



Subject outline
**Tier 1 Insurance Broking:
Personal advice**

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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.

'Tier 1 Insurance Broking: Personal advice' is the second of two subjects in this course. This subject meets the requirements of RG 146 for specific insurance knowledge and adviser skills.

Learning outcomes

On successful completion of this subject, students should be able to:

- apply appropriate communication skills to build relationships with clients
- describe 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
- outline the process of giving general advice and personal advice
- explain how to do broker portfolio management tasks such as new business, renewals, claims and changing client service plans.

Subject topics

Topic 1: General insurance broking: Deliver – Work well with clients

Topic 2: General insurance broking: Provide – Personal advice

Topic 3: General insurance broking: Prepare – New business

Topic 4: General insurance broking: Prepare – Claims management

Topic 5: General insurance broking: Implement – Changes to insurance programs

Units of competency for Tier 1 Insurance Broking

FNSIBK406	Deliver professional insurance broking services
FNSASICY503	Provide advice in Insurance Broking
FNSIBK513	Prepare submission for new business
FNSIBK508	Implement changes to broking client's insurance program

Subject duration and work load

Students have a total of 12 weeks to complete the assessment requirements for Tier 1 Insurance Broking: Personal advice.

This subject will take between 60 and 120 hours to complete, depending on your experience in the financial services industry.

Students should expect to spend up to 20 hours a week reading their subject notes, completing the learning activities and doing the assignment.

An additional four weeks is available if students are required to resubmit an assignment.

Entry requirements

Individuals must have either Tier 2 General Insurance Personal Advice or Tier 2 Insurance Broking Personal Advice.

The subject 'Tier 1 Insurance Broking: Generic knowledge' must be completed before this subject to complete the RG146 educational requirements for Tier 1 Insurance Broking.

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.

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 course are:

Assignment: The assignment includes multiple case studies, which require the submission of workplace evidence to demonstrate product knowledge, portfolio management and adviser skills. The assignment also includes making recommendations to broking clients.

Students may submit their assignment at any time before the conclusion of their 12 week study period if they think they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines. The first submission of an assignment must be completed before the end of the 12 week enrolment period.

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.