

QUALIFICATION: Advanced Certificate in Short-term Insurance (SAQA ID 97779, NQF LEVEL 6)
MODE OF LEARNING: DISTANCE LEARNING**DESCRIPTION AND PROGRAMME PURPOSE**

The Advanced Certificate in Short-term Insurance programme is aimed at insurance staff working across all sectors of the industry and is a logical progression from Milpark's Higher Certificate in Short-term Insurance. The programme provides an in-depth understanding of insurance practices in terms of technical subject matter and application skills.

This qualification will enable students to apply for professional membership to the Insurance Institute of South Africa (IISA) for the designation of Associate 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).

This qualification will also enable students to apply for Recognition of Prior learning with the international Charter Insurance Institute (CII), for the CII Diploma, which includes the designation Dip CII, by completing two additional modules with the CII (<https://www.cii.co.uk/>).

WHO SHOULD ENROL

The programme would be suitable for:

- An employed person who wants to enhance his knowledge of specialist short-term insurance products and who has completed a relevant (short-term insurance) NQF level 5 qualification.
- A person employed in a managerial position in the short-term insurance industry.
- A person in the insurance industry operating in the underwriting and claims department of an insurer.
- A person wanting to apply for the designation of Associate (AIISA) to be awarded by the IISA.
- A person wanting to apply for recognition of prior learning for the designation Dip CII to be awarded by the CII.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

1. Assess potential legal liability for a situation and recommend a suitable insurance product to address the need.
2. Apply knowledge of legislation, compliance and ethics in a short-term insurance context in South Africa.
3. Demonstrate an in-depth understanding of the identification and management of risk within the context of short-term insurance.
4. Demonstrate insight into the business environment as it impacts on short-term insurance.
5. Demonstrate insight into the purpose and structure of short-term insurance products as well as the underwriting and claims processes involved.

PROGRAMME STRUCTURE

The qualification consists of four compulsory and two elective modules with a total number of six modules, as follows:

Module name	Offered in	Compulsory or Elective modules	Credits
Short-term Insurance Environment STIE01-6	Both semesters	Compulsory	25
Risk Management 2 RIMA01-6	Both semesters	Compulsory	20
Liability Insurance LINS01-6	Both semesters	Compulsory	25
Commercial Property and Business Interruption Insurance CPBI01-6	Both semesters	Compulsory	20
Motor Insurance MOTI01-6	Semester 1	Electives – choose 2	15
Reinsurance REIN01-6	Semester 2		15
Commercial Underwriting COUN01-6	Semester 2		15
Management and Leadership MLED02-6* OR	Both semesters		20
Marketing Management Practice PMAR01-6*	Both semesters		20
TOTAL			120

*When deciding on electives, note that students cannot complete both *MLED02-6* and *PMAR01-6* as electives for graduation purposes. Please see RULES OF PROGRESSION for more information.

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 Property and Business Interruption Insurance CPBI01-6

In this module, you will be introduced to commercial property and business interruption insurance. The fundamental concepts, rules and principles that govern these types of insurance will be covered.

Liability Insurance LINS01-6

The purpose of this module is to focus on the different types of liability insurance in the market. We will focus on the various legal principles that are applicable to liability insurance and explore the most common types of liability products in depth, specifically noting in which situations they are used, as well as the underwriting and claims processes that need to be followed.

Risk Management 2 RIMA01-6

The purpose of this module is to provide the student with a solid contextual understanding of risk management as a process. Once this fundamental understanding is established, the identification of specific business risks is studied for the purpose of recommending suitable short-term insurance solutions as a way of risk financing. This module also covers disaster management strategies.

Short-term Insurance Environment STIE01-6

The purpose of this module is to familiarise students with the economic, business and regulatory environments within which non-life (previously referred to as short-term) insurers operate. The study guide applies relevant economic, business, regulatory and non-life insurance principles to various real-life situations that business owners and/or managers may encounter.

Electives

Commercial Underwriting COUN01-6

The purpose of this module is to familiarise students with the intricacies of commercial underwriting and the role of the underwriter in the process. Students will acquire the skills necessary to analyse various types of risks and gather the information required to underwrite them appropriately. Students will also learn how to use the commercial underwriting guide to provide a quotation regarding the costs involved in covering commercial risks. *This module is presented only in Semester 2 of every year.*

Management and Leadership MLED02-6

The purpose of this module is to provide a holistic picture of the dynamic and evolving concept of leadership, taking into account typical African circumstances, values and beliefs in order to equip students with entrepreneurial and managerial leadership skills that will contribute towards the facilitation of a transformed African society. Students will be exposed to the basic strategies that can be implemented to ensure successful leadership and change initiatives in the corporate environment. A structured approach to ethical,

transformational and entrepreneurial leadership will also be presented. **Note:** Students who complete this module as an elective cannot also complete *Marketing Management Practice PMAR01-6* as an elective.

