Singapore College of Insurance

DIPLOMA/ADVANCED DIPLOMA IN GENERAL INSURANCE AND RISK MANAGEMENT (DGIRM/ADGIRM) — SELF-STUDY

April and October 2014

How This Qualification Can Help Your Career Development

- Provide a pathway to achieving the ACII designation.
- Add relevant and recognised designations to your name.
- Demonstrate your commitment to personal development.
- Enhance your knowledge from rigorous curriculum at each level.
- Facilitate lifelong learning with portable accumulated credits.

REGISTER NOW!

UTAP FUNDING IS AVAILABLE FOR A LIMITED TIME PERIOD!

Diploma/Advanced Diploma in General Insurance and Risk Management (DGIRM/ADGIRM)

— Self-Study

Programme Overview

Offered on a self-study basis, the Diploma in General Insurance and Risk Management Programme is developed and awarded by the Singapore College of Insurance (SCI) as a professional qualification for insurance industry practitioners. It provides candidates with a firm grounding in insurance fundamentals and enables them to build towards advanced technical knowledge, thereby ensuring that they have the means to function effectively in their respective job roles.

In addition to being a valuable qualification in its own right, the Programme can also be a milestone towards the attainment of the Advanced Diploma in General Insurance and Risk Management Programme, also developed and awarded by the SCI.

There is a total of seven modules as specified in the Qualification Framework below:

SCI Modules	Qualification Awarded Upon Successful Completion
DGI01: Legal Aspects Of Insurance DGI02: Insurance Company Operations DGI03: Commercial Property And Business Interruption Underwriting DGI04: Liability Insurance Underwriting	**Diploma in General Insurance and Risk Management (DGIRM)** This Diploma Programme provides candidates with a firm grounding in the laws and regulations governing the general insurance industry and enables them to acquire broad-based knowledge on the operations of insurance companies, including their functions and practices, as well as equips them with the knowledge and skills to assess and underwrite commercial property and business interruption risks; and commercial liability risks.
ADGI05: Claims Management ADGI06: Risk Management ADGI07: Business And Economics	**Advanced Diploma in General Insurance and Risk Management (ADGIRM)** This Advanced Diploma Programme is a logical progression from the Diploma in General Insurance and Risk Management. It develops and enhances professionalism and technical skills in handling and managing commercial insurance claims, application of key risk management principles and practices to a variety of practical situations, as well as equips candidates with a broad-based knowledge of the economic environment relating to insurance.

For Whom

The DGIRM/ADGIRM Programme is suitable for:

- Supervisors, team leaders and those aspiring to achieve managerial positions
- Anyone wishing to hold a recognised, respected insurance qualification
- Insurance staff employed in support functions wishing to develop their knowledge of the business
- Those wanting to pursue a pathway towards achieving the ACII qualification

Overview Of Modules

Diploma Level (DGI01 – DGI04)

DGI01: Legal Aspects Of Insurance

Provides candidates with firm foundation of the law and various legal concepts applicable to insurance practice.

DGI02: Insurance Company Operations

Equips candidates with good understanding of insurance company operations from the typical business structures to the manner of management.

DGI03: Commercial Property And Business Interruption Underwriting

Provides candidates with knowledge and skills to assess and underwrite property and business interruption risks.

DGI04: Liability Insurance Underwriting

Provides candidates with firm understanding of knowledge and skills in underwriting various classes of commercial liability insurance.

Advanced Diploma Level (ADGI05 – ADGI07)

ADGI05: Claims Management

Provides candidates with knowledge to develop and enhance professionalism and skills in managing commercial insurance claims, including loss surveys, investigations and dispute handling.

ADGI06: Risk Management

Provides candidates with knowledge on application of key risk management principles and practices for various situations.

ADGI07: Business And Economics

Equips candidates with understanding of the interconnectivity between insurance and economics from a macro-perspective of the global economic structures, and the roles that insurance plays both globally and in Singapore.

