



THE MALAYSIAN
INSURANCE INSTITUTE

YOUR PATHWAY TO THE HIGHEST PROFESSIONAL QUALIFICATION IN INSURANCE

Fellowship of The Malaysian
Insurance Institute (FMII)



60 FMII
GRADUATES
IN THE
INDUSTRY

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ABOUT THE PROGRAMME

Fellowship of the Malaysian Insurance Institute (FMII) is the highest level of insurance qualification in The Malaysian Insurance Institute's qualifications framework. It is the culmination of a structured learning programme after completion of the Associateship of The Malaysian Insurance Institute (AMII). It includes planned acquisition of skills and knowledge through Ethics in Business (EIB) and completion of a Major Accomplishment, all of which will form an integral part of the personal and professional development programme.

The MII Fellowship shows that you have taken this commitment beyond Associateship, demonstrating Continuing Professional Development (CPD) as it is essential to keep your skills and knowledge up-to-date in order to remain relevant and competent in your profession. CPD is a common requirement for qualified members of professional bodies and is a testament to the fact that in our fast evolving world, knowledge gained through qualifications quickly dates.

The MII Fellowship programme is designed to assist insurance practitioners across all sectors of the insurance and takaful industry to enhance their career prospects while charting their personal and professional development plans in the course of their employment. This provides competitive advantage to employers who will have access to highly skilled personnel.



ELIGIBILITY CRITERIA

The requirements attaining the Fellowship of the Malaysian Insurance Institute (FMII) are:

1. You must have completed the Associateship of The Malaysian Insurance Institute (AMII)
2. You must be a current Senior Associate member of the MII and such membership must be maintained during the entire duration of the progression towards Fellowship;
3. You must have been employed (or self-employed) in insurance and/or takaful for at least **four (4) years**;
4. You must have been wholly or mainly engaged or employed in work related to insurance and/or takaful;
5. You must fulfil the requirements of the Fellowship programme according to the guidelines set out in the Guidebook; and
6. You must be able to provide record of your last **five (5) years** of CPD (including the graduation year) by completing the stipulated minimum number of hours each year.

PROGRESSION TOWARDS FELLOWSHIP: AN OVERVIEW

ACTION 1 Completion of AMII

- If you have completed the Associateship of the Malaysian Insurance Institute (AMII), then proceed to **Action 2**.

ACTION 2 Enrolment and Fellowship Plan

- Download the editable Fellowship Enrolment Form at **www.insurance.com.my** and complete the Fellowship Plan.
- Enrolment of the Fellowship plan is valid for five (5) years from the date of its acceptance by MII. You must remain as an AMII while on the Fellowship programme. If the Fellowship programme is not successfully completed within 5 years, you will have to re-enroll and pay a further programme fee unless the MII Academic Council grants an extension due to special circumstances.
- Return the completed Enrolment Form together with the Programme Fee of **RM3,500** to the MII.
- Resubmission of Action 3, 4 and 6 will be subject to a fee of RM300 per submission.

ACTION 3 Ethics In Business (EIB)

- Ethics in Business is a **mandatory** component to the Fellowship election process and can be completed by self-study.
- The EIB is built around a framework for evaluating business ethics, making reference to **Business Ethics: Decision Making for Personal Integrity & Social Responsibility by Laura Hartman, Joseph DesJardins and Chris MacDonald**.
- More information on EIB is found on page 7.

ACTION 4 Major Accomplishment

- After completion of your Associateship, choose one of the following options as your Major Accomplishment for assessment by MII:
 - **Option 1** : An additional professional or management qualification. Refer to page 8 for details.
 - **Option 2** : Write a 4,000–5,000 words essay on an insurance-related subject. Refer to page 9 for details.
 - **Option 3** : Submit a 4,000–5,000 words report on a major project you led or of which you were a leading member. Refer to page 12 for details.
 - **Option 4** : Provide a portfolio of your published works. Refer to page 14 for details.

ACTION 5 Continuing Professional Development (CPD)

- Plan and record your **five (5) years** consecutive years of CPD inclusive of the graduation year whilst you are in the programme. Refer to page 15 for further details.

