

# IMPORTANT NOTICE

Upon registering, each student at the College of Insurance and Professional Studies, formally agrees to observe and obey all the policies and rules governing students and the operation of the College.

The College has the right to change any information appearing in this or any other publication relating to admissions, programmes, fees and the requirements for the granting of diplomas or certificates and any other matter.

Students are expected to familiarize themselves with the information in the Student's Handbook.

## **The College of Insurance and Professional Studies**

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# *MISSION STATEMENT*

To develop and implement training programmes related to the professional and personal development of individuals involved in insurance and other businesses as a part of our contribution to nation building.

Committed to

***Knowledge, Integrity and  
Professionalism***

## GENERAL INFORMATION

### 1.0 ADMISSION

Application forms, Programme of Courses and Monthly Schedule of Courses can be obtained at the College of Insurance and Professional Studies.

Information can be faxed or e-mailed upon request.

#### *Over-subscribed Courses*

Where courses are over-subscribed, applicants will be automatically considered for the next scheduled course of their choice.

#### *Under-subscribed Courses*

Courses that are under-subscribed at the commencement of the scheduled date will be postponed. If after this postponement the registration is low, the course will not be offered and the fees will be refunded or deferred for another course.

### ENGLISH PROFICIENCY TEST

New Students for courses at the College will be required to sit the College's English Proficiency Test.

Persons who fail the Proficiency test will be required to pursue the Business Communication course.

### 2.0 REGISTRATION – (Courses/Programmes)

All students are required to register at least one week before the beginning of each course. At no time will students be permitted to attend classes without submitting the completed application form.

After the set deadline date, registrations will attract a cess.

Individuals are not considered registered unless they have met all registration conditions.

The College reserves the right to prohibit registration or withdraw an individual from a course/programme for failing to meet registration conditions. Unregistered individuals should not attend classes.

### 2.1 (SALES REPRESENTATIVE LICENSING EXAMINATIONS)

All students are required to complete and submit an application form along with payment before or on the closing date for a particular examination.

#### *Late Registration*

Penalties, including payment of a late registration fee, apply to students who fail to register within the scheduled registration period.

#### *Registration Form*

Each student is required to complete and sign a registration form, which ends with a declaration that he/she has read and understood the Terms and Conditions. Full details of the Terms and Conditions are given on the registration form. A student becomes duly registered only at the end of the process that starts with fee payment by self-sponsored individuals and confirmation of payment by students who are company-sponsored.

#### *Examination*

Registration Forms must be completed and submitted to the College before or on the deadline date for an examination

Individuals are not considered registered unless they have met all registration conditions. The College reserves the right to prohibit registration for failing to meet registration conditions. Unregistered individuals will not be allowed to sit examinations.

### 3.0 Fee payment

Fees charged by the College are approved by the Board of Directors.

- The College reserves the right to make changes in fees and procedures for payment without prior notice.
- Cheques should be made payable to the College of Insurance and Professional Studies.

### 3.1 Payment Plan

Students are advised of the availability of a payment plan. However, the College recognizes that there will be cases where persons may not qualify to participate.

### 3.2 Fee Refund Policy

Applications for refunds should be submitted to the College in writing with an acceptable explanation. Registration fees are not refundable. Refunds are not given for exempted courses. Refunds are at the discretion of the management and are subject to the review of the Board.

#### *Fee Structure*

The components of fees are as follows:

- Registration
- Tuition
- Examination
- Exemption
- Re-marking

#### *Member Companies*

Member Companies and their employees are eligible for a 20% discount on course fees.

The following conditions apply:

- ✓ For certificate and short courses (2-8) weeks, fifty percent (50%) payment required to effect registration. Remaining fees are to be paid prior to the end of the

course via salary deduction(s). Payments can be made weekly or at the end of the month in question for an amount agreed by the Accounts Department.

- ✓ For diploma and long courses (3-6) months, a one third (1/3) payment is required to effect registration. Remaining fees are to be paid by the end of the following two months. (A one third payment each subsequent month).