Minimum Entry Requirements

In order to be registered for the Programme/Examination, the candidate:

i. must be at least 18 years of age;

ii. should be a Singapore Citizen/Singapore Permanent Resident or foreigner who is ordinarily resident in Singapore at the point of registering for the Programme/Examination;

iii. should preferably be engaged in financial services activities;

iv. should have attained a minimum of 4 GCE 'O' Level passes, including a pass in English or any academic qualification deemed equivalent and acceptable by the SCI; and

v. must have successfully completed the SCI Certification in General Insurance (CGI) examinations, by having passes in the Basic Insurance Concepts & Principles (BCP), Personal General Insurance (PGI) and Commercial General Insurance (ComGI) examinations, or acceptable qualifications in lieu of the CGI qualification as specified in the Notice No: MAS 211.

The candidate must produce relevant supporting documents during the signing of the Advisory Note and Student Contract.

Qualifying Requirements

To qualify for the DGIRM/ADGIRM, the candidate must fulfil the following requirements:

i. To obtain the SCI Diploma in General Insurance and Risk Management, the candidate must pass all four modules (DGI01 to DGI04) within five consecutive years.

ii. To obtain the SCI Advanced Diploma in General Insurance and Risk Management, the candidate must pass all seven modules (DGI01 to DGI04 and ADGI05 to ADGI07) within seven consecutive years.

iii. Modules passes or exemptions exceeding five years for DGIRM level and seven years for ADGIRM level are considered outdated and will not count towards meeting the DGIRM/ADGIRM completion requirements respectively. Any such candidate with outdated passed or exemptions must resit and pass the examinations for the applicable modules, in order for him or her to count towards meeting the DGIRM/ADGIRM requirements.

Designatory Letters Awarded

Upon successful completion of the examination modules within the specified time frame, the candidate will be entitled to use the designatory letters as follows:

Modules DGI01 to DGI04 : Dip SCI (GI & RM)
Modules DGI01 to ADGI07 : Adv Dip SCI (GI & RM)

Note: The candidate has to meet the specified Continuing Professional Development (CPD) Requirement, in order to maintain the respective designatory letters as described above.

Continuing Professional Development (CPD) Requirement

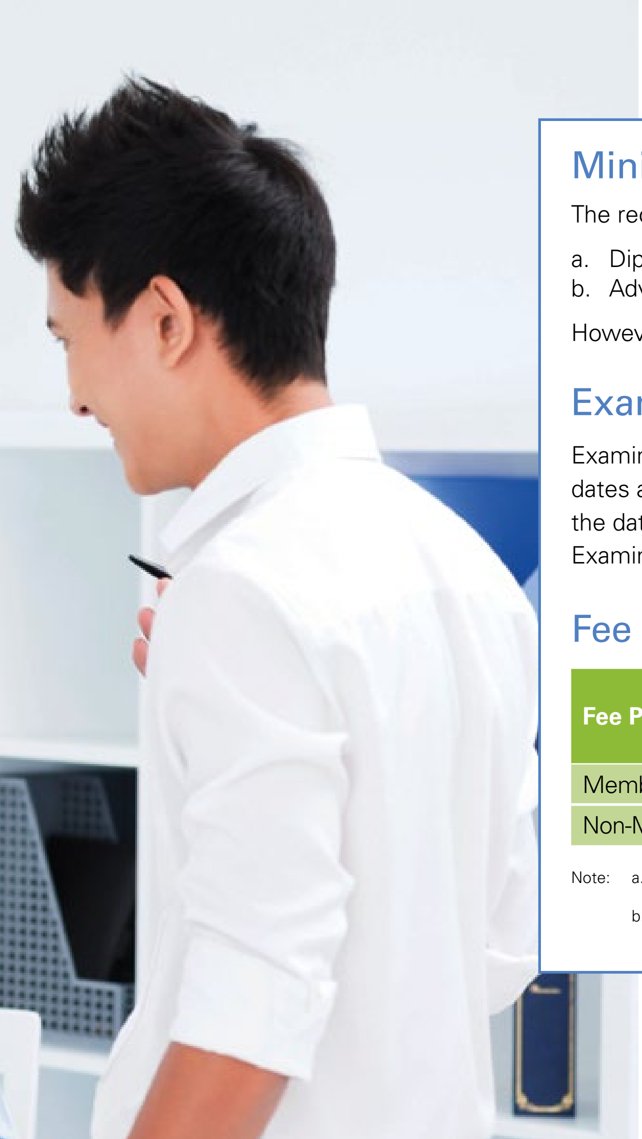
a. The holder of the respective designation, Dip SCI (GI & RM) or Adv Dip SCI (GI & RM) must fulfil a Continuing Professional Development (CPD) requirement of 30 hours every two years. If the holder attains the designation in year 2014, the reporting period will be from year 2016 to year 2017. The CPD hours earned per reporting period must be from educational activities in acceptable subject matter areas (relating to general insurance, reinsurance, risk management and regulatory changes or developments affecting the general insurance industry).

