

**QUALIFICATION: Higher Certificate in Short-term Insurance (SAQA ID 83526, NQF LEVEL 5)**  
**MODE OF LEARNING: DISTANCE LEARNING****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 and advice 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.

This qualification will enable 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](http://www.iisa.co.za)).

This qualification will also enable students to apply for Recognition of Prior learning with the international Charter Insurance Institute (CII) for a Certificate in Insurance, which includes the designation Cert CII, by completing one additional module with the CII. Application forms and the requirements for recognition of prior learning are available on the CII's website ([www.cii.co.uk](http://www.cii.co.uk)).

**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.
- Persons wanting to apply for the designation Cert CII awarded by the CII.

## 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	Compulsory/ Elective	Credits
Personal Lines Insurance PERL01-5	On offer in both semesters	Compulsory	25
Legal Framework LEGF01-5	On offer in both semesters	Compulsory	25
Commercial Lines Insurance COLI01-5	On offer in both semesters	Compulsory	25
Risk Management RIMA01-5	On offer in both semesters	Compulsory	20
Business Management BMAN01-5	Only on offer in Semester 1	Electives – select two	15
Construction and Engineering Insurance CEIN01-5	Only on offer in Semester 2		15
Introduction to Underwriting INUN01-5	On offer in both semesters		15
Marine Insurance MAIN01-5	Only on offer in Semester 1		15
Relationship Management in Short-term Insurance RMSI01-5	Only on offer in Semester 2		15
<b>TOTAL CREDITS</b>			<b>125</b>

## MODE OF LEARNING

The programme will be offered via **Distance Learning (DL)**. DL is our more traditional, flexible study mode designed for independent learners who prefer minimal online engagement.

Students in this mode primarily rely on textbooks and study guides, with access to supplementary online resources via our learning platform. DL supports self-paced learning and is ideal for students with limited internet connectivity or those who prefer offline study. While lecturer support is available, interaction is less frequent compared to other modes, allowing students to manage their time and progress independently.

## 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 analysis and underwriting of various business risks, and the claims process.

#### **Legal Framework LEGF01-5**

This module is aimed at equipping students with the knowledge and skills required by short-term insurance specialists operating within the South African insurance environment. Students will gain an understanding of the basic principles and practices of short-term insurance. An insurance policy is a legal contract between the insurer and the insured. This module will introduce the student to the general requirements in law that influence the capacity to contract; in other words, the material will discuss the duties of the insured and the insurer, and the documentation relating to the contract. The module will also introduce the student to the specific legislation that regulates short-term insurance, key individuals, and the various financial services providers and their representatives.

#### **Personal Lines Insurance PERL01-5**

The purpose of the module is to equip students with the knowledge and skills required by Personal Lines insurance specialists operating within the South African insurance environment. Students will be competent and able to provide Personal Lines insurance advice for Personal Lines insurance products. This module is also 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

#### **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. *This module is only on offer in Semester 1 of every year.*

#### **Construction and Engineering Insurance CEIN01-5**

This module is aimed at providing students with an understanding of the need for construction and engineering insurance cover and the analysis of the different types of construction and engineering 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. It also 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. Students will be introduced to the basic insurance concepts and principles applicable to the short-term insurance industry. 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 are also discussed.

### **Marine Insurance MAIN01-5**

The aim of this 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 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 and the process for handling claims effectively 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 to 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.*

## **MINIMUM 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 at least a pass in English, the language of instruction at Milpark Education.

Applicants must, at a minimum, submit the following **documents** with their application:

- Copy of South African 13-digit identity document or valid passport
- Copy of Matric/National Senior Certificate OR international school leaving certificate with SAQA Equivalence Certificate

**Note:** The documents listed above represent the minimum requirements. Applicants may be asked to provide additional supporting documentation if further evidence is needed. Applicants are encouraged to provide all supporting documentation at the time of applying so as to avoid unnecessary delays in the processing of their application.

## Other / International certificates

Further to the requirements for admission provided above, foreign nationals or South African nationals seeking to apply for admission onto the qualification based on a non-South African/foreign, senior school leaving certificate, must obtain and submit to Milpark, a Certificate of Equivalence from the South African Qualifications Authority (SAQA) ([www.saqa.org.za](http://www.saqa.org.za)).

Applicants with foreign senior school leaving certificates, who have already completed the equivalent of a South African Grade 12, are required to submit their SAQA Certificate of Equivalence at the time of applying online for the Milpark Higher Certificate.

Foreign nationals residing in South Africa on a temporary visa must provide proof from the South African Home Affairs offices that they are permitted to study and enrol for studies at the tertiary level.

## Recognition of Prior Learning (RPL) applications

In general, the intake for the Higher Certificate in Short-term Insurance is very high, making it possible for most applicants to be successful in their RPL requests.

For RPL to be considered, the applicant would be required to submit a copy of his/her CV; relevant work experience is integral to acceptance onto the qualification. The applicant must have at least one year of financial services industry experience to be successful. A check is also done to ascertain the applicant's proficiency in English.

Because this is an entry-level qualification, and for compliance purposes, applicants are very rarely declined admission. In certain instances, applicants will be admitted to the qualification and be advised that they need to complete a specific module before they can carry on. This is then monitored by the Programme Manager (PM), who will make notes and follow up after results are released to check the student's progress.

Click on [RPL School of Financial Services](#) to view the RPL requirements for other Financial Services programmes.

## MODE OF DELIVERY

The Department of Higher Education and Training has registered the programme, and the Council on Higher Education has accredited the programme, for delivery via distance learning.

## ACCESS TO TECHNOLOGY

Through the *myMilpark* and *myCourses* online tuition and support environments, students have access to all course materials (including formative and summative assessments), discussion opportunities, administrative services and a wealth of external resources.

## Minimum requirements to study online and complete assessments and online proctored assessments

- A laptop or personal computer (PC) with *one* of the following operating systems:
  - Windows 10+;
  - macOS 10.11+;
  - Ubuntu 18.04+;
  - Chrome 58+
- Continuous (daily) access to a stable internet connection with an upload and download speed of at *least* 5 Mbps
- A camera/webcam (720p resolution)
- Speakers and a microphone OR headphones
- 2GB free RAM (memory)
- 250MB free disk space.

For more information, such as tips to help prevent technical issues during an online proctored assessment, visit [Technical requirements](#).

## 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), Emerald (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.

If you want to do the maximum of three modules in one semester, we recommend the following:

- *Personal Lines Insurance PERL01-5* must be the first module you register for if you are only doing one module.
- *Personal Lines Insurance PERL01-5* 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 PERL01-5*, *Legal Framework LEGF01-5* and an elective.

## 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

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).

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\*\*. Students can apply on their student portal (by completing the CAT COB Application) to receive a letter of completion for Class of Business training as per BN194 of 2017 under/as per the FAIS Act. Modules completed prior to 2018 will not be considered and the *Legal Framework (LEGF01-5)* module cannot have been completed more than three (3) years previously.

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

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

\*\* Modules completed towards a qualification do not qualify for CPD points.

## **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 a 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.

## HIGHER CERTIFICATE IN SHORT-TERM INSURANCE CREDIT ACCUMULATION AND TRANSFER POLICY 2026

### CREDIT ACCUMULATION AND TRANSFER 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 credits 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 credits 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 credits for more than 50% of the modules on any qualification.
- Credits for *Legal Framework LEGF01-5* will be considered on individual merit and only in respect of students who have passed their Regulatory Examinations (RE) 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 that 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
IPST06K	Intro to Risk Management	Plus	PST106J	Risk Management	Risk Management RIMA01-5