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QUALIFICATION: Higher Certificate in Short-Term Insurance (SAQA ID 83526, NQF LEVEL 5)
MODE OF DELIVERY: DISTANCE LEARNING (Claremont)

DESCRIPTION AND PROGRAMME PURPOSE

The primary purpose of the Higher Certificate in Short-Term Insurance is to equip students with the knowledge and skills required by short-term insurance specialists operating within the South African insurance environment. Students will be competent and able to provide short-term insurance services across the fields of personal and commercial insurance.

The Higher Certificate in Short-Term Insurance appears on the Financial Sector Conduct Authority (FSCA) list of recognised qualifications for FAIS Fit and Proper purposes. On completion of selected* modules**, students may apply to receive a letter of completion for the following Class of Business training as per BN194 of the FAIS Act***:

Module(s) completed	Class of Business
<i>Personal Lines Insurance PERL01-5 and Legal Framework LEGF01-5</i>	<i>Short-term Insurance: Personal Lines</i>

* Both PERL01-5 and LEGF01-5 must be completed in order to qualify for the letter of completion.

** Please contact DLOSupport@milpark.ac.za for the application of the Class of Business Credit Accumulation and Transfer (CAT) form.

***Please note: modules completed towards a qualification do not qualify for CPD points.

This qualification will also allow students to apply for professional membership of the Insurance Institute of South Africa (IISA) in the designation category of Licentiate of the Insurance Institute of South Africa, provided that all other requirements are met. Application forms and the requirements for membership are available on the IISA's website (www.iisa.co.za).

WHO SHOULD ENROL

The programme would be suitable for:

- Persons wanting to enter the short-term insurance industry.
- Persons requiring a full qualification to meet the competency requirements for FAIS Fit and Proper purposes.
- Persons wanting to apply for the designation of Licentiate (LIISA) awarded by the IISA.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

- Apply knowledge of legislation, compliance and ethics in a short-term insurance context in South Africa.
- Examine the nature of the short-term insurance environment in South Africa in terms of structure, role-players, regulation and consumer needs.
- Apply knowledge of legislation, risk management principles, reinsurance practices and underwriting principles to propose a short-term insurance solution to a client.
- Apply the principles of a client relationship management in a compliant manner in the context of short-term insurance.

PROGRAMME STRUCTURE

Module name	Availability of modules	C/E	Credits
Commercial Lines Insurance COLI01-5	On offer in both semesters	Compulsory	25
Legal Framework LEGF01-5	On offer in both semesters	Compulsory	25
Personal Lines Insurance PERL01-5	On offer in both semesters	Compulsory	25
Risk Management RIMA01-5	On offer in both semesters	Compulsory	15
Business Management BMAN01-5	On offer in both semesters	Electives – select two	15
Construction Insurance CSTR01-5	Only on offer in Semester 1		15
Engineering Insurance ENGI01-5	Only on offer in Semester 2		15
Marine Insurance MAIN01-5	Only on offer in Semester 1		15
Aviation Insurance AVIN01-5	Only on offer in Semester 2		15
Introduction to Underwriting INUN01-5	Only on offer in Semester 1		15
Relationship Management in Short-term Insurance RMSI01-5	Only on offer in Semester 2		15
TOTAL			

MODULE DESCRIPTIONS

Compulsory

Commercial Lines Insurance COLI01-5

This module is aimed at providing students with an understanding of the general principles underlying commercial lines insurance, the nature and structure of the different commercial lines products, the analysing and underwriting of various business risks, and the claims process.

Legal Framework LEGF01-5

This module is aimed at providing students with an introduction to the various pieces of legislation that are applicable to the short-term insurance environment in South Africa.

Personal Lines Insurance PERL01-5

This module is aimed at providing students with an understanding of the general principles underlying Personal lines insurance, the nature and structure of the different personal lines products, the analysis of underlying risks on a proposal and the claims process.

