



Subject Outline

CLI1F Life Insurance Fundamentals

Subject outline

SUBJECT OVERVIEW

Life Insurance Fundamentals is the first of two subjects in the FNS41521 Certificate IV in Life Insurance, which applies to those working in both claims and underwriting roles in life insurance.

The subject covers the skills and knowledge required to work effectively in the life insurance context in line with professional and ethical practices. Legislation and regulation, ethics, sustainability and life insurance products and services are included in this subject.

Upon successful completion of Life Insurance Fundamentals (CLI1F) and Life Insurance Essentials – Claims Stream (CLI2C) students will receive the FNS41521 Certificate IV in Life Insurance.

Below is a table indicating the recommended study order for subjects in this course.

FNS41521 Certificate IV in Life Insurance – claims stream	
CLI1F Life Insurance Fundamentals	CLI2C Life Insurance Essentials – Claims stream

Students who have previously completed the units of competency that make up the FNSSS00018 Life Insurance Fundamentals Skill Set may enrol in the FNS41521 Certificate IV in Life Insurance, and the units of competency may be recognised through [credit transfer](#) as the first subject of this qualification.

LEARNING OUTCOMES

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

- Understand legislation and regulations and apply policies, procedures, standards and codes of practice relevant to own job role.
- Develop knowledge of, implement and evaluate ethical practices related to own job role.
- Identify life insurance products and services, their compliance implications and determine who they are suitable for.
- Identify factors that impact sustainability of the life insurance industry.
- Apply sustainable practices in own job role.
- Maintain own knowledge to work professionally, ethically and sustainably in Life Insurance.

TOPICS

Topic 1: Working professionally and ethically in financial services and the life insurance industry

Topic 2: Life insurance products and services

Topic 3: Working effectively and sustainably in the life insurance industry



UNITS OF COMPETENCY

CLI1F Life Insurance Fundamentals					
Code	Title	Core or Elective	Topic	Exam	Written and oral assignment
FNSINC411	Conduct work according to professional practices in the financial services industry	Core	Topic 1–3	Yes	Yes
FNSINC413X	Apply codes and standards of ethical practice to own role	Core	Topic 1 & 3	Yes	Yes
FNSILF413	Develop and maintain in-depth knowledge of life insurance products and services	Core	Topic 1–2	Yes	Yes
FNSILF409	Work effectively and sustainably in the life insurance industry	Core	Topic 1–3	Yes	Yes

The above four (4) units of competency are awarded for the successful completion of CLI1F Life Insurance Fundamentals: 4 core units of competency. These units of competency form part of the FNS41521 Certificate IV in Life Insurance.

Note: The assessment is listed by unit of competency, above. The assessments within the subject are combined covering multiple units of competency. Refer to ‘Assessment tasks’ for further information.

SUBJECT ENTRY REQUIREMENTS

There are no educational entry requirements for this subject.

Individuals are required to be 18 years and over to enrol in this subject.

Individuals who are in Australia on a student visa are unable to enrol in this subject. If you are in Australia on a visa and wish to enrol, you need to check that you are enrolling in accordance with the study conditions of your visa.

SUBJECT DURATION

Students have a total of:

- 12 weeks to complete the learning and assessment requirements for the subject CLI1F Life Insurance Fundamentals, from their initial activation date.
- An additional four (4) weeks resubmission time, which will be granted if all assessment tasks have been attempted and the student has been deemed 'not yet competent' in one or more tasks. This time can be used to resubmit the written and oral assignment or resit an exam. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time is granted, the duration will be 16 weeks.

The **amount of training** for this subject may be up to 9 hours per week. The amount of training is the hours a student can expect to spend engaged in structured learning or tutor led activities.

The assessment hours for this course are 10 hours per week. These are the hours a student can expect engaging in assessment activities.

In addition to the amount of training and assessment hours, students who are new to industry or vocational training could need up to 8 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, a student not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training.

Students working in industry may be able to complete the course requirements in a shorter timeframe or less hours per week.

If a student applies for extensions beyond the 16-week completion timeframe or is granted special consideration, and is enrolled in FNS41521 Certificate IV in Life Insurance, the maximum period of time to complete the qualification is two years from the qualification activation date. If enrolling in single subjects with the intention of completing a qualification, the two-year timeframe is calculated from the initial activation date of the first subject.

Additional study-related fees apply to formal extensions and re-enrolments. Please refer to the Vocational Education Fees schedule: <www.kaplanprofessional.edu.au/faqs/financial-services-fees>.

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions:

<www.kaplanprofessional.edu.au/terms-and-conditions> or our Student Handbook:

<www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook>

for important information on:

- subject activation and completion timeframes
- extensions
- subject re-enrolment.

DELIVERY MODE

This subject is delivered online and does **not** include hard copy notes.

Kaplan Professional’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.

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 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’.

Subject	Topic	Assessment	Assessment Detail
CL11F Life Insurance Fundamentals	Topics 1–3	1 Exam	Supervised, open-book multiple-choice examination, four (4) attempts.
	Topics 1–3	1 Written and oral assignment	Written and oral assignment, two (2) attempts: <ul style="list-style-type: none"> • Written — short answer questions, scenarios, case studies • Oral — role plays/presentation. The mode of oral assessment is by audio recording. As part of the subject requirements students will need to organise a volunteer to assist with their role plays.

Students may attempt the exam and/or submit their written and oral assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.

Students must be deemed to be ‘demonstrated’ in all assessment items, including demonstrating competency in all the exam questions, in order to be awarded their units of competency.

Students who complete the subject will receive a statement of attainment.



CPD POINTS

If students wish to apply for CPD points so that their Kaplan Professional insurance course counts towards their membership with the relevant industry body, they will need to supply the industry body with a copy of their transcript listing the units of competency.

RECOGNITION OF PRIOR LEARNING

Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals 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. To find out if you are eligible for RPL, refer to our Credit Transfer and RPL page: <www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service>.

FEES

An updated schedule of fees is available at the Kaplan Professional website:
<<https://www.kaplanprofessional.edu.au/faqs/financial-services-fees>>.

STUDENT POLICIES

Students who enrol in a Kaplan Professional subject 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 Professional website:

<<https://www.kaplanprofessional.edu.au/vocational-education-student-policies-and-forms>>.

The policies also assist students when their study program does not go as planned and they need extra support.