ACTION 6 Testimony of Individual Advancement (TIA)

- Write a statement of your experience and personal development having gone through the fellowship programme. This is a critical stage of the election process to justify award of Fellowship of the MII. Refer to page 17 for details.

ACTION 7 Application for Admission to Fellowship

- You must have completed Actions 1 to 6 before submission of your application for Admission to Fellowship.
- For details on application, assessment and results, please refer to **www.insurance.com.my**.
- Please refer **www.insurance.com.my** for further details on the admission process.

■ ACTION 1 – COMPLETE THE MII ASSOCIATESHIP

If you have completed your MII Associateship (AMII) examination, you will need to enclose a copy of your completion certificate and then proceed to **Action 2**.



■ ACTION 2 – ENROLMENT AND FELLOWSHIP PLAN

- You must complete the **Fellowship Enrolment Form** and send it to us, with the programme fee of RM3,500.
- You shall complete the **Major Accomplishment** application form if you are putting forward a professional or managerial qualification as part of your **Fellowship Plan**.
- Your enrolment shall be valid for **five (5) years** from the date of its acceptance by MII.
- You shall remain as an Senior Associate member of MII whilst on the Fellowship programme. If you are unable to complete the Fellowship programme within **five (5) years**, you will have to re-enroll and pay the programme fee in full, unless the MII Academic Council grants an extension due to special circumstances.
- Please allow us 10 working days to process your enrolment and verify your Fellowship Plan.

The Fellowship Plan

The Fellowship plan can be found on the enrolment form and must be completed in full.

The plan must include all developments until the application for election to Fellowship. You shall demonstrate your detailed plan to become a Fellow. The plan must be comprehensive and clearly thought through, by outlining the main aims and the strategy to achieve the objectives.

MIJ shall assist in drafting your plan. Your plan should focus on clarity and a workable road map.

Current Job Position

You are required to provide an analysis of your current job, roles and responsibilities. Your plan must revolve around them. Study the following sections and decide on your choice of Major Accomplishment.

Objectives set to reach Fellowship

Illustrate your roadmap to complete each step of your Fellowship exercise. Describe how your personal aims synchronise with your employer's goals and objectives. It is important that your plan complements your employer's business and corporate objectives.

This is important because your personal plan must match appropriately and fittingly with the corporate objectives of your employer's.

Major Accomplishment Chosen

Explain and include, the main and visible outcomes that you intend to attain in your plan.

Should you wish to register for another professional or managerial qualification as your Major Accomplishment, read the guidelines on page 7 and complete the application form, that is to be appended to your Fellowship plan.

If you have obtained professional or managerial qualification that you intend to use as your Major Accomplishment, enclose a copy of your certificate and transcript.

These documents must be attested as "Certified True Copies" of the original by any of the following persons:

- i. a current Senior Associate/Fellow of MII/CII or
- ii. a Dean of a relevant university faculty

The attester must include the following details for verification:

- i. Name as per I/C
- ii. Position / Rank
- iii. Company / University stamp
- iv. Signature and date

If you choose to submit a major essay, project report or portfolio of published works as your Major Accomplishment, you should be guided by the details on page 9.

Upon meeting all the guidelines in your Major Accomplishment, complete the section in your plan with the details. Your employer's agreement is required if you choose to use a work-based essay or project report as your Major Accomplishment, if you have chosen Option 3 (Projects) or Option 4 (Portfolio of published works). Obtain your employer's agreement of your chosen Major Accomplishment option.

Other considerations

When you develop your plan, you should also consider the requirements of the MII's CPD scheme, refer to page 15. Maintenance of your CPD record is necessary. Clearly list them in your final submission/application for election to Fellowship.

The plan will be the foundation for further analysis of your current designation. The gaps and opportunities will be addressed in order to improve and enhance your capabilities and expertise.

Skills / constraints / resources

In developing your plan, you should list:

- i) current skills / technical knowledge you need to maintain and improve;
- ii) new skills / technical knowledge you need to acquire;
- iii) limitations on your learning (e.g., time, geography or physical); and
- iv) resources at your disposal.

You are also required to identify the areas of enhancing your personal and career development. Clearly outline the milestone and allocate the time needed to elevate your capabilities to the next level. Focus on the aspiration to be a game-changer and a multi-dimensional leader.