b. For a listing of the various CPD programmes conducted or endorsed by the SCI, please refer to the SCI website at: www.scicollege.org.sg/examcontents.asp?DGIN

Examination Format and Passing Mark

Modules	Examination Format	Passing Mark	Distinction	Examination Duration
DGI01: Legal Aspects Of Insurance	Part I : 14 Short Answer Questions (10 marks each), Part II: 2 Case Study/Essay Questions (30 marks each)	Minimum of 110 marks out of a total of 200 marks (that is 55%)	Minimum of 170 marks out of a total of 200 marks (that is 85%)	3 hours (per module)
DGI02: Insurance Company Operations	20 Short Answer Questions (10 marks each)			
DGI03: Commercial Property And Business Interruption Underwriting	Part I : 14 Short Answer Questions (10 marks each), Part II: 2 Case Study/Essay Questions (30 marks each)			
DGI04: Liability Insurance Underwriting	Part I : 14 Short Answer Questions (10 marks each), Part II: 2 Case Study/Essay Questions (30 marks each)			
ADGI05: Claims Management	Part I : 2 Case Study Questions (40 marks each), Part II: 3 Essay/Scenario Questions (30 marks each)	Minimum of 85 marks out of a total of 170 marks (that is 50%)	Minimum of 145 marks out of a total of 170 marks (that is 85%)	
ADGI06: Risk Management	Part I : 2 Case Study Questions (40 marks each), Part II: 3 Essay/Scenario Questions (30 marks each)			
ADGI07: Business And Economics	Part I : 2 Case Study Questions (40 marks each), Part II: 3 Essay/Scenario Questions (30 marks each)			

Important Note: All examinations will be conducted in the Computer mode, whereby the candidate will type out the answers directly onto a softcopy Answer Script appearing on the computer screen. It is recommended that the candidate should take the examinations in sequential order that appears above.



Minimum Study Hours

The recommended minimum study hours for each module are as follows:

a. Diploma Level: 100 hours; and
b. Advanced Diploma Level: 150 hours.

However, they may vary according to the candidate's experience and ability.

