INSURANCE INDUSTRY TRAINING MATRIX

The following is adopted as the formal qualification matrix of the insurance industry in the Bailiwick of Guernsey. The purpose of this document is to enable employees to chart a path through the wide range of professional qualifications available, and as such, it is entirely advisory in nature.

The matrix is broken down into broad functional areas, but an individual's career path may involve them moving through more than one functional area. Note that the matrix mentions qualifications only. Experience is considered absolutely essential as qualifications alone are not enough, but different employers will have different views on the appropriate length of experience necessary at each level. For this reason, experience requirements are not included in this matrix.

Update training and one-off courses in anti money laundering, data protection awareness, IT, Continuing Professional Development and supervisory/soft skills are not included in this matrix but should be a key part of an individual's training requirements. In many cases, Continuing Professional Development is required to maintain professional body membership.

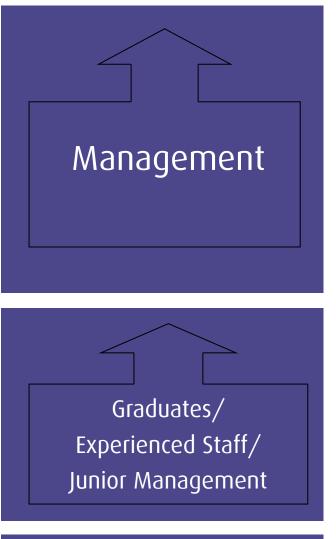
This matrix will be updated by the GTA University Centre and further details on any of the training courses detailed can be obtained by contacting the GTA on either 01481-721555 or <u>admin@gta.gg</u>. A glossary of terms is included on the final page.

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Please click on the following heading for information relating to the job position.

<u>General Insurance</u>	<u>Life Insurance</u>	<u>Captive Insurance</u>	Pensions
			<u>r ensions</u>
<u>Mortgages</u>	Actuarial	Loss Adjusting	Human Resources
mongages	<u>Actountin</u>	<u>Loss Adjosting</u>	<u>Homon Resources</u>
Sales & Marketing	<u>Financial Control</u>	<u>Compliance</u>	

GENERAL INSURANCE (INCLUDING BROKING)







<u>CII– Certificate in Contract Wording/ Advanced</u> Diploma in Insurance MSc in Insurance & Risk Management

<u>MBA</u>

IOD Company Direction Programme

Chartered Management Institute - Level 5

Personal / Management Development

<u>CII– Diploma in Insurance</u>

<u>ILM - Certificate in Team Leading</u>/ Diploma in Management

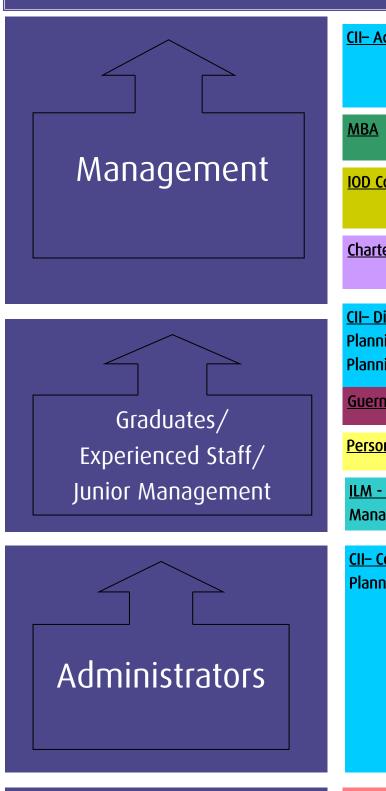
BSC/ CII Certificate in Insurance for IT professionals

CII- Certificate in Insurance

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Awareness

LIFE INSURANCE (INCLUDING BROKING)



New Entrants

CII– Advanced Diploma in Insurance

IOD Company Direction Programme

Chartered Management Institute - Level 5

<u>CII– Diploma in Insurance/ Diploma in Financial</u> Planning / Advanced Financial Planning

Guernsey Insurance Certificate

Personal / Management Development

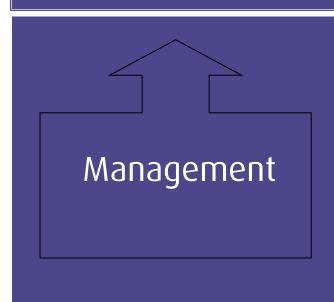
<u>ILM - Certificate in Team Leading</u>/ Diploma in Management

<u>CII– Certificate in Insurance</u>/ Certificate in Financial Planning

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Awareness

CAPTIVE INSURANCE



IRM- Certificate in Risk Management

<u>CII– Diploma / Captive Insurance/ Adv Diploma/</u> Contract Wording/ MSc Insurance & Risk Mgmt