Change in your circumstances

In the course of pursuing the Fellowship, there may be unexpected changes in your plan or your career. Should this happen, you may want to rework your plan to factor the changed scenario. When you intend to change your choice of Major Accomplishment option, please notify MII.

Fellowship Rules for Submission

Important rules in the submission of original work:

- Declaration that all submissions under the Fellowship programme are your original work.
- You must provide a listing of the references of all sources of information and data.
- Using the words of another author to produce your work is strictly prohibited. However, quoting small sections from the works of others to substantiate your research is allowed and subject to proper acknowledgement of the authors' works.
- All work submitted for assessment will be subject to plagiarism software checks. If a match is found to another student's work or other published sources, full investigation will be carried out and appropriate action would be taken.
- Submitting another person's work as your own constitutes a disciplinary breach. Assignments should be your own work and therefore, there should not be any evidence of copying, reproducing or amending assignments for your own use.
- The originality of submitted work must be adhered to at all times. Failure to comply to the basic rules will result in strict disciplinary action.

■ ACTION 3 – ETHICS IN BUSINESS (EIB)

A mandatory component of the Fellowship pathway is the Ethics in Business (EIB). This is related to the fact that insurance professionals have to make decisions on complex ethical issues. This programme is not designed to teach you what is right or wrong but to provide you with an ethical framework to make appropriate decisions.

The business of insurance must be grounded on strong and robust ethical foundations. This awareness is significant and should be complied without compromise. It becomes more pertinent when the process of decision making should strike a balance between ethics and profitability. In this aspect, the EIB provides the methodology and framework to evaluate many variables in making decisions from an ethical standpoint.

The EIB is built around a framework for evaluating business ethics, contained in a book **"Business Ethics: Decision Making for Personal Integrity & Social Responsibility by Laura P. Hartman, Joseph Des Jardins, Chris MacDonald McGrawHill, 4th Edition (2017)"**. As this is the core text, the EIB consists of a guide to the business ethics model and a sample case study to give an insight into the level of response, which will be expected of you. You will also receive two case studies to analyse, conclude and return it to MII.

You will have to complete the Action 3 editable form found at www.insurance.com.my and attach the two case studies for submission.

After the submission, your analysis of the case studies will be reviewed by an MII assessor, the Subject Matter Experts for evaluation. Since the case studies will not be returned to you, we advise that you retain a copy. Candidates will be informed of their results upon receiving approval from the Academic Council.

You can register for the EIB at any time after enrolment. We suggest that you register for the EIB in the first year of your Fellowship programme. An early exposure to EIB can benefit you because you can immediately apply what you have learnt.

You will be advised, in writing, when you have successfully completed the EIB. Should you fail to complete the EIB, you will be given a written explanation highlighting the amendments that you have to do before re-submission.

Resubmission of EIB will be subject to a fee of RM300 per submission

■ ACTION 4 – MAJOR ACCOMPLISHMENTS

There are four choices under the Major Accomplishment. Select one which must be achieved after you have passed the Associateship programme. Should you want to change the Major Accomplishment submission for the Fellowship, please inform MII. This is crucial if you decide to register for another professional or managerial qualification.

Secrecy

Many work-related projects and dissertations include information that is sensitive commercial nature. Where this is the case, you may change names and references (e.g., to 'company x' or 'product y') provided that the actual names and references are disclosed on a separate sheet of paper which will be shared with MII only, not to assessors. MII may undertake investigations, as considered appropriate, to ensure the validity of the information.

Public Access

When your submission is accepted as your Major Accomplishment on the path towards the Fellowship, you are giving consent to MII to allow public have access to it.

Categories for assessment

The categories for assessment used by MII to assess each Major Accomplishment are set out below. Please read these very carefully - many people fail to be elected to Fellowship because they do not observe the rules. Remember, you only need one from the four Major Accomplishment options listed below.

You should undertake **one (1)** of the following options:

- **Option 1** - Additional professional or management qualification
- **Option 2** - Major Essay
- **Option 3** - Projects
- **Option 4** - Portfolio of published works

:: Candidates will be informed of their results upon receiving approval from the Academic Council.

