

INSURANCE INDUSTRY TRAINING MATRIX

The following is adopted as the formal qualification matrix of the insurance industry in the Bailiwick of Guernsey. The purpose of this document is to enable employees to chart a path through the wide range of professional qualifications available, and as such, it is entirely advisory in nature.

The matrix is broken down into broad functional areas, but an individual's career path may involve them moving through more than one functional area. Note that the matrix mentions qualifications only. Experience is considered absolutely essential as qualifications alone are not enough, but different employers will have different views on the appropriate length of experience necessary at each level. For this reason, experience requirements are not included in this matrix.

Update training and one-off courses in anti money laundering, data protection awareness, IT, Continuing Professional Development and supervisory/soft skills are not included in this matrix but should be a key part of an individual's training requirements. In many cases, Continuing Professional Development is required to maintain professional body membership.

This matrix will be updated by the GTA University Centre and further details on any of the training courses detailed can be obtained by contacting the GTA on either 01481-721555 or admin@gta.gg. A glossary of terms is included on the final page.



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GENERAL INSURANCE (INCLUDING BROKING)

Management

CII- Certificate in Contract Wording/ Advanced Diploma in Insurance
MSc in Insurance & Risk Management

MBA

IOD Company Direction Programme

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

Personal / Management Development

CII- Diploma in Insurance

ILM - Certificate in Team Leading/ Diploma in Management

Administrators

BSC/ CII Certificate in Insurance for IT professionals

CII- Certificate in Insurance

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Awareness

General & business Induction

LIFE INSURANCE (INCLUDING BROKING)

Management

CII- Advanced Diploma in Insurance

MBA

IOD Company Direction Programme

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

CII- Diploma in Insurance/ Diploma in Financial Planning / Advanced Financial Planning

Guernsey Insurance Certificate

Personal / Management Development

ILM - Certificate in Team Leading/ Diploma in Management

Administrators

CII- Certificate in Insurance/ Certificate in Financial Planning

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Awareness

General & business Induction

CAPTIVE INSURANCE

Management

IRM- Certificate in Risk Management

CII- Diploma / Captive Insurance/ Adv Diploma/ Contract Wording/ MSc Insurance & Risk Mgmt

ACA

ILM - Certificate in Team Leading/ Diploma in Management

ACCA

MBA

IOD Company Direction Programme

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

IRM- Certificate in Risk Management

ACA

CII- Diploma / Captive Insurance

ACCA

AAT Technician

Personal / Management Development

ILM - Diploma in Management

CII- Certificate in Insurance/ Certificate in Captive Insurance Management

ACCA

AAT Technician

Administrators

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Awareness

General & business Induction

New Entrants

PENSIONS

Management

PMI- Retirement Provision Certificate/ Pension Administration/ Employee Benefits

MBA

IOD Company Direction Programme

CII- Diploma in Insurance/ Financial Planning / Financial Advisors/

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

Guernsey Insurance Certificate

CII- Diploma in Insurance/ Financial Planning

PMI- Retirement Provision Certificate/ Pension Administration/ Employee Benefits

Personal / Management Development

ILM - Certificate in Team Leading/ Diploma in Management

Administrators

PMI- Retirement Provision Certificate/ Pension Administration

CII- Certificate in Insurance/ Certificate in Financial Planning

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Awareness

General & business Induction

MORTGAGES

Management

MBA

ILM - Certificate in Team Leading/ Diploma in Management

IOD Company Direction Programme

CII- Diploma in Insurance

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

CII- Diploma in Insurance/ Financial Planning

Guernsey Insurance Certificate

Personal / Management Development

ILM - Certificate in Team Leading/ First line Management

Administrators

CII- Certificate in Financial Planning/ Certificate in Mortgage Advice

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Knowledge

General & business Induction

ACTUARIAL

Management

MBA

ILM - Certificate in Team Leading/ Diploma in Management

IOD Company Direction Programme

CII- Diploma in Insurance

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

CII- Diploma in Insurance

Diploma in Actuarial Techniques

Personal / Management Development

ILM - Certificate in Team Leading/ First line Management

Administrators

CII- Certificate in Insurance

Diploma in Actuarial Techniques

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Knowledge

General & business Induction

LOSS ADJUSTING

Management

MBA

Member of CILA

IOD Company Direction Programme

CII-

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

CII- Faculty of Claims

Member of CILA

Personal / Management Development

ILM - Certificate in Team Leading/ First line Management

Administrators

CII- Faculty of Claims Certificate

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

Money Laundering Knowledge

General & business Induction

HUMAN RESOURCES

Management

MBA

IOD Company Direction Programme

MSc Management with HR

CIPD - Development Scheme
Postgraduate Diploma in Human Resource Management

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

CIPD - Development Scheme
Postgraduate Diploma in Human Resource Management

Personal / Management Development

ILM - Certificate in Team Leading/ First Line Management

Administrators

CIPD - Certificate in Personnel Practice/ Certificate in Training Practice/ Recruitment and Selection

New Entrants

Money Laundering Knowledge

General & business Induction

SALES & MARKETING

Management

MBA

MA in Marketing

IOD Company Direction Programme

CIM - Postgraduate Diploma in Marketing

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

CIM - Professional Diploma in Marketing

Personal / Management Development

ILM - Certificate in Team Leading/ First Line Management

Administrators

CIM - Professional Certificate in Marketing

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

CIM - Introductory certificate in Marketing

Money Laundering Knowledge

General & business Induction

FINANCIAL CONTROL

Management

MBA

IOD Company Direction Programme

ACA

AAT Technician

ACCA

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

ACCA

AAT Technician

ACA

Personal / Management Development

ILM - Certificate in Team Leading/ First Line Management

Administrators

AAT Intermediate

ACCA

New Entrants

AAT Foundation

ACCA

Anti Money Laundering Knowledge

General & business Induction

COMPLIANCE

Management

MBA

IOD Company Direction Programme

ICSA - Professional

ICA- Diploma in Compliance / Dip in AML/ Financial Crime

Chartered Management Institute - Level 5

Graduates/
Experienced Staff/
Junior Management

ICSA - Diploma in Offshore Finance & Admin/
Business Practice

ICA- Diploma in Compliance / Dip in AML/ Financial Crime

Personal / Management Development

ILM - Certificate in Team Leading/ First Line Management

Administrators

ICSA - Certificate in Offshore Finance & Admin/
Business Practice

ICA- Certificate in AML

New Entrants

Insurance - CII Foundation Insurance Test (FIT)

Anti Money Laundering Knowledge

General & business Induction

GLOSSARY OF TERMS

AAT	Association of Accounting Technicians
ACCA	Association of Chartered Certified Accountants
ACA	Associate of the Institute of Chartered Accountants
CIM	Chartered Institute of Marketing
CII	Chartered Insurance Institute
CMI	Chartered Management Institute
CIPD	Chartered Institute of Personnel & Development
CILA	Chartered Institute of Loss Adjusters
ICA	International Compliance Association
ICSA	Institute of Chartered Secretaries & Administrators
ILM	Institute of Leadership & Management
IRM	Institute of Risk Management
Induction course	GTA University Centre (Introductory level courses)
IOD	Institute of Directors
PMI	Pensions Management Institute
MBA	Masters in Business Administration
MSc Management with HR	Via the GTA University Centre