***NOTE: Approval for participating in the Payment Plan is to be received from the College's Accounts Department. The Payment Plan is only available to Self-Sponsored individuals.***

### 4.0 Scholarships and Bursaries

- Scholarships and Bursaries are awarded to students and are sponsored by Insurance Companies. Two (2) Memorial Scholarships are available.
- Scholarships are advertised on the College's Notice Board, or Website and by circulars to the insurance companies. Closing dates for submission of applications vary.
- Candidates are evaluated on the basis of their academic performance, leadership ability, interest in the insurance industry and interview performance. Continuation of scholarship awards depends on satisfactory performance.
- ***Honors and Awards***  
Special honors and awards for academic excellence in Diploma Courses, Certificate Courses and ACII examination passes, are conferred at our Annual Awards Function.

## 5.0 EXAMINATIONS

### 5.1 Assessment of Courses

Most of the courses offered at the College are assessed by a final examination, post quiz or quizzes, course work, projects, etc. Allocation of marks for the evaluation tool used for each course is indicated on each course syllabus.

### 5.2 Attendance at Examination

- To be eligible to sit the final examination, students must attend at least 75% of the sessions.
- Examinations are usually scheduled two (2) clear weekends after a course ends; post quiz one week after the last class.
- It is imperative that students sit examination(s) on the scheduled dates. Failure to do so may result in a student having to repeat the course at added cost.

### 5.3 Supplemental Examination

A candidate who fails an examination within (7) points of the pass mark will be permitted to sit a supplemental examination within one month after notification of such failure with the following conditions:

- i. Only one (1) supplemental examination may be sat for a particular subject. Failure of a supplemental examination will result in the subject in question having to be repeated by the candidate. Supplemental examinations also attract an examination fee.
- ii. All supplemental passes will be graded SP (Supplemental Pass), and will earn the minimum pass mark of 55%.

Final and supplemental examination scripts will remain the property of the College for two (2) years.

Students shall have access to view examination scripts.

### 5.4 Absence from Examinations

This should be discouraged. A candidate who has substantiated medical or other legitimate reason for missing an examination will have his or her case reviewed by the Board of Studies for eligibility for the sitting of another examination. It will be the responsibility of the candidate to submit written substantiation of such reason within five (5) working days from the date of the missed examination.

***Candidates who absent themselves from post quizzes and final examinations without a valid reason, acceptable by the College of Insurance and Professional Studies, will receive a failing grade.***

Candidates who identify clashes with examination/post quiz schedules should report it immediately to the Programmes Department.

### 5.5 Instructions to Candidates taking Examinations

It is the responsibility of each candidate to make sure of the dates and times of the examination for which he/she is registered.

- (i) Candidates should be at the examination room at least fifteen (15) minutes before the scheduled time of the examination.
- (ii) Candidates will not be admitted to an examination later than one hour after it has begun, except with the permission of the invigilator.
- (iii) Candidates must remain silent for the duration of the examination unless permission to speak is granted by the invigilator. Candidates must not converse, communicate with or willingly receive communication from any persons (other than the invigilator) in any way during the examination.
- (iv) Reading or attempting to read the work of another candidate is not permitted.

- (v) Handbags, books, mobile phones and any other materials should be placed on desks provided in the designated area(s) before the start of each examination.
- (vi) Photo identification card must be prominently displayed on the desk.

Candidates who failed to present their identification will not be permitted to sit the examination and will be required to sit the next examination at added cost.

- (vii) Candidates will not be allowed to smoke, eat or drink during an examination, unless permission is granted by the invigilator.
- (viii) All electronic equipment and mobile telephones are to be switched off before entering the examination room.
- (ix) Candidates are required to write their Candidate's number NOT their names, on the answer sheet(s) which is to be handed in. ***Candidates shall not write their names anywhere on the answer sheets.***
- (x) If a candidate is suspected by an Invigilator of cheating, receiving assistance or assisting other candidates, he/she will be warned by the Invigilator that the matter will be reported to the Board of Studies. The candidate shall NOT be allowed to continue the examination.
- (xi) A written statement shall be requested from the candidate at the end of the examination
- (xii) Candidates who wish to leave the exam room for any reason should raise their hand. Only one candidate will be allowed to leave the room at any one time. Any candidate leaving the room to go to the bathroom for example, will be accompanied by an invigilator.

- (xiii) Any candidate considered disruptive by the invigilator during an examination may be required to withdraw from the examination.
- (xiv) If a candidate walks out of the examination without permission, such candidate will be penalized and such action will constitute an automatic failure.