Option 1 New professional or management qualification

A new professional or management qualification would definitely benefit most people. Therefore, the Fellowship programme upholds this achievement in terms of personal development. Recognition can be given so long the new qualifications are relevant to the insurance profession.

The following criteria will be used to assess the professional and managerial qualifications:

1. It is obtained after achieving the Associateship;
2. It must be obtained by independent/external assessment by the awarding body with a minimum of four (4) assessments or their equivalent at Associateship subject level or above;
3. It must be awarded after a minimum of two (2) years part-time study or a minimum of one (1) year full-time study;
4. The content of the qualification must be relevant to the insurance sector;
5. The qualification must be complete and officially endorsed by the awarding body.

A qualification used to gain credits/exemption for the Associateship cannot be cited as a Major Accomplishment.

MIl will evaluate a qualification before you embark on it. The evaluation report will be given to you for further action.

Examples of qualifications used as Major Accomplishment:

- ACILA / FCILA – Associate/Fellow of The Chartered Institute of Loss Adjusters
- AIRM – Associate of the Institute of Risk Management
- APMI – Associate of the Pensions Management Institute
- APFS/FPFS – Associate/Fellow of the Personal Finance Society
- BA(Hons) Financial Services, Insurance Management, Actuarial Science or Insurance Studies
- ACCA – Association of Chartered Certified Accountants
- CIMA – Chartered Institute of Management Accountants
- ICSA – Institute of Chartered Secretaries and Administrators
- Graduate Diploma in Law, Solicitors Regulation Authority
- Bachelor of Law (Hons) LLB
- MBA – Master of Business Administration
- MSc in Insurance and Risk Management
- Post-graduate Certificate in Law
- Post-graduate Diploma in Marketing, Chartered Institute of Marketing
- Solicitor or Barrister or Chartered Legal Executive
- Other qualifications subject to approval by MII

The application form for a Major Accomplishment is available at **www.insurance.com.my**.

When you apply, you must enclose evidence of non-MII qualifications. It must be shown convincingly that the qualification meets the established criteria.

The evidence should be in the form of:

1. details of the method of assessment;
2. course outline;
3. syllabus summary of the topics covered;
4. examination papers undertaken as part of the qualification.

:: Please allow us 10 working days to verify your qualification.

MII will not obtain the information on your behalf. Failure to submit the relevant information, in English, will delay your application.

Should you, at the date of application, have obtained the qualification, you must also submit either the original results notification and certificate or a photocopy (certified true copy). This includes your IC No. for verification by the MII.

If your qualification is unacceptable for the MII Fellowship scheme, you will need to choose a different Major Accomplishment.

Option 2 Major Essay

An essay, as defined by MII, is a discussion paper covering an insurance-related subject. Should your essay be based on your current employer, their written approval should be sought before submission. When you choose this path, your essay must be:

1. typed in correct English;
2. between 4,000–5000 words and include a word count (essays with word count and/or without a word count will NOT be accepted);
3. on an insurance-related subject;
4. and written by you. can be typed by someone with your instructions but you cannot submit someone else's work as your own.

Samples of endorsed practices

1. Quoting small sections from the works of others, either a sentence or paragraph, whilst acknowledging the author's work.
 2. Writing an essay based on a previous work which you have written. The new essay must not be identical to the original work and must be updated. The previous work must be acknowledged, e.g., 'based on my MBA dissertation completed in May 2011'.
 3. Quoted information must be the most updated.
 4. Your work may be typed, proofread and critiqued by another. The input and the extent of it must be acknowledged in the main essay, e.g., 'typewritten by my secretary Ms Tan and proofread by Mr Arumugam'
- Someone else can provide comments to your draft essay but changes must be your own work.

Samples of inadmissible practices

1. Plagiarism is defined as "the deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution in connection with submission of academic work, whether graded or otherwise." (<http://writingcenter.unc.edu/handouts/plagiarism/>)
2. Submission of a previous work without authorisation or acknowledgement. For example, a work you used as part of another qualification.
3. Using outdated information and data.
4. Engaging a researcher, secretary, adviser, consultant, lecturer, writer or any other person to write or amend any part of your essay.