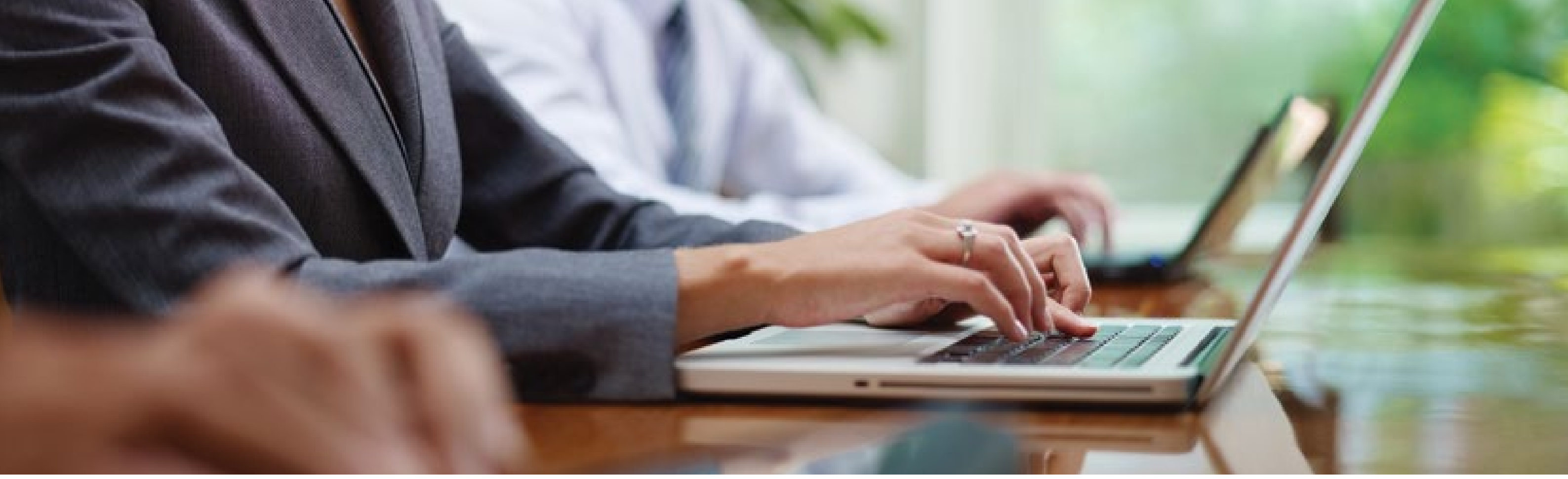
Examination Schedule

Examinations are held in April and October. For details of the respective examination dates and time, opening and closing of examination registration dates, as well as the dates of examination result release and certificate issuance, please refer to the Examination Schedule at: www.scicollege.org.sg/examschedule.asp?DGIN

Fee (inclusive of 7% GST)

Fee Per Module	First Attempt *(with Study Text)*	Each Subsequent Attempt *(without Study Text)*
Member Company	S$321.00	S$214.00
Non-Member Company	S$417.30	S$278.20

Note: a. A non-refundable registration fee of S$32.10 (inclusive of 7% GST) is also payable for each examination application submitted.
b. If a candidate is paying the examination fee relating to a SCI Member Company, the candidate must use the e-mail address assigned to him or her by such a Company to which the candidate is employed or engaged.



Issue Of Study Text(s)

Upon your successful registration and correct payment of the DGIRM/ADGIRM examination module, the SCI will issue the relevant Study Text to you. Should you decide to withdraw from the respective Programmes within the Cooling-Off Period of seven working days from the date of signing the Student Contract, you will also be required to return the Study Text in the original mint condition as issued to you.

Signing Of Advisory Note & Student Contract

Before registering for the Programme, the candidate must first sign and return to the SCI an Advisory Note and a Student Contract with the SCI as required under the Private Education Act 2009. The candidate can download and view these documents from the SCI website, before the candidate comes down personally to the SCI to sign them in the presence of an Officer from the SCI. He or she will also go through these documents with the candidate before signing them.

Cooling-Off Period & Rights To Cancel

The Student Contract provides a Cooling-Off Period of seven working days counting from the date of signing the Student Contract. Should the candidate decide to withdraw from the Programme within the Cooling-Off Period, the candidate must immediately submit to the SCI a duly completed "Notice Of Cancellation Form" (to be downloaded from the SCI website) for such a decision. As such, the Student Contract signed between the SCI and the candidate will then be rescinded, and the SCI will refund all prepaid fees to the candidate within one month.

Refund Policy For Withdrawal After Cooling-Off Period

Should the candidate decide to withdraw from any of the modules registered after the Cooling-Off Period, the candidate will need to submit a "Withdrawal Form" which can be downloaded from the SCI website. The refund policy is as follows:

a. Before the closing date of examination registration: 50% refund of examination fee (excluding registration fee); or
b. After the closing date of examination registration: No refund

The closing date of examination registration is specified in the SCI website. The SCI will process any eligible refund within one month.

