**The Insurance Institute of Glagsow CII Diploma Programme**

**Introduction**

Firstly, we would like to welcome you all to the Diploma training course. This is an exciting opportunity for anyone who has considered, or has started their professional qualification studies but has perhaps found it to be a daunting task.

We hope, with the help of our tutor and each other, this should reduce the time spent studying were you to complete these modules on your own.

This course has been specifically designed to complete 4 modules in order to achieve a Diploma in Insurance in 18 months. Whilst this is on the basis of holding 30 credits or more at present, this may differ for some candidates but will still assist you in your journey.

**Overview**

CII Perth and Dundee will facilitate in providing the workshops and tuition, whilst all candidates will be responsible for ordering their own materials, booking exams including and paying for them. Your employer may be able to assist.

The course will commence on the 16th January 2019 and finish on 22nd April 2020 and will cover 4 core areas of the DIP CII qualification:

* M85 Claims Practice
* M05 Insurance Law
* M80 Underwriting Practice
* M92 Business and Finance

Over 16 months CII Glasgow will hold 16 workshops; 4 for each subject. The workshops will consist of 3 sessions covering pre-specified chapters and a final revision workshop.

You will be expected to book and sit the relevant exam on completion of the course on that subject and not after all 4 courses have been attended.

Please ensure your first book (Claims Practice) has been ordered in good time for the first workshop – please do **not** order further materials until advised.

All candidates must complete the course in full, regardless of the number of points held, unless candidates are exempted due to previous equivalent exam passes.

Whilst the Glasgow Institute will facilitate the completion of the specified 4 modules, any further studies required in order to obtain your Diploma is the sole responsibility of the candidate and must be completed within 6 months of completion of the programme.

As the programme is a large financial commitment for the Glasgow institute we reserve the rights to apply a financial penalty for any failure to attend workshops or completion of the programme.

As such should it become apparent that for reasons unavoidable, you are unable to attend a workshop please provide as much notice as possible to the contact representatives and your line manager.

**The course**

All workshops will be delivered in Glasgow at Glasgow Caledonian University by Alan Chandler on the dates specified below:

**Please note that due to the avoidance or possibility of plagiarism there will be no slides or notes available from the trainer for any sessions, therefore delegates must attend in person.**

**M85 Claims Practice**

Session 1 Wednesday 16th January 2019

Session 2 Tuesday 26th February 2019

Session 3 Thursday 7th March 2019

Session 4 Monday 20th April 2019

**M05 Insurance Law**

Session 1 Thursday 9th May 2019

Session 2 Thursday 27th June 2019

Session 3 Tuesday 11th July 2019

Session 4 Wednesday 21st August

**M80 Underwriting Practice**

Session 1 Thursday 5th September 2019

Session 2 Wednesday 16th October 2019

Session 3 Wednesday 20th November 2019

Session 4 Wednesday 18th December 2019

**M92 Business and Finance**

Session 1 Wednesday 22nd January 2020

Session 2 Wednesday 19th February 2020

Session 3 Wednesday 18th March 2020

Session 4 Wednesday 22nd April 2020

**Location**

All workshops will be held at Glasgow Caledonian University ( ) and will start at 9:15am and finish at 4:30pm with lunch being provided. If you have any dietary requirements please advise in advance.

**Important contacts**

If for any reason you are unable to attend or wish to contact us regarding any matters arising whilst on the course please contact:

Carol McIntosh

0141 304 4301 or 07469 417 877

[Carol.mcintosh@marsh.com](mailto:Carol.mcintosh@marsh.com)