Selecting the subjects

Choose the subjects that you like, that you are well-versed and are confident about. The Fellowship appraisers look for a deep comprehension of the subject matter and a well-articulated and clear expression of ideas in the answers. It becomes more difficult to do, when you decide to examine a new field. Should you decide to write an essay about a field new to you, ensure that you explain in your introduction, your reason for choosing the new field/subject.

Keep the subject manageable and focused. Evaluators like to read a detailed discussion subject area/ field, rather than a shallow treatment of a broad subject.

You must state in the introduction of your essay, why you have chosen this particular topic to research. The topic should be discussed with the assessors who would then decide whether it is feasible or not. When a topic is feasible, the assessors will guide you to the subsequent Actions like information and data gathering. You will be initiated into a structured research programme.

Inappropriate Topics

- Purely historical, non-analytical narratives, e.g., 'The history of motor insurance'
- 'How to...' or textbook guides, e.g., 'How to obtain new business'
- Lecture notes
- "Non-insurance topics"

The structure

- Start with the page of contents or chapters. This will assist you to see how your paper will develop.
- Get the right balance. Assessors would want to see a balanced treatment of the topic. The keyword is clarity of thought and writing.
- Keep to the word limit between 4,000 to 5,000 words. Your essay must contain all of the following:
 1. Title;
 2. Contents page;
 3. Introduction of not less than 200 words;
 4. Conclusion of not less than 300 words;
 5. Cross-referenced bibliography (a list of all the references—books, journal articles and other relevant printed materials used in the main essay);
 6. Original work (taking and using text verbatim from other sources, except where it is clearly shown, is not acceptable);
 7. Appendices relevant to the text (these should only be included when you feel it will be helpful to the reader. They are not included in the word count);
 8. Word count to confirm and justify the stated maximum number of words.

Layout and Presentation

The text should be subdivided. It is easier to read when a text is labelled with sub-headings. Use 1.5 line spacing and Arial size 11 font. Ensure that there are no mistakes in the text or in the accompanying figures. Proofread carefully and thoroughly, including spelling, grammar and the use of language.

Create a contents page and page numbers – this is mandatory and will help the reader to navigate through the essay.

Research for Dissertation

You must conduct research on your major essay topic. The MII Knowledge Centre provides to access some of the materials. The internet provides access to information but please be reminded that not all information on the internet are reliable and true.

You should use the most updated information and data. Primary sources of data normally constitute directly acquired data which you have obtained yourself, for example, either by quantitative (e.g surveys) or qualitative data (e.g. structured or unstructured interviews). Secondary sources of information and data are usually books, journal articles, annual reports.

Maintain good records on the information/data as you may use them later. It will surely assist you in the construction of your cross-referenced bibliography. Citations must also be included.

Plagiarism is strictly forbidden in your writing. Fellowship assessors and the use of dedicated software can detect copying and "cut and paste" jobs. This emphasis is very important because a Fellow should be able to deliver an original piece of work. Acceptable level of the Similarity Index is less than 30%.

You should request an experienced and knowledgeable colleague or academician to critique your paper before submission. Appendices should only be included where they are relevant to your major essay and would be helpful to the reader.

Classifications for Essay Assessment

• Introduction and justification for the selection of subject area

A proper introduction to the subject must be clearly outlined. The introduction is to inform readers why the subject of study is chosen and how the study is conducted. There should be clarifications about how the study will be carried out in terms of methodology and a brief literature review. There should be a mention on how the study could contribute to the development of the Malaysian insurance industry.

• Main Content

Generally, more than a third of the marks go to this section. In this section, you are required to show how you build and expand your topic. There must be evidence of fluidity of arguments, robust and clear analysis, clarity of exposition as well as sufficient references and proper citations. It is in this segment that you should demonstrate the linkages and connections between the various strands of ideas and sub-topics which you have incorporated. The aim is to write a well-researched, coherent, logical and original piece of work.

• Research Quality

This segment refers mainly to the value and rigour of the research conducted. It also touches on the significance and relevance of the sources that have been consulted and used in the final writing. The task of the researcher is to minimise the use of weak and irrelevant source materials.