Risk Management RIMA01-5

This module is aimed at providing students with an understanding of the general principles of risk management, the concept of risk, and the identification, evaluation and control of risk. In this module, we also identify and classify risk exposures in terms of insurability.

Electives

Aviation Insurance AVIN01-5

The aim of the module is to equip students with a basic working knowledge of aviation insurance so they can handle an aviation-related insurance enquiry from a broking or underwriting viewpoint. It explores market development, categories of aircraft operations, international as well as local aviation law, risk factors, insurance products available and important features of the policy contracts. *This module is only on offer in Semester 2 of every year.*

Business Management BMAN01-5

This module is aimed at providing students with an understanding of the general principles relating to human resources management, business planning cycles and the legislation applicable to the management of a short-term insurance practice.

Construction Insurance CSTR01-5

This module is aimed at providing students with an understanding of the need for construction insurance cover and the analysis of the different types of construction insurance available, in order to advise a client on an appropriate product. It explains the roles and responsibilities of the parties involved in a construction contract and the insurable liability of each party. *This module is only on offer in Semester 1 of every year.*

Engineering Insurance ENGI01-5

This module is aimed at providing students with an understanding of the need for engineering insurance cover and the analysis of the different types of engineering insurance available in order to advise a client on an appropriate product. It explains the underwriting and claims-handling process of engineering insurance and the need for reinsurance. *This module is only on offer in Semester 2 of every year.*

Introduction to Underwriting INUN01-5

This module is aimed at providing students with an understanding of underwriting in the short-term insurance industry. The student will be introduced to the basic insurance concepts and principles applicable to the short-term insurance industry. The student will also be introduced to the basic insurance risk that a client can be exposed to and the underwriting principles and guidelines that are employed to underwrite and price the risk. *This module is only on offer in Semester 1 of every year.*

Marine Insurance MAIN01-5

The aim of the module is to equip students with a basic working knowledge of marine insurance so that they can handle any marine-related insurance enquiry from a broking or underwriting viewpoint. It explores economic and physical geography affecting major sea ports, commercial practice for international trade, regulations regarding the liability of sea trade, knowledge of the Marine Insurance Act of 1906, responsibilities of carriers and their insurable interest, underwriting and claim practices, and analysis of the types of marine products. *This module is only on offer in Semester 1 of every year.*

Relationship Management in Short-term Insurance RMSI01-5

This module is aimed at providing students with an introduction to relationship management as it would apply in the short-term insurance industry. The student will be introduced to basic communication skills to improve interactions with various stakeholders within the environment in which he finds himself. The student will also be introduced skills that will enable him to manage relationships with internal and external clients in order to grow and maintain their allocated short-term insurance portfolio. *This module is only on offer in Semester 2 of every year.*

ADMISSION REQUIREMENTS

For entry into the Higher Certificate, candidates require a Senior Certificate (SC) or a National Senior Certificate (NSC), as certified by Umalusi, with a minimum mark of 40% in English, the language of instruction at Milpark Education.

Other certificates

Any applicant who has a certificate other than a South African National Senior Certificate has to provide:

- a SAQA Certificate of Equivalence, if they want to enrol for a Higher Certificate, Advanced Certificate, Diploma or Postgraduate qualification (www.saqa.org.za);
- or a USAF Exemption Certificate, if they want to enrol for a Bachelor's degree (<https://mb.usaf.ac.za/>).

Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Applicants interested in applying via RPL will be considered individually by the relevant Dean.

MODE OF DELIVERY

The following mode is available for this specific programme: Distance learning (DL).

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have the minimum system requirements in place.

Minimum system requirements

1. Reliable broadband internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication.
7. Access to video-conferencing technology, such as Skype/Zoom.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB ¹	2 GB ¹	2 GB ¹	1 GB ¹
Upload Speed	0.092 Mbps - 0.244 Mbps ²			
Microphone	Any Microphone, either internal or external ³			
Webcam	320x240 VGA resolution (minimum) internal or external ³			

1. Free RAM is the minimum amount of memory that is not in use by other applications.
2. Depends on the exam settings, secure browser has no upload speed requirement.
3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

RULES OF PROGRESSION

Students are required to complete four compulsory and two elective modules. Students require 120 credits to complete the qualification. There are no module prerequisites.

