



# QUALIFICATION

Advanced Certificate  
(SAQA ID: 97779; NQF Level 6)

## Advanced Certificate in SHORT-TERM INSURANCE



**Mode of Learning**  
Distance Learning

**We've got you.  
You've got this.**

# 1 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**.

## Learn More

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 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 the CII Diploma, which includes the designation Dip CII, by **completing two additional modules** with the CII (<https://www.cii.co.uk/>).

# 2 Who Should Enrol

The programme would be suitable for:

01

An **employed person who wants** to enhance his/her knowledge of specialist **short-term insurance products** and who has completed a relevant (short-term insurance) NQF level 5 qualification.

02

A **person employed in a managerial position** in the short-term insurance industry.

03

A person in the **insurance industry operating** in the underwriting and claims **department** of an insurer.

# 04

A **person wanting to apply for the designation** of Associate (AIIISA) to be awarded by the IISA.

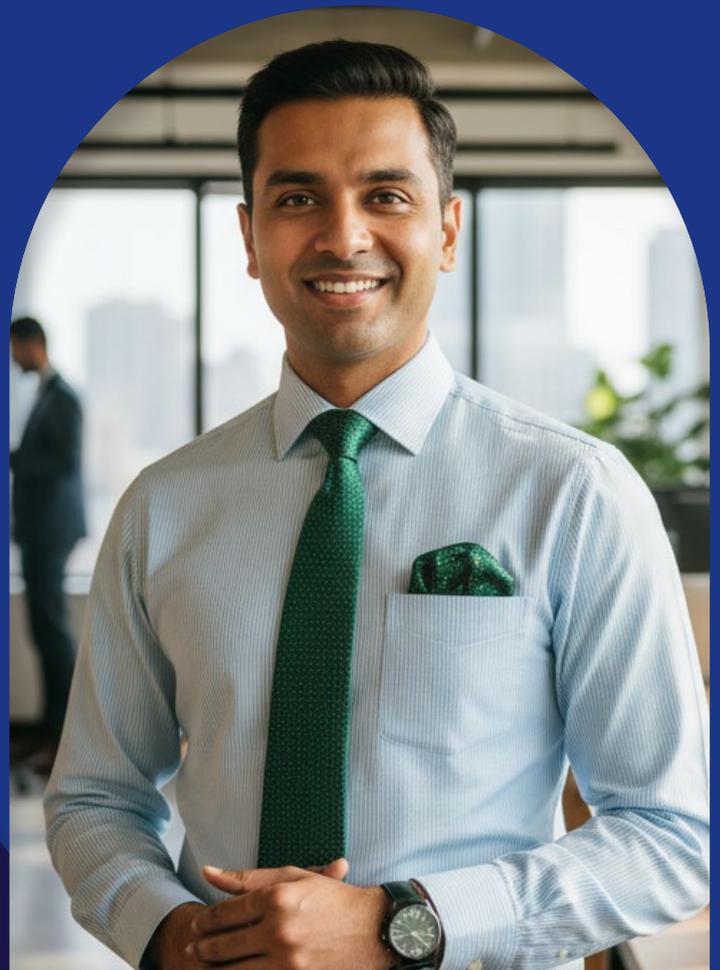
# 05

A person **wanting to apply for recognition** of prior learning for the designation Dip CII to be awarded by the CII.

## 3 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 **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.



# 4

## Programme Structure

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

Module name and code	Offered in	Compulsory/ Elective	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* <b>OR</b>	Both semesters		20
Marketing Management Practice PMAR01-6*	Both semesters		20
<b>TOTAL CREDITS</b>			

\* 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.

# 5

## 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 connection, or those who prefer offline study. **While lecturer support is available**, interaction is less frequent as compared to other modes, allowing **students to manage** their time and progress independently.

## 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.

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.

**Liability  
Insurance  
LINS01-6**

**Risk  
Management  
in Banking  
RMIB01-6**

This **module focuses on risk management** in the banking environment. It introduces students to the general concepts of the risk management process and **different risks that banks face and how to manage them**. The purpose of this module is to provide critical knowledge and **understanding of various types** of risk in the banking services industry, and to develop the practitioner's skills and ability to apply principles and techniques in order to **make informed decisions** in relevant work situations.

**We're online.  
We've got space.**



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.

Short-term  
Insurance  
Environment  
STIE01-6

## 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.*

The **purpose of this module is to provide a holistic** picture of the dynamic and evolving concept of leadership, considering 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.

Management  
and Leadership  
MLED02-6

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.***

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.***

## Reinsurance REIN01-6

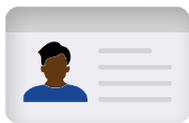
# 7 Admission Requirements

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.

## Kindly 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 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.saqa.org.za](http://www.saqa.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.

[Learn More About The RPL Requirements](#)

## 8 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**.

[Learn More](#)

The following mode is available for this specific programme:



Distance Learning



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**

[View Technical Requirements](#)

[How To Check Your RAM](#)

# 10

## 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, 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).**

# 11

## 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 MLEDO2-6* and *Marketing Management Practice PMAR01-6* as electives for graduation purposes. Students require **120 credits** to complete the qualification.



## 12 Assessment

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

Students will complete a **final summative assessment** per module at the end of **each semester or cycle**, 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.

## 13 Duration

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

## 14 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).



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You've got this.**

## 15 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 a 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**.

## 16 Pricing



**All module fees include one round** of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for the **student's own account**. The prescribed book list will be available on the Milpark website under the relevant qualification information documents and on myMilpark on registration.

## 17 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**.



## Website:

[www.milpark.ac.za](http://www.milpark.ac.za)

[Apply Now](#)

## Enquiries

Tel: (086) 999-0001

Deneb House

3rd Floor | 368 Main Road

Observatory | Cape Town

7925 | PO Box 44235

Claremont | 7735

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**We've got you.  
You've got this.**