Note: No rescheduling or postponement of examination is allowed.

Absence On Day Of Examination

Any candidate who is not able to turn up for his or her examination owing to one of the following valid reasons:

a. Medical grounds (self or next-of-kin);
b. Bereavement;
c. Disabling accident or injury;
d. Court appearance (self); or
e. National Service (self) in accordance with the Enlistment Act(Cap. 93);

may apply for a 50% refund of the examination fee (excluding registration fee), subject to relevant documentary evidence being submitted to the SCI together with the completed "Application Form For Partial Refund Of Examination Fees", either by e-mail or fax, **within three working days** after the scheduled examination date. The candidate can download this Form from the SCI website.

No other reasons other than those listed above will be accepted.

Any candidate who wishes to sit for the examination on another date or time will be required to re-register on the SCI website and pay all the related fees again.

Grievance Procedure/ Dispute Resolution

If the candidate has any grievance relating to examination conduct matters, he or she can lodge it to the SCI using a "Grievance Form" available from the SCI Website. Acknowledgement in this respect will be given by the SCI within three working days.

The SCI will resolve any such grievance within 21 days from the date of receipt, and the SCI will notify the candidate of the outcome in writing. For any complex case where resolution may take more than 21 days, the SCI will inform the candidate promptly in writing on the progress of such case.

In the event that a dispute is still unresolved, the matter shall be referred to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the Council for Private Education (CPE) Student Services Centre for mediation prior to instituting any legal action or proceedings. Both parties shall agree to such procedures and to pay such fees as the SMC or SIArb may prescribe from time to time for the purpose of resolving their dispute.

Exemption Request

The candidate may request for exemption of any DGIRM/ADGIRM module if he holds a qualification which may be considered to provide the basis for exemption.

To qualify for exemption of any DGIRM/ ADGIRM module, the qualification in consideration must strictly meet the following requirements:

a. The qualification has been awarded by a recognised institution or professional body, and must not be more than ten years from the date of application for exemption;
b. The qualification obtained must be by taking the examination and not by exemption or transfer of credit from a course or programme previously taken;
c. The qualification or its examination(s) must match the learning outcomes of the current DGIRM/ADGIRM examination(s); and
d. The assessment method of the qualification or its examination(s) must be of a similar standard, scope and rigour to the DGIRM/ADGIRM examination(s).

Note: Not more than two module exemptions at Diploma level and one module exemption at Advanced Diploma will be granted, subject to the consideration and approval of the SCI, which in its absolute discretion shall decide. For further details, please refer to the SCI website at: www.scicollege.org.sg/ExemptionPolicies.asp?DGIN

The candidate must pay a non-refundable administration fee of S$53.50 (inclusive of 7% GST) for the processing of such an application. Upon successful application and notification, an exemption fee of S$214.00 (inclusive of 7% GST) is payable for each module exempted. If the candidate wishes to apply for any exemption, the candidate must submit his or her completed application online at: www.scicollege.org.sg/ExemptionPolicies.asp?DGIN

Recognition Of Prior Learning (RPL) Credits Awarded By CII

Candidates who complete the following SCI DGIRM/ADGIRM modules are eligible to apply for CII RPL credits (and corresponding CII units, if applicable) as tabled below at the following link: www.cii.co.uk/prior-learning. The CII RPL credits are valid until 31 July 2014.

We will inform candidates by 1 May 2014 of the applicable CII RPL credits after 31 July 2014.