<u>ACA</u>

<u>ILM - Certificate in Team Leading</u>/ Diploma in Management

<u>ACCA</u>

<u>MBA</u>

IOD Company Direction Programme

Chartered Management Institute - Level 5

IRM- Certificate in Risk Management

<u>ACA</u>

<u>CII– Diploma / Captive Insurance</u>

<u>ACCA</u>

<u>AAT Technician</u>

Personal / Management Development

ILM - Diploma in Management

<u>CII– Certificate in Insurance/ Certificate in Captive</u> Insurance Management

<u>ACCA</u>

<u>AAT Technician</u>

Insurance - CII Foundation Insurance Test (FIT)

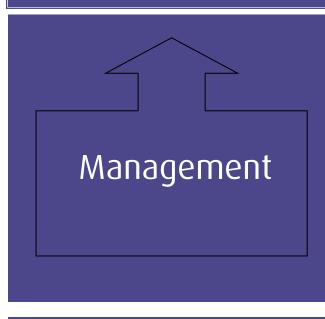
Money Laundering Awareness







PENSIONS



<u>PMI- Retirement Provision Certificate/ Pension</u> Administration/ Employee Benefits

<u>MBA</u>

IOD Company Direction Programme

<u>CII– Diploma in Insurance/ Financial Planning /</u> Financial Advisors/

Chartered Management Institute - Level 5

Guernsey Insurance Certificate

CII- Diploma in Insurance/ Financial Planning

PMI- Retirement Provision Certificate/ Pension Administration/ Employee Benefits

Personal / Management Development

<u>ILM - Certificate in Team Leading</u>/ Diploma in Management

<u>PMI- Retirement Provision Certificate/ Pension</u> Administration

<u>CII– Certificate in Insurance/ Certificate in Financial</u> Planning

Insurance - CII Foundation Insurance Test (FIT)

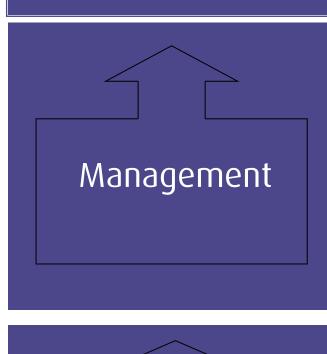
Money Laundering Awareness







MORTGAGES



Graduates/

Experienced Staff/

Junior Management

Administrators

New Entrants

<u>MBA</u>

<u>ILM - Certificate in Team Leading</u>/ Diploma in Management

IOD Company Direction Programme

CII– Diploma in Insurance

Chartered Management Institute - Level 5

CII- Diploma in Insurance/ Financial Planning

Guernsey Insurance Certificate

Personal / Management Development

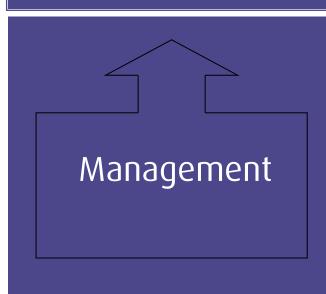
<u>ILM - Certificate in Team Leading</u>/ First line Management

<u>CII– Certificate in Financial Planning/ Certificate in</u> <u>Mortgage Advice</u>

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Knowledge

ACTUARIAL



<u>MBA</u>

<u>ILM - Certificate in Team Leading</u>/ Diploma in Management

IOD Company Direction Programme

CII– Diploma in Insurance

Chartered Management Institute - Level 5

<u>CII– Diploma in Insurance</u>

Diploma in Actuarial Techniques

Personal / Management Development

<u>ILM - Certificate in Team Leading</u>/ First line Management

<u>CII– Certificate in Insurance</u>

Diploma in Actuarial Techniques

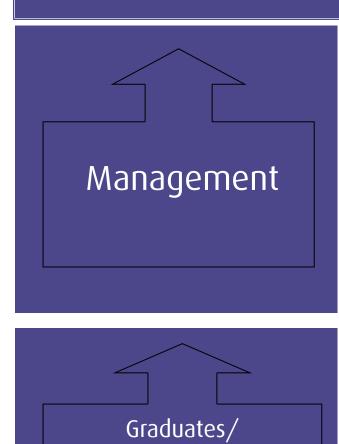
Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Knowledge





LOSS ADJUSTING



Experienced Staff/

Junior Management

Administrators

New Entrants

<u>MBA</u>

Member of CILA

IOD Company Direction Programme

<u>CII–</u>

Chartered Management Institute - Level 5

<u>CII– Faculty of Claims</u>

Member of CILA

Personal / Management Development

<u>ILM - Certificate in Team Leading</u>/ First line Management

<u>CII– Faculty of Claims Certificate</u>

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Knowledge

HUMAN RESOURCES



Graduates/

Experienced Staff/

Junior Management

<u>MBA</u>

IOD Company Direction Programme

MSc Management with HR

<u>CIPD - Development Scheme</u> <u>Postgraduate Diploma in Human Resource</u> <u>Management</u>