We recommend the following for the first semester of registration:

- ***Personal Lines Insurance* must be the first module you register for if you are only doing one module.**
- ***Personal Lines Insurance* and an elective must be the first two modules you register for if you are going to do two modules.**
- **Should you want to register for three modules, you must do *Personal Lines Insurance*, an elective and *Legal Framework*.**

ASSESSMENT

Formative assessment contributes 30% to the final mark and consists of a combination of assignments and online tests. The exact formative structure per module will be communicated to you at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester, which contributes 70% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment and an overall mark of 50% in order to pass the module.

DURATION

Distance-learning students have a minimum of one year and a maximum of three years to complete this qualification.

CERTIFICATION

On successful completion of the qualification, the student will receive a Higher Certificate, NQF Level 5 (credits: 120). The Higher Certificate in Short-Term Insurance is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at NQF level 5 and it will provide for articulation options into NQF level 6 programmes. Narrowly, students may proceed to Milpark's Advanced Certificate in Short-term Insurance. Students may also articulate to the Milpark BCom (NQF level 7) with major in short-term insurance.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

PRICING

All module fees include one round of formative and summative assessments (supplementary examinations excluded). All Milpark study material is included in the module fee.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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HIGHER CERTIFICATE IN SHORT-TERM INSURANCE EXEMPTION POLICY 2020

EXEMPTION POLICY RULES

- This policy is only applicable to UNISA students who have completed modules through UNISA and want to transfer to Milpark Education.
- This policy is valid until further notice.
- All students who wish to qualify for exemption under this policy need to apply on the official Milpark Education application forms and all the required documentation needs to be submitted. Incomplete applications will not be considered.
- No exemptions will be considered for modules that were passed more than ten years ago EXCEPT for Personal Lines Insurance, Commercial Lines Insurance and Risk Management.
- Keep in mind that students may not receive exemptions for more than 50% of the modules on any qualification.
- Exemptions for *Legal Framework LEGF01-5* will be considered on individual merit and only in respect of students who have passed their Regulatory Examinations along with an additional short course in Legal Framework from IISA or UNISA. The additional qualification must not be older than three years.
An RE certificate on its own will not be considered for a *Legal Framework LEGF01-5* exemption.

Students who completed modules between 2006 and 2009 that were part of the Programme in Short Term Insurance ID 71498 will be exempted as follows:

71498	Programme in Short Term Insurance (2005) UNISA	Higher Certificate in Short-term Insurance Milpark Education
PPS102Q	Personal Insurance Practice	Personal Lines Insurance PERL01-5
PPS103R	Commercial Insurance Practice	Commercial Lines Insurance COLI01-5
PPS106U	Intro to Risk Management	Risk Management RIMA01-5

Students who have completed modules since 2009 which are part of the Introductory Programme in Short Term Insurance ID 7652X and the related modules in the Programme of Short-term Insurance ID 76546 will be exempted as follows:

7652X	Introductory Programme in Short Term Insurance		76546	Programme in Short Term Insurance (2009)	Higher Certificate in Short-term Insurance Milpark Education
IPST02F	Intro to Personal Insurance Practice	Plus	PST102E	Personal Insurance Practice	Personal Lines Insurance PERL01-5
IPST03G	Intro to Commercial Insurance Practice	Plus	PST103F	Commercial Insurance Practice	Commercial Lines Insurance COLI01-5

7652X	Introductory Programme in Short Term Insurance		76546	Programme in Short Term Insurance (2009)	Higher Certificate in Short-term Insurance Milpark Education
IPST06K	Intro to Risk Management	Plus	PST106J	Risk Management	Risk Management RIMA01-5