The assessors would critically evaluate the type and importance of the research materials and whether it contributes significantly to the major essay. Hence, the quality of research is more valuable than the length of the bibliography. You should indicate at the outset, in the introduction, the difficulties or constraints in your research. The MII, however, expects you to make every effort to adequately conduct the research of your topic.

• Articulation of Ideas

The basis of your major essay, your general objectives and the articulation of your ideas must be clearly and logically organized and expressed. It must be consistent throughout the study. There is a need to be focused and to use simple English so that the messages from the arguments are easily understood by the reader. You must be able to clearly summarise complex or difficult concepts and ideas. Your own interpretation of the central ideas of another author or writer is strongly encouraged.

Conclusion

Approximately 20% of the marks go to this section. The conclusion should not be less than 300 words. It must weave together the main themes of the essay. You are required to suggest your own recommendations or solutions.

Do not include new research or viewpoints which have not been discussed in the main content. Questions that have been raised in the introduction should be answered in the conclusion. This would indicate a well-thought and clearly argued essay.

Your paper must demonstrate your own thoughts and stand in the debate. Your recommendations need not be the ones that your employer would suggest or expect. But your views must be substantiated by strong evidence. A good conclusion should be a summary of the essay.

Each part of your major essay would be assessed separately.

Candidates can submit an **Executive Summary** to obtain comments and opinion from our **Subject Matter Experts**. If the candidate would want to re-submit their Executive Summary for second opinion, they will have to pay RM50 for each re-submission.

You will have to complete the Action 4 editable form found at www.insurance.com.my and attach your major essay for submission, which will be sent to MII assessors for marking. Please make sure that all pages are numbered accordingly.

Resubmission of major essay will be subject to a fee of RM300 per submission.

Candidates will be informed of their results upon receiving approval from the Academic Council.

Option 3 Projects

This entails a report in English on a major insurance-related project which you have either led or was a key member of the project team.

If your project is employer-based, you must seek their written approval before submitting your project report.

Choice of project

Make sure that you choose a project which will enable you to answer the questions required. However important a project may have been to you or your employer, you are being assessed on your evaluation of the project, rather than the success (or otherwise) of the project. It is the conduct of the project that will be of particular interest to the assessors. Ideally, pick a project from which you learnt a lot about your work and from which your skills have developed. These are important issues in the marking scheme.

The project must be led by you or you must play a significant role in it. In this context, significant means you must have represented your company, or a large group, on the project team. You must contribute or be responsible for a significant proportion (at least 20% of the key inputs to or outcomes from the project group) and be seen by others on the project team as being a significant player in the project.

A project may be your own idea, or an existing one. Although projects must be insurance-related, they need not necessarily involve work-related projects for your employer. In keeping with the status of being a Major Accomplishment, projects should be significant for your employer and in the context of your own professional development. As a guide, it should involve at least 60 working days' worth of input from you.

If the project does not meet all of these criteria, you may submit additional projects. Up to three projects in total, are allowed, to make up a Fellowship Major Accomplishment.

NB: It is perfectly acceptable to submit a 'one-person' project, but the particular circumstances leading to the absence of a project team must be fully explained.

Examples of acceptable projects

- Development of a new product or service
- Acquisition of, or merger with, another insurance-related organization
- Business development idea with a core insurance-related organization
- Research project

Examples of unacceptable projects

- Non-strategic, routine issues
- Acquisition of, or merger with, a non insurance-related business
- Development of a non insurance-related product, service or business

If you choose this route, your project report(s) must be:

- typewritten in English;
- 4,000–5,000 words long each, regardless of how many projects are covered, and include a word count (projects without a word count and/or outside of the word count will NOT be accepted); and
- in the form of a written report; clearly set out—using the elements and the classifications for appraisal on page 12.
- The project report(s) must include the following elements:
 1. The business case, rationale and background to the project;
 2. Definition of the project: what the project was, its objectives and planned time scales and outcomes;
 3. Project methodology: how the project was run, including budgets, milestones, deliverables, issues and risks;
 4. Project team members and/or stakeholders: names and/or responsibilities, impact on workload, support and decision making processes;
 5. Application of initiative and research conducted;
 6. Measured outcomes and an overview of the project's successes and failures;
 7. Your personal inputs and outputs and your project responsibilities;
 8. Key learning points from the project for you personally; and
 9. Any skills and knowledge gained or enhanced as a result of the project.