Chartered Management Institute - Level 5

<u>CIPD - Development Scheme</u> <u>Postgraduate Diploma in Human Resource</u> <u>Management</u>

Personal / Management Development

<u>ILM - Certificate in Team Leading</u>/ First Line Management

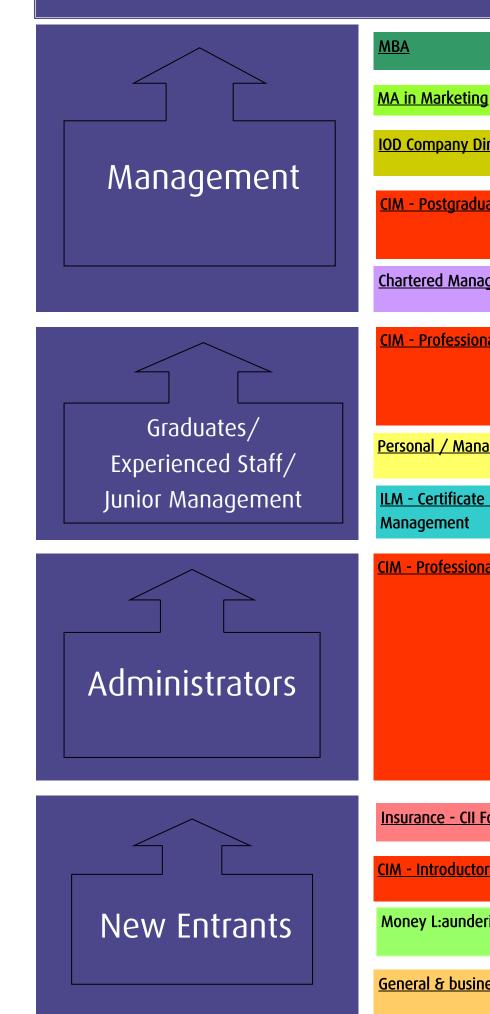
<u>CIPD - Certificate in Personnel Practice/ Certificate in</u> <u>Training Practice</u>/ Recruitment and Selection

Administrators



Money L:aundering Knowledge

SALES & MARKETING



IOD Company Direction Programme

CIM - Postgraduate Diploma in Marketing

Chartered Management Institute - Level 5

CIM - Professional Diploma in Marketing

Personal / Management Development

ILM - Certificate in Team Leading/ First Line

CIM - Professional Certificate in Marketing

Insurance - CII Foundation Insurance Test (FIT)

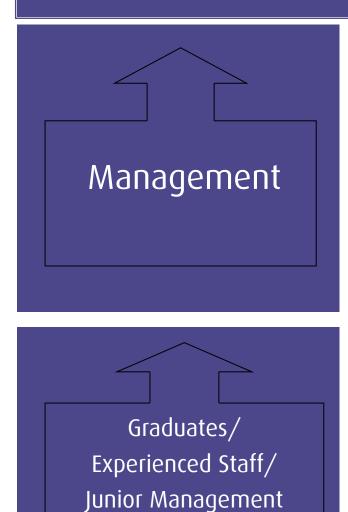
CIM - Introductory certificate in Marketing

Money L:aundering Knowledge

FINANCIAL CONTROL



COMPLIANCE



Administrators

New Entrants

<u>MBA</u>

IOD Company Direction Programme

ICSA - Professional

ICA- Diploma in Compliance / Dip in AML/ Financial Crime

Chartered Management Institute - Level 5

ICSA - Diploma in Offshore Finance & Admin/ Business Practice

ICA- Diploma in Compliance / Dip in AML/ Financial Crime

Personal / Management Development

<u>ILM - Certificate in Team Leading</u>/ First Line Management

ICSA - Certificate in Offshore Finance & Admin/ Business Practice

ICA- Certificate in AML

Insurance - CII Foundation Insurance Test (FIT)

Anti Money Laundering Knowledge

GLOSSARY OF TERMS

AAT	Association of Accounting Technicians
ACCA	Association of Chartered Certified Accountants
ACA	Associate of the Institute of Chartered Accountants
CIM	Chartered Institute of Marketing
CII	Chartered Insurance Institute
СМІ	Chartered Management Institute
CIPD	Chartered Institute of Personnel & Development
CILA	Chartered Institute of Loss Adjusters
ICA	International Compliance Association
ICSA	Institute of Chartered Secretaries & Administrators
ILM	Institute of Leadership & Management
IRM	Institute of Risk Management
Induction course	GTA University Centre (Introductory level courses)
IOD	Institute of Directors
PMI	Pensions Management Institute
MBA	Masters in Business Administration
MSc Management with HR	Via the GTA University Centre