



Nottingham Insurance Institute

Introduction

Firstly, we are delighted that you are interested in the Diploma training course. This is an exciting opportunity for anyone who has considered, or has started their professional qualification studies but has perhaps found it to be a daunting task.

We hope, with the help of our tutor and each other, this should reduce the time spent studying were you to complete these modules on your own.

This course has been specifically designed to complete 4 modules in order to achieve a Diploma in Insurance in 18 months. Whilst this is on the basis of holding 30 credits or more at present, this may differ for some candidates but will still assist you in your journey.

The application process is now open, and attached you will find an application form which should be completed and returned to helen@aips.co.uk. The response to this course has been very positive. Numbers are limited, so it is a good idea to ensure your application is submitted as soon as possible. Once places are filled, we shall have to close the applications process. Any application you submit is based on acceptance of the terms set out below.

Overview

Nottingham Insurance Institute will facilitate in providing the workshops and tuition, whilst all candidates will be responsible for ordering their own materials, booking exams including and paying for them. Your employer may be able to assist.

The course will commence in March 2020 and will cover 4 core areas of the DIP CII qualification:

- Commercial property and Business interruption
- Claims Practice
- Law
- Business and Finance

Over 18 months Nottingham Insurance Institute will hold 16 workshops; 4 for each subject. The workshops will consist of 3 sessions covering pre-specified chapters and a final revision workshop.

You will be expected to book and sit the relevant exam on completion of the course on that subject and not after all 4 courses have been attended.

You will need to ensure that your first book (Commercial Property and Business interruption) has been ordered in good time for the first workshop – please do **not** order further materials until advised.

All candidates must complete the course in full, regardless of the number of points held, unless candidates are exempted due to previous equivalent exam passes.

Whilst the Nottingham Insurance Institute will facilitate the completion of the specified 4 modules, any further studies required in order to obtain your Diploma is the sole responsibility of the candidate and must be completed within 6 months of completion of the programme.

As the programme is a large financial commitment for the Nottingham Insurance Institute we reserve the rights to apply a financial penalty for any failure to attend workshops or completion of the programme. As such, should it

become apparent that for reasons unavoidable, you are unable to attend a workshop you will need to provide as much notice as possible to the contact representatives and/or your line manager.

The course

All workshops will be delivered in Nottingham by Alan Chandler on the dates specified below:

Please note that due to the avoidance or possibility of plagiarism there will be no slides or notes available from the trainer for any sessions, therefore delegates must attend in person.

M93 Commercial property and Business Interruption	
Chapters 1-7 Part 1	Tuesday 24 th March 2020
Chapters 1-7 Part 2	Tuesday 28 th April 2020
Chapter 8-9	Friday 15 th May 2020
Chapters 10-12 & Revision	Friday 12 th June 2020

M85 Claims practice	
Chapters 1 – 3	Friday 17 th July 2020
Chapters 3-5	Tuesday 11 th August 2020
Chapters 6-10 part 1	Friday 11 th September 2020
Chapter's 6-10 part 2 & Revision	Tuesday 20 th October 2020

M05 Insurance law	
Chapters 1 – 2	Friday 20 th November 2020
Chapters 3 - 4	Friday 11 th December 2020
Chapters 5-10 part 1	Tuesday 5 th January 2021
Chapters 5 - 10 part 2 & Revision	Friday 12 th February 2021

M92 Insurance business and finance	
Chapters 1-3	Tuesday 30 th March 2021
Chapters 6-8	Friday 16 th April 2021
Chapters 9&10 & 4&5	Friday 7 th May 2021
Chapters 4&5 & Revision	Tuesday 29 th June 2021

All workshops will start at 9:15am and finish at 4:30pm with lunch being provided. If you have any dietary requirements please advise in advance.

Helen Wilcox
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Member
Society of
Insurance
Broking
Standards. Professionalism. Trust.