Marketing Management Practice PMAR01-6

The purpose of this module is to provide a holistic picture of the field of marketing management and the resultant marketing strategies that can be implemented to obtain a competitive advantage. The module provides more insight into the context of the contemporary marketing landscape and presents students with a structured approach to developing a marketing plan. Topics include an analysis of the marketing environment, market targeting and positioning, as well as strategies that can be implemented to obtain a competitive advantage.

Note: Students who complete this module as an elective cannot also complete *Management and Leadership MLED02-6* as an elective.

Motor Insurance MOTI01-6

The aim of this module is to provide the student with an understanding of the essential underwriting principles, elements of motor insurance and to gain knowledge of the framework and road traffic legal regulations and legislation. Students will also be introduced to the motor traders and heavy commercial vehicle market and products, which form an important niche market within the motor insurance field. *This module is presented only in Semester 1 of every year.*

Reinsurance REIN01-6

This module will enable students to identify and explain the principles of reinsurance. They will be able to weigh up the benefits of the various methods of reinsurance and advise clients on the best reinsurance for their unique context, while applying the appropriate clauses in the underwriting and reviewing process for reinsurance treaties. Students will also be able to analyse the financial aspects of reinsurance and claims reserves. *This module is presented only in Semester 2 of every year.*

MINIMUM ADMISSION REQUIREMENTS

The minimum admission requirement is a Higher Certificate in Short-term Insurance (NQF 5) or an equivalent qualification in short-term insurance on NQF level 5 worth 120 credits or more. The equivalent qualification needs to be in the field of short-term insurance.

Another route of admission designed for financial services professionals without the required short-term qualification with five years' experience, another tertiary qualification, and completed RE5 or enrolled in Milpark's RE5 exam support course, is to complete the AdvCert (Short-term Insurance) Bridging Course. This course consists of three modules: *Personal Lines Insurance PERL01-5*, *Commercial Lines Insurance COLI01-5* and *Risk Management RIMA01-5*.

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
- NQF Level 5 Qualification Certificate or Milpark Letter of Completion.

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

In addition to the requirements for admission already stated above, foreign nationals or South African nationals seeking to apply for admission onto the qualification based on a non-South African/foreign tertiary qualification, must obtain and submit to Milpark, a Certificate of Equivalence from the South African Qualifications Authority (SAQA) (www.saga.org.za).

Applicants with foreign tertiary qualifications are advised to submit their SAQA Certificate of Equivalence at the time of applying online for a Milpark Advanced 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

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 Programme Oversight Manager.

Applicants will be required to provide evidence as outlined below when applying for admission via the RPL route:

- Highest tertiary qualification
- Evidence of completed RE5
- Comprehensive curriculum vitae.

Another route for Recognition of Prior Learning (RPL) requires applicants to complete the Personal Lines Insurance (PERL01-5), Commercial Lines Insurance (COLI01- 5), and Risk Management (RIMA01-5) modules as part of the Bridging Course: Advanced Certificate in Short-Term Insurance. Only after successfully completing these modules can they progress to the full Advanced Certificate in Short-Term Insurance qualification.

Click on [RPL School of Financial Services](#) to view the RPL requirements for 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 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 online from anywhere at the same time. There is no need to make reservations and requests, and no limit on the time a student has access to 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 Milpark 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 cannot start with an elective module only. When deciding on electives, it is important to note that students cannot complete both *Management and Leadership MLED02-6* and *Marketing Management Practice PMAR01-6* as electives for graduation purposes. Students require 120 credits to complete the qualification.

ASSESSMENT

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

Students will write a final, summative assessment per module at the end of each semester; this will contribute 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

Upon successful completion of the qualification, the student will receive an Advanced Certificate in Short-term Insurance, NQF Level 6 (120 credits). The programme 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 6, and it will provide for vertical articulation options onto NQF Level 7 programmes. Students may also articulate to the Milpark BCom (NQF level 7) with major in short-term insurance.

A student who transfers from one qualification to another within Milpark Education may be given credit for some modules successfully completed. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant field of short-term insurance.

PRICING

All module fees include one round of formative and summative assessments. (Supplementary examinations are excluded.) Module fees do not include the cost of prescribed textbooks which will be for your own account. The prescribed booklist will be available on *myMilpark* upon registration.

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.