

Insurance Practitioner  
**Level 3**



# Overview

## Apprenticeship: Insurance Practitioner

**Qualification:** Level 3

**Duration:** 15-18 months

The Insurance Practitioner apprenticeship is an entry level role into the industry, and can lead into a variety of careers with supporting professional qualifications. Future career paths could include underwriting, client relations, insurance claims, loss adjusting, broking, reinsurance and account management. This standard provides the competencies which will be achieved as part of an introduction to the industry and which will be transferable across future roles and companies.



### Type of job roles the programme is for

- Claims Administrator
- Claims Handler
- Junior Underwriter

### Qualifications

- CII Certificate in Insurance
- Functional Skills in Maths
- Functional Skills in English

### Progression opportunities

- Insurance Professional Level 4
- Associate Project Manager Level 4
- Senior Insurance Professional Level 6

### Core competencies

- Understanding Insurance Market
- Processes and Procedures
- Risk and Regulatory
- Communication
- Integrity

# Training Process

## Apprenticeship: Insurance Practitioner

- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement and development goals
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

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### Modules

Ongoing Skills Development Coach Support

#### 1 - IF1 Insurance Legal and Regulatory

- Classroom: 4-5 days

#### 2 - IF2 General Insurance Business

- Classroom: 4-5 days

#### 3 - Technical Paper

- Classroom: 4-5 days

### Gateway

- 16 months

### Assessment

- 18 months
- Reflective discussion, portfolio

# Pathway

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There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 3 Insurance Practitioner course.

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### Financial Services Apprenticeship Routes

#### Level 2

Financial Services Customer Advisor Level 2

Investment Operations Administrator Level 2

#### Level 3

Insurance Practitioner Level 3

Investment Operations Technician Level 3

Risk / Compliance Officer Level 3

Snr Financial Services Customer Advisor Level 3

Workplace Pensions Administrator / Consultant Level 3

#### Level 4

Insurance Professional Level 4

Investment Operations Specialist Level 4