***Candidates have been warned that any breach of these instructions may result in their disqualification for the paper they are sitting.***

### **5.6 Grading System**

The College's grading system will be reported as follows:

<b>A</b>	-	<b>Distinction-</b>	<b>(85 - 100%)</b>
<b>B</b>	-	<b>Credit -</b>	<b>(71 - 84%)</b>
<b>C</b>	-	<b>Pass -</b>	<b>(55 - 70%)</b>
<b>SP</b>	-	<b>Supplemental</b>	<b>( 55%)</b>
<b>D</b>	-	<b>Supplemental Fail</b>	<b>(48 - 54%)</b>
<b>F</b>	-	<b>Fail -</b>	<b>( 0 - 47%)</b>

**NOTE:** A grade for ***Incomplete*** may be entered for individuals who fail to meet the attendance and/or academic requirements of a course.

### **5.7 Notification of Examination Results**

A general listing of Results is posted on the College's Notice Board.

For company-sponsored individuals, results are communicated to the Training/HR Managers in Progress Reports issued at least three (3) weeks after the final examination.

For self-sponsored individuals, Progress Reports should be collected at the College.

## **5.8 RE-MARK POLICY**

All appeals of examination results must be done in writing within twenty-one (21) days after the results have been published on the College's Notice Board or Website. No consideration will be given after that date.

- Formal request for appeal of examination results should be addressed to the Chairman, Board of Studies, through the Principal, College of Insurance and Professional Studies.
- The candidate will be requested to pay a fee for the re-mark of each script. This amount must be paid upon appeal for re-mark.
- Re-marking will be carried out by two (2) external examiners noted to have knowledge and expertise in the subject of examination.

## **5.9 Other Examinations**

### *Salesmen Licensing Examinations*

Salesmen Licensing Examinations for both the Life and General Insurance Companies are administered by the College.

The frequency of the sitting of these examinations will be confirmed by the Board.

### *External Examinations*

The College has maintained ties with overseas insurance institutions. These external examinations are administered by the College who act as proctors/examiners in keeping with the respective policies to maintain quality.

## **6.0 Lecturer/Course Evaluation**

At the end of each course, candidates are asked to complete lecturer/course evaluation form(s) which must be returned immediately on completion.

The responses will be analysed for any implications on course content and delivery. A summarized copy is given to the lecturer(s).

## **7.0 Class Attendance**

Class attendance is compulsory and candidates *must* attend at *least* 75% of the sessions to be eligible to sit the final examination.

Candidates who fail to meet the attendance requirement will not be allowed to sit the final examination.

## **7.1 Dress Code**

While the College has no formal dress code, students and users of the College are expected to follow acceptable standards of dress and proper grooming.

## **7.2 Change in Address and Marital Status**

It is important that students advise the College's Administrative Office, in writing, immediately of any change in address or marital status

## 1.0 GENERAL ACADEMIC INFORMATION

The College operates a 12 month academic year – January – December.

Classes are normally scheduled between the hours of 5:30 p.m. – 8:30 p.m, from Mondays to Thursdays. Some courses are scheduled as follows:

**A.M. - 9:00 A.M. – 12:00 NOON**  
**P.M. - 1:30 P.M. - 4:30 P.M**  
**ALL DAY - 8:30 A.M. - 4:40 P.M.**

### 1.1 Jamaica Insurance Diploma

A diploma is given upon successful completion of the programme of study which require no fewer than 366 credit hours (1 1/2 yrs or 3 semesters)

### 1.2 Certificate

Certificates are awarded upon the successful completion of the pre-requisites courses and a technical course.

The two pre-requisite courses are:

**Introduction to Insurance  
Legal Principles**

### 1.3 Transcript

A transcript of grades will be sent upon request and payment of the required fee. The transcript of grades lists the course(s), duration, and final grade(s).

### 1.4 Withdrawal from Courses

A request for withdrawal of a candidate from a course must be submitted in writing to the College and permission obtained.

Company sponsored individual should consult with their Training/HR Managers prior to withdrawing from a programme.