SCI Module	CII Credits	Corresponding CII Unit
DGI01: Legal Aspects of Insurance	25 credits at the CII Diploma in Insurance level	CII Unit P05: Insurance Law
DGI02: Insurance Company Operations	25 credits at the CII Diploma in Insurance level	CII Unit P92: Insurance Business And Finance
DGI03: Commercial Property And Business Interruption Underwriting	25 credits at the CII Diploma in Insurance level	CII Unit P93: Commercial Property And Business Interruption
DGI04: Liability Insurance Underwriting	25 credits at the CII Diploma in Insurance level	CII Unit P96: Liability Insurances
ADGI05: Claims Management	30 credits at the CII Advanced Diploma in Insurance level	CII Unit 820: Advanced Claims
ADGI06: Risk Management	30 non unit specific credits at Diploma level in Insurance	
ADGI07: Business And Economics	30 non unit specific credits at Diploma level in Insurance	

Candidates are however advised to familiarise themselves with the CII RPL Scheme rules and application process before submitting their applications.

We also wish to draw the attention of candidates to the following statement by the CII:

> "At its sole discretion, the CII reserves the right to make, amend and/or withdraw credit awards for prior learning at any time, on due notice as it sees fit and without monetary compensation. Under no circumstances will the CII accept any liability for consequential indirect or special losses or special damages of any kind arising out of or on in any way concerned with awarding or withdrawal of credit awards for prior learning.
>
> The award of credits for prior learning in the CII's qualification framework is a privilege and not a right and it is expressly agreed that there is no intent to bring legal relations into being or otherwise establish a contractual relationship between the parties."

CII Membership Benefits

CII membership gives access to everything that the member needs to plan and develop his career in any aspect of insurance for all the CII examination levels, including discounted fees for the CII revision courses and examinations. For more information on the CII membership benefits, types, fees and application, please refer to: www.scicollege.org.sg/CII-SCI/guidelines.asp#CIIMEMBER.

The SCI will submit the candidate's Application Form to the CII for processing and approval. The CII will reply to the candidate directly.

NTUC Union Training Assistance Programme (UTAP)

UTAP (Union Training Assistance Programme) is a training benefit for NTUC members to defray their cost of training. This benefit is to encourage more union members to go for skills upgrading.
As a member, you enjoy 50% course fee support for up to $250 per year, when you sign up for courses supported under UTAP. Conditions apply.

Please refer to UTAP website for more information.

How To Register

For DGIRM/ADGIRM Examinations
Registration for DGIRM/ADGIRM examinations must be made online via the SCI website at: **www.scicollege.org.sg/UserLogin.asp**

The candidate may register online as soon as the examination registration is open. For details of the Examination Registration Policies, please refer to the SCI website as follows:
DGIRM: www.scicollege.org.sg/ExamRP_DGIRM.asp?DGIN
ADGIRM: www.scicollege.org.sg/ExamRP_DGIRM.asp?ADGIN

Programme Changes

The SCI solely reserves the right whether or not to accept any candidate, or to make any changes (including the fees) to the DGIRM/ADGIRM Programme owing to any unforeseen circumstances, or when it considers necessary or appropriate to do so. For the latest details, please refer to the SCI website at: www.scicollege.org.sg

Singapore College of Insurance

The Singapore College of Insurance (SCI) is a not-for-profit professional training and education body set up in 1974 as part of Singapore's efforts to develop as a financial hub.

For 40 years, the SCI has remained focused in its efforts to upgrade the technical expertise of insurance and financial services practitioners, and to provide them with professional advancement opportunities through its series of practice-oriented programmes and internationally-accredited qualifications. Since the late 1970s, the SCI has also played the role of an industry examination body to conduct regulatory examinations for those wishing to join the financial advisory, life and general insurance industries.

In recent years, the SCI has also expanded its role to include talent development programmes such as the Insurance Executive Scholarship Programme, which has succeeded in attracting and placing numerous fresh tertiary talent into the varied functions in the industry. The SCI was voted the Asia Insurance Industry Educational Service Provider of the Year in 1997, 2001 and 2007. It has international links with professional bodies, such as The Chartered Insurance Institute in the United Kingdom and The American College in the United States of America, as well as with other regional training institutes in the region through its involvement in the ASEAN Insurance Education Committee projects. The SCI has also actively helped to set up the Asia-Pacific Risk and Insurance Association (APRIA) to further insurance education and to promote links between academia and industry.

Singapore College of Insurance

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Singapore College of Insurance
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