QUALIFICATION: Bridging Programme for the Advanced Certificate in Short-Term Insurance
MODE OF LEARNING: DISTANCE LEARNING

DESCRIPTION AND PROGRAMME PURPOSE

The Bridging Programme for the Advanced Certificate in Short-Term Insurance is designed for professionals in the financial services sector who do not hold an NQF Level 5 qualification in short-term insurance but wish to pursue the NQF Level 6 Advanced Certificate in Short-Term Insurance.

WHO SHOULD ENROL

The programme would be suitable for professionals eligible for admission, including employed individuals who seek to advance their expertise in specialised short-term insurance products and who hold a tertiary qualification other than the relevant NQF Level 5 short-term insurance qualification.

PROGRAMME OUTCOMES

Note the programme outcomes associated with this Bridging Programme:

- This programme constitutes a formally recognised progression pathway to the Advanced Certificate in Short-Term Insurance qualification (SAQA ID 97779, NQF Level 6).
- The programme aims to prepare students for careers in the short-term insurance sector, equipping them with the necessary theoretical and practical competencies.
- The programme is designed to strengthen and deepen students' knowledge, skills and ethical values in advanced areas of short-term insurance and its related sub-disciplines, thereby fostering professional growth and enhancing career advancement opportunities.

PROGRAMME STRUCTURE

The programme consists of three compulsory modules, as follows:

Module name	Offered in
Commercial Lines Insurance COLI01-5	Both semesters
Personal Lines Insurance PERL01-5	Both semesters
Risk Management RIMA01-5	Both semesters

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

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.

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.

MINIMUM ADMISSION REQUIREMENTS

A route of admission designed for financial services professionals who have five years' experience, another tertiary qualification, and who have completed RE5 or enrolled in Milpark's RE5 exam support course, is to complete the Bridging Programme for the Advanced Certificate in Short-Term Insurance.

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
- Any NQF Level 5 qualification not relevant to the short-term insurance.
- Evidence of completed RE5.

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.saqa.org.za).

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

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.

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 *myMilpar*k 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 must successfully complete all three modules in order to be admitted to the Advanced Certificate in Short-Term Insurance 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 each module.

DURATION

Students have a minimum of one year to complete this Bridging programme.

CERTIFICATION

On successful completion of the Bridging programme, the student may be admitted to the Advanced Certificate in Short-Term Insurance qualification (SAQA ID 97779, NQF Level 6), which is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE). Note that there is no CHE certification associated with completing this Bridging Programme.

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme will provide for articulation into the Advanced Certificate in Short-Term Insurance qualification, NQF level 6.

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.