Candidates who discontinue a course after the first two classes are required to pay fifty percent (50%) of fees which will become payable immediately. Attendance to three or more classes and withdrawal will require a 100% payment of course fees.

If due to extenuating circumstances, individual needs to discontinue a course after the first two classes, full fees must be paid within the course period and the individual will be allowed to participate in the next course.

This concession will be granted based on the College's discretion.

The College will not write off fees owed by students who withdrew from courses without the College's permission.

Company-sponsored and self-sponsored students will be liable for outstanding fees.

## 2.0 ACADEMIC MISCONDUCT

### *Plagiarism*

Students are warned that the use of another student's intellectual efforts, data, ideas and arguments under one's own name is regarded as a form of cheating. Students should seek the guidance of their lecturers.

### *Cheating in post quizzes and examinations*

Cheating in post quizzes and examinations includes:

- Conversing, communicating with or willingly received communication from any other persons (except the invigilators) in any way during the examination.
- reading or attempting to read the work of any other candidates
- using electronic equipment capable of being programmed to hold data

### *Penalties for Academic Misconduct*

Breach/violation of any of the above may result in a failing grade and/or disqualification from the examination and the course.

## **1.0 PROGRAMME OFFERINGS**

### **1.1 JAMAICA INSURANCE DIPLOMA**

The Jamaica Insurance Diploma provides acceptance and conditional exemptions from three(3) Chartered Insurance Institute of London (CII) subjects as follows:

510	-	Risk and Insurance
520	-	Company and Contract Law and Their Applications to Insurance
945	-	Marketing

This programme has been accepted by the Associate of Chartered Insurance Institute as evidence of satisfactory fulfillment of the requirements for the introductory Examinations for their Associateship (ACII) Diploma.

### *Admission Requirements*

To enter the Jamaica Diploma Programme, candidates must satisfy requirements in either List A or B.

#### **List A**

- have passes in at least four subjects at the GCE Ordinary Level or CXC General Proficiency. The subjects comprise English Language, Mathematics (or a mathematical subject) and two other distinct subjects chosen from the following:

History	Geography	Foreign Language
Natural Science	Economics	Computer Studies
Public and Economic Affairs	Surveying Commerce	English Literature
Elements or Principles of Accounts		

- Pass the College's English Proficiency Test (EPT). Persons who fail the Proficiency Test must pursue the Business Communication course.
- Persons without GCE/CXC Mathematics or a mathematical subject must pass the Business Mathematics course offered by the College. Mathematical subjects include:

Pure Mathematics	Elementary Mathematics
Applied Mathematics	Commercial Mathematics
Additional Mathematics	Statistics
Physics	Chemistry
Integrated Science	Navigation
Engineering Science	

#### List B (*Mature Candidates*)

- have reached the age of twenty-five years and are employed in insurance.
- must pass the College's English Proficiency Test
- must pass English and Mathematics (or a Mathematical subject) at GCE/CXC or pursue the Business Communication and Business Mathematics courses at the College.

### *Exemptions*

Candidates who possess certain qualification for which the syllabi are broadly similar to subjects in the Jamaica Insurance Diploma and which are examined at the same level, can apply to the Board of Studies for exemption for these courses.

Exempted courses attract 50% of the course fee.

### *Scope Of The Diploma*

The Diploma Programme consists of 366 ( 1 1/2 years or 3 semesters)hours of instructions over the following courses:

- Risk & Insurance 60 hrs.
- Co. & Contract Law and their Applications to Insurance 60 hrs.
- The Business Environment 66 hrs.
- Personal Insurance 60 hrs.
- Prin. & Prac. of Reinsurance 60 hrs.
- Marketing 60 hrs.

The Jamaica Insurance diploma MUST be completed with in six (6) years.

## **1.2 ACII EXAMINATIONS**

A word on the ACII (Associate of the Chartered Insurance Institute)

The CII's examinations are taken by :

(a) insurance and financial services staff each year and the qualifications they give are recognized throughout the world as proof of a high level of achievement.

(b) career professionals, including holders of the Certificate of Insurance Practice, who wish to advance their professional standing.

The ACII is the highest professional insurance qualification that can be gained by examination and allows holders to apply to use the letters ACII after their name. A-level qualifications, or equivalent, are required if you will be under 25 on the date of the examination.

