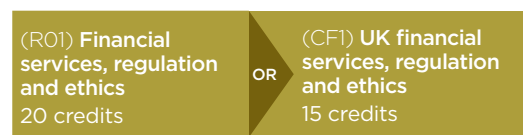
Overview

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 investments operations you choose.

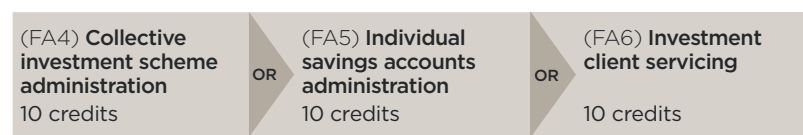
Importantly, the Certificate also satisfies the FCA qualification requirements for overseers of certain investment operations functions.

Completion requirements

The Certificate comprises one core unit and one option unit, providing 25-30 credits on successful completion.



Core



Option units

See pages 38-39 for individual unit assessment method.

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

Certificate in Securities Advice and Dealing

RQF level:

4

CII credits:

70

Member

designation:

**CertPFS
(Securities)**Recommended
study time:**50-70 hrs**

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 4 Certificate in Securities Advice and Dealing satisfies the FCA's qualification requirements for anyone advising on dealing in securities. It's also suitable if you are working in a support role and want to develop your knowledge of this sector.

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

Completion requirements

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



Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Discretionary Investment Management

RQF level:

4

CII credits:

40

Member designation:

CertPFS (DM)

Recommended study time:

60-80 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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 credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 38-39 for individual unit assessment method.

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

Award in Life and Pensions Foundations

Overview

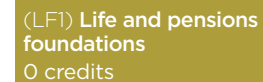
The Level 2 Award in Life and Pensions Foundations introduces key life and pensions topics, including: customer needs and solutions across pensions, protection, investments and savings, the sector's value to society and the economy, and the importance of professional conduct and maintaining a customer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



Core

See pages 38-39 for individual unit assessment method.

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

RQF level:

2

CII credits:

N/A

Member designation:

N/A

Recommended study time:

40 hrs

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Award in Financial Administration

RQF level:

3

CII credits:

25-30

Member designation:

N/A

Recommended study time:

60 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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.

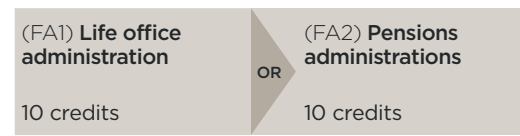
Importantly, it satisfies FCA qualification requirements for overseers of certain administrative life and pensions functions.

Completion requirements

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



Core



Option units

See pages 38-39 for individual unit assessment method.

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

Certificate in Financial Services

RQF level:

3

CII credits:

Life and Pensions route:

45

General route

35-40

Member designation:

Life and Pensions route:

Cert CII (Life and Pensions)

General route:

Cert CII (FS)

Recommended study time:

50-100 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 3 Certificate in Financial Services is for those in an operational or technical support role, offering a choice of two learning routes.

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 credits on successful completion. These credits can be used towards further CII qualifications.



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



Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Regulated Financial Services Operations

RQF level:

3

CII credits:

35-40

Member designation:

Cert CII (FS)

Recommended study time:

60-70 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

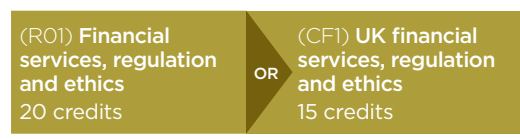
The Level 3 Certificate in Regulated Financial Services Operations (previously known as the Certificate in Financial Services, product-specific route) develops fundamental knowledge of the financial services sector, including regulation, legislation, and overseeing and administering financial products.

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

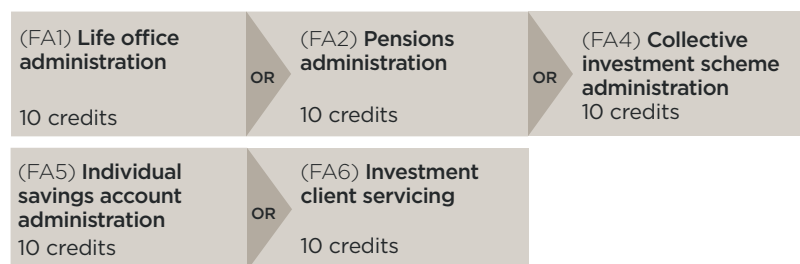
The Certificate is an ideal next-step for holders of the Award in Financial Administration or Certificate in Investment Operations, requiring completion of one further unit.

Completion requirements

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



Core



Option units

See pages 38-39 for individual unit assessment method.

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

Certificate in Mortgage Advice

RQF level:

3

CII credits:

35-40

Member designation:

Cert CII (MP)

Recommended study time:

60-100 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

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 from a choice of three, providing 35-40 credits on successful completion. These credits can be used towards further CII qualifications.



Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Equity Release

RQF level:

3

CII credits:

50-55

Member designation:

Cert CII (MP & ER)

Recommended study time:

60-100 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

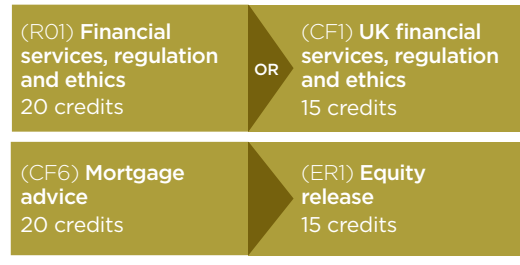
Overview

The Level 3 Certificate in Equity Release is suitable for anyone seeking to advise on equity release products (both home reversion plans and lifetime mortgages), and those who work in a support role in this sector.

The Certificate meets the FCA's qualification requirements for advising on this class of business.

Completion requirements

The Certificate comprises three core units from a choice of four, providing 50-55 credits on successful completion.



Core

See pages 38-39 for individual unit assessment method.

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

Certificate in Advanced Mortgage Advice

RQF level:

4

CII credits:

55

Member designation:

Cert SMP

Recommended study time:

60-100 hrs

per unit

Enrolment:

Includes:

- Study text – print and ebook
- Assessment entry
- Online support including exam guide via RevisionMate

Overview

The Level 4 Certificate in Advanced Mortgage Advice goes beyond the FCA's minimum qualification requirements and enables 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 credits on successful completion.



Core

See pages 38-39 for individual unit assessment method.

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

Right by your side



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

RevisionMate gives free online access to a suite of support tools, 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.

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.

* 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



Supporting your studies

Enrolment plus

Increase your chances of success by upgrading to Enrolment plus.

Enrolment plus builds on Enrolment with 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

Comprehensive pocket-sized booklets summarising the key information contained in the study text. Ideal for studying on the go.

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, Learn provides visually engaging and memorable learning, covering key topics as opposed to the entire syllabus.

Question pack

Available for selected Certificate and Diploma level 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.

* Whilst accessing additional study aids via Enrolment plus is cheaper than if you were to purchase them separately, individual components are still available 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.

Membership level	Designation	Qualification held by members
Chartered	Chartered Insurer	Advanced Diploma or Fellowship with five years' industry experience
	Chartered Insurance Practitioner	
	Chartered Insurance Broker	
	Chartered Insurance Risk Manager	
	Chartered Financial Planner	
Fellowship	FCII	CII Fellowship
	FPFS	PFS Fellowship
Advanced Diploma	ACII	Advanced Diploma in Insurance
	APFS	Advanced Diploma in Financial Planning
Diploma	Dip CII (Claims)	Diploma in Insurance, including units: M85 or 820
	Dip CII	Diploma in Insurance
	Dip PFS	Diploma in Regulated Financial Planning or the Diploma in Financial Planning
Certificate	Cert CII	Certificate in Insurance or Certificate in Insurance and Financial Services
	Cert CII (Claims)	Certificate in Insurance, including one of the following units: IF4, M85, or 820
	Cert CII (Life and Pensions)	Certificate in Financial Services via the life and pensions route
	Cert CII (London Market)	Certificate in Insurance, including the Award in London Market Insurance
	Cert CII (Health and Protection)	Certificate in Insurance, including at least two of the following units: IF7, P63, P64, R05, GR1
	Cert CII (Protection)	Certificate in Insurance, including units R05 and IF9
	Cert CII (Insurance Broking)	Certificate in Insurance, including one of the following units: I10, M81, 930
	Cert CII (Customer Service)	Certificate in Insurance, including unit IF9
	Cert SMP	Members of the Society of Mortgage Professionals holding the Certificate in Advanced Mortgage Advice
	Cert CII (MP)	Members of the Society of Mortgage Professionals holding the Certificate in Mortgage Advice
	Certs CII (MP & ER)	Members of the Society of Mortgage Professionals holding the Certificate in Equity Release
	Cert CII (FS)	Certificate in Regulated Financial Services Operations or Certificate in Financial Services via the general route
	Cert CII (Paraplanning)	Certificate in Paraplanning
	Cert PFS (Securities)	Certificate in Securities Advice and Dealing
	Cert PFS (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 symbol of excellence



Chartered status



Chartered
Chartered Insurance Institute

Chartered status is a symbol of excellence, serving as a mark of professional commitment with employers, consumers and businesses. Chartered members practice at the forefront of the profession and are recognised for their commitment to professional standards.

“Becoming Chartered was always something I aspired to. For me, it represents more than recognition of knowledge and experience; it also shows that I am dedicated to the highest standards of learning and technical expertise. In terms of career development, it gives me the edge and credibility with clients and professional peers alike.”

Kate Gannon

Chartered Financial Planner

Attaining Chartered status takes commitment. It's challenging, but achievable.

If you are a member holding an Advanced Diploma, with at least five years of experience within the profession, you are eligible to apply.

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

A passion for professionalism



Fellowship

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 a 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

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

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