Diploma of General Insurance

FNS51115

ADVANCED INSURANCE SKILLS AND KNOWLEDGE IN CLAIMS, SETTLEMENT AND RECOVERY
About This Course

By choosing the Diploma of General Insurance, you will enjoy a wide choice of subjects that aim to increase your exposure and understanding of complex matters relating to insurance contracts and claims management. You will gain an insight into how to develop policies and workplace procedures and more diverse skills such as successful networking and sales planning.

Extend your skills and knowledge in claims settlement and recovery and show that you are ready for a step up in your insurance career.

Subject Choices

- Understanding Insurance Products
- Professional Conduct in Finance
- Complex Insurance Contracts (E)
- Claims Settlement and Recovery (E)
- Dispute Resolution (E)
- Sales Planning (E)
- Safety and Risk Controls (E)
- Policy Development (E)
- Business Networks (E)
- Sales Strategies (E)
- Risk Management Strategies (E)
- More electives available
Key Course Facts

**Start Date:**
Start immediately

**Duration:**
Complete within 18 months

**Delivery Options:**
On-line/Correspondence

**Group Training:**
Workshops available

---

**Course Fees:** $6,600  
All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

### New Entrant Traineeship Fees for this Qualification:

<table>
<thead>
<tr>
<th>State</th>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$6,600</td>
<td>$6,600</td>
<td>$6,600</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Existing Worker Traineeship Fees for this Qualification:

<table>
<thead>
<tr>
<th>State</th>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
</table>

### School Based Traineeship Fees for this Qualification:

<table>
<thead>
<tr>
<th>State</th>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
</table>

### Subsidised Training Options for this Qualification:

<table>
<thead>
<tr>
<th>State</th>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
</table>

* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

**Reading and Writing Skills**
The course is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

**Spoken English Skills**
Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

**Numeracy Skills**
Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

**Computer and Internet**
- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

**Other**
- Ability to study and conduct assessments in a safe environment
Subject Descriptions

Core Subjects:

Understanding Insurance Products
This subject focuses on specific general insurance products to provide an understanding of insurance terminology, policy coverage and common exclusions. Students get the opportunity to not only research their own products so that they are able to confidently outline the features and benefits, but also those of their competitors.
Unit(s):
FNSINC402 - Develop and maintain in-depth knowledge of products and services used by an organisation or sector

Professional Conduct in Finance
To build a successful career in the financial services industry you need a range of skills and knowledge. This subject covers skills to work effectively in a team, manage your time, apply specific legislation that affects your role, to identifying how your organisation can be more sustainable. You will develop your own professional development plan to ensure that you continue to progress in your chosen field in financial services.
Unit(s):
FNSINC401 - Apply principles of professional practice to work in the financial services industry

Elective Subjects: 2 - 3 Electives are required (depending on subjects chosen)

Complex Insurance Contracts
This subject is very practical and covers a wide range of non-routine insurance risks. Students have the opportunity to develop their knowledge by researching a variety of insurance products to further understand their complex nature. A large number of real life case studies are also used to assess the student’s ability to underwrite risk and make a decision on acceptability.
Unit(s):
FNSISV501 - Issue contracts of insurance covering non-routine and complex situations

Claims Settlement and Recovery
Primarily this subject centres on the management of claims that are complex in nature. It covers policy exclusions, fraud indicators and possible breaches of contract. Students are assessed on their ability to document liability decisions, settle claims and make a recovery. A role play is used to demonstrate the student’s negotiation skills.
Unit(s):
FNSISV507 - Implement claim recovery procedures
FNSISV510 - Manage non-routine and complex claims
FNSISV511 - Settle non-routine and complex claims
Dispute Resolution
Formal disputes processes exist in financial services as a regulatory requirement. In this subject you will learn formal complaints management techniques, Internal Dispute Resolution requirements and understand the applicable External Dispute Resolution Schemes.

Unit(s):
FNSCUS402 - Resolve disputes

Sales Planning
This subject takes you through developing sales plans, budgets and KPIs, as well as achieving sales budget requirements, understanding sales management techniques, promotional activities and working with teams to implement sales plans. It includes topics such as team consultation, team motivation and mentoring as well as cost consciousness.

Unit(s):
BSBSLS501 - Develop a sales plan

Safety and Risk Controls
This subject provides you with knowledge and skills in hazard identification, risk assessment and developing a Risk Control Plan. These are essential skills in any workplace to ensure work health and safety.

Unit(s):
BSBWHS404 - Contribute to WHS hazard identification, risk assessment and risk control

Policy Development
This subject covers the role of policy and procedure within an organisation as part of the improvement process. The subject reviews the triggers for Policy Review, the planning process, and the implementation steps. It also reviews clear standards to assist in the effective communication of Policies and Procedures and the importance of the monitoring process.

Unit(s):
FNSORG502 - Develop and monitor policy and procedures

Business Networks
Business networking is an important skill in many roles. This subject looks at ways to identify business networks you should belong to and ways to make valuable contacts when participating. This subject involves practical communication skills and also requires the use of persuasive communication skills.

Unit(s):
FNSCUS501 - Develop and nurture relationships with clients, other professionals and third party referrers

Sales Strategies
This subject covers key concepts in sales and marketing such as prospecting, qualifying prospects and approaching the prospect. Other areas covered are the sales planning process and advanced sales techniques.

Unit(s):
FNSSAM501 - Apply advanced selling techniques to selling of financial products and services
Risk Management Strategies

Risk Management Strategies covers risk context and risk identification, as well as risk management processes. The subject looks into the analysis of a risk, its causes, and ways to consider risk tolerance. Strategies for controlling and treating risks, as well as reviewing and monitoring those risks, are considered.

Unit(s):
BSBRSK501 - Manage risk
FNSRSK501 - Undertake risk identification
FNSRSK502 - Assess risks

Manage a Sales Team

This subject covers developing sales plans, sales budgets and KPIs. A key component is the critical thinking and analysis involved in assessing customer needs. Sales management techniques and promotional activities are topics examined to ensure that you can successfully lead the sales team.

Unit(s):
FNSSAM502 - Assess market needs
BSBSLS502 - Lead and manage a sales team
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2 000 employers and 25 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards. We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment
Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment
Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser
You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback
All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support
The support won’t stop! Contact from your College Student Adviser will continue every month, based on the level of help you need. Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials
Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course. The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates
For employment based enrolments all supervisors will be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.