## **1.3 CERTIFICATE IN INSURANCE STUDIES**

Certificate(s) in Insurance Studies provide exemptions from corresponding subjects in Salesmen Licensing Examinations.

### *Admission Requirements:*

There is an open admission to the Certificate in Insurance Studies.

### *Prerequisites:*

Candidates must pass the following subjects before being awarded certificates in the specialized areas:

- Introduction to General Insurance - 30 hrs.
- Legal Principles - 30 hrs.

### *Scope of Certificate Courses*

Consist of 36 contact hours. (4-6 weeks) instructions for the following courses:

- Motor Insurance
- Property Insurance
- Marine, Aviation & Transport
- Business Interruption
- Insurance of Legal Liability

### *Certificate in Claims*

- Three (3) subjects over a period of 96 contact hours (3 – 4 months)
- Provides exposure to all classes of Claims from the perspective of the Company as well as the Adjuster
- Prerequisites are Introduction to Insurance and Legal Principles.

### *Certificate in Insurance Accounting*

- Three (3) subjects over a period of 90 contact hours (3 months)
- Covers areas not dealt with by AAT exams
- Prerequisite is Introduction to Insurance

*Certificate in Supervisory Management*

- Three (3) modules over a period of 42 hours
- Interactive format including role play and video-taped play back critique
- No prerequisites

*Certificate in Marketing*

- One course over a period of 60 contact hours
- Requires completion of a Marketing Plan in addition to other instruments of evaluation
- Same prerequisites as for Jamaica Insurance Diploma

*Diploma in Supervisory Management*

- Four (4) modules over a period of 135 contact hours (4-5 months)
- Certificate in Supervisory Management and 3 months experience are the prerequisites

**2.0 CLASSES OF ACADEMIC AWARDS**

*Jamaica Insurance Diploma*

- (a) All courses must have been passed
- (b) The GPA used to determine the class of award is the average of grade(s) earned in each course.

*Certificate in Supervisory Management*

- (a) All courses must have been passed
- (b) The GPA used to determine the class of award is the average of grade(s) earned in modules 1-3.

*Diploma in Supervisory Management*

- (a) All courses must have been passed
- (b) The GPA used to determine the class of award is the average of grades(s) earned in modules 1-4.

**SUMMARY OF PROGRAMME OFFERINGS**

**A. JAMAICA INSURANCE DIPLOMA**

- 6 subjects over a period of 366 contact hours
- good stand along qualification
- ideal preparation for ACII
- provides three (3) exemptions from the 10 subjects required for the ACII
- pre-requisites are four (4) CXC's or 'O' level including English and Maths.

**B. CERTIFICATES IN INSURANCE STUDIES**

- Three (3) subjects over a period of 96 contact hours (3-4 months)
- ideal for practical Jamaican applications
- provide exemption from corresponding subjects in Salesmen Licence Exams.
- pre-requisites are Introduction to Insurance and Legal Principles and these are applicable to each area of insurance being pursued.

**C. CERTIFICATE IN CLAIMS**

- Three (3) subjects over a period 96 contact hours
- provides exposure to all classes of claims from the perspective of the company as well as the Adjuster
- pre-requisites are Introduction to Insurance and Legal Principles.

#### **D. CERTIFICATE IN INSURANCE ACCOUNTING**

- Three (3) subjects over a period of 90 contact hours
- covers areas relating to the Insurance Industry
- pre-requisite is Introduction to Insurance

#### **E. CERTIFICATE IN SUPERVISORY MANAGEMENT**

- Three (3) modules over a period of 93 contact hours
- interactive format including role-play and videotaped play back critique
- no pre-requisites

#### **F. DIPLOMA IN SUPERVISORY MANAGEMENT**

- Four (4) modules over a period of 135 contact hours
- certificate in Supervisory Management and three (3) months experience are the pre-requisites

#### **G. CERTIFICATE IN MARKETING**

- one course over a period of 60 contact hours
- requires completion of a Marketing Plan in addition to other instruments of evaluation
- same pre-requisites as for Jamaica Insurance Diploma

## **COLLEGE OF INSURANCE & PROFESSIONAL STUDIES**

*Committed to:*

✓ **Knowledge**

✓ **Integrity**

✓ **Professionalism**

