



Tier 1 Insurance Broking: Generic knowledge

Subject outline

Subject overview

Tier 1 Insurance Broking is an online course to meet the needs of clients that require their employees to meet Regulatory Guide 146 (RG 146) requirements as insurance brokers.

This subject is Tier 1 Insurance Broking: Generic knowledge and is the first of two subjects in this course. This subject meets the requirements of RG 146 for generic knowledge and core insurance knowledge.

Students have 12 weeks to complete this subject.

Learning outcomes

On successful completion of Tier 1 Insurance Broking: Generic knowledge, students should be able to:

- gain an understanding of the financial services industry and the role and responsibilities of a Tier 1 insurance broker
- understand the role of a general insurance broker in the insurance industry
- describe basic risk assessment for broking clients
- understand the features, classes and risks of insurance products
- explain general advice and personal advice
- outline appropriate communication skills to manage complaints and disputes.

Subject topics

Topic 1: General insurance broking – The financial services industry

Topic 2: General insurance broking – Risk assessment

Topic 3: General insurance broking – General insurance products

Topic 4: General insurance broking – Managing disputes

Units of competency

There are no units of competency in this subject.

Subject entry requirements

There are no entry requirements. However, it is recommended individuals complete Tier 2 General Insurance Personal Advice for underpinning knowledge.

It is recommended that individuals are working in the insurance industry because they need access to brokerage processes, insurance plans for a range of broking clients, retail insurance products and compliance. However, if students are not yet in industry, there is a Sample Pack that can be used to complete the assessment.

After this subject, students need to complete the subject 'Tier 1 Insurance Broking: Personal advice' to complete the RG146 educational requirements for Tier 1 Insurance Broking.

Subject duration

Students have a total of 12 weeks to complete the assessment requirements for Tier 1 Insurance Broking: Generic knowledge from their enrolment date.

The subject has hardcopy notes and is delivered online.

An additional four weeks (4) per subject is available if required to resubmit an assignment or resit an exam.

Delivery mode

This subject is delivered online.

Kaplan’s online learning portal KapLearn enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere at any time using a computer or mobile device that has internet access. Students are also provided with hard copy subject notes for their reference.

KapLearn is the access point for subject notes, supplementary learning material, practice activities and assessments. KapLearn is also the access point for ongoing support. The ‘Ask your tutor’ forum provides continuous technical support from subject matter experts.

Assessment tasks

The assessment tasks for this subject are listed below. Units of competency are co-assessed by topic within subjects as follows. The units of competency are co-assessed as listed earlier in ‘Units of competency’.

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Subject	Topic	Assessment	Assessment Detail
Tier 1 Insurance Broking: Generic knowledge	Topics 1, 2, 3, 4	1 Exam	Supervised, open book multiple choice examination.

Students may attempt the exam at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.

CPD points

If students wish to apply for CPD points with an industry body, the student will need to supply the industry body with a copy of their statement of attainment for Tier 1 Insurance Broking, listing the units of competency completed.

Exemptions

Students may be able to obtain an exemption for a Kaplan award subject based on their previous study and/or work experience. To do this they must submit evidence that demonstrates they have already met the requirements of the subject through these other means.

Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials.

Kaplan's exemption policy and the request pro forma are available at: <www.kaplanprofessional.edu.au>.

Fees

An updated schedule of fees is available at the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

Student policies

Students who enrol in a Kaplan course are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan website: <http://www.kaplanprofessional.edu.au/Study_Information/Policies>. The policies also assist students when their study program does not go as planned and they need extra support.