Include a statement of how much time you spent on the project, counter-signed by the project manager or, if you are the project manager, by an authorized signatory of your employer.

Structure

Make sure that the classifications for appraisal are clearly covered in your submission. To gain maximum points, establish a structure by using a contents page and suitable headings and sections (such as those mentioned above). An assessor may not identify what you perceive to be obvious, hence a structure is necessary to understand flow of context.

Classifications for project assessment

• Introduction and rationale of the project

This includes assessment of the clarity of the business case and objectives, the parameters set by, or for, the project group and the methodology used to achieve the desired outcomes.

• Your input to the project

Over a third of the marks go to this part. It includes how decisions are arrived at by the project team, how stakeholders were involved and evidence of the use of initiative to achieve desired outcomes. There should be evidence to demonstrate the quality of your input to the project, a detailed post-project analysis of your input to the project, and your own key learning and skills gained from the project.

• Methodology

This procedure examines how research is conducted and how data and information are collected either in your organization or outside it, either from the quantitative angle or the qualitative approach. The assessors would like to know how the collected data are processed, which would eventually give meaning and direction to the study. Attention would also be drawn to whether data processing and analysis were done by a few people in the group or by the entire team. The gist of the methodology is the application of accepted procedures in the analysis of data. However, there should be a description of how the project has affected (your) other work areas.

• Your contributions to the team goals

Basically, this segment will measure or gauge the inputs of all members of your team. But your contribution should be in the areas of team leadership, decision-making motivation, innovative thinking and team cohesion. Most importantly, you will be evaluated on how you effectively drive your team towards the project objectives.

• Presentation

Remember the importance of accurate spelling and grammar. You must proof read your report to ensure it is well presented and free of spelling mistakes, poor grammatical construction and poor syntax. Your paper must be typed using 1.5 line spacing and Arial size 11 font. Pages should be numbered and stapled (papers will have to be photocopied so do not use professional bindings or colour, especially if using graphs).

• Results of the project

Approximately 20% of the marks go to this part. You should consolidate the various strands of the project like the measured results, the budget usage and timelines of the project. The project paper/report should be displayed in a balanced and logical symmetry. The results should be conducive to the necessities of the project funder. The project results should be linked to the original aims and business case. Similarly, you should show that initiatives have been taken to settle all issues.

• Every section of the project will be assessed separately

Evaluators focus on your contributions and not that of the team members'. Therefore, it is important to emphasise your actual and direct inputs. You could not be penalised should other team members' performance are not up to the mark. Since not all projects could be successful, the assessors would pay more attention to the results and how they reflect the initial objectives. Lessons that were learnt will also be taken into account.

• Proof

You may use appendices to explain or prove points you have made in the main text. However, appendices are not part of the word count. Do not enclose too much information in an appendix except when it is relevant to the project report.

• Amend and reflect

It is advisable that you always refer to these guidelines to stay on track. Ensure that your introduction, main text and conclusion are aligned and linked together. Avoid out-of-topic discussions. Be precise, focused and clear from the beginning of your report.

You should ask someone (or two people) who is familiar with your topic to read, give constructive feedback and edit your work. This will certainly minimize errors in your report. It will further tighten, clarify and refine your report.

However, you should only agree to the suggested changes when you are convinced of the given reasons. You will have to complete the Action 4 editable form found at www.insurance.com.my and attach your project paper for submission, which will be sent to MII assessors for marking. Please make sure that all pages are numbered accordingly.

Resubmission of project paper will be subject to a fee of RM300 per submission.

Candidates will be informed of their results upon receiving approval from the Academic Council.

Option 4 Portfolio of published works

This choice would only apply to those who have made significant writing contributions in insurance and insurance-related books, monographs, journals and magazines (like MII's INSURANCE magazine).

Should you select this pathway, your published work(s) should be:

- printed in English (or with an English translation provided by you at your expense);
- of direct relevance to insurance or to an aspect of insurance or a related field;
- of a critical analysis;
- used for reference and put in circulation to experts in that field; and
- invaluable to specialists in the field(s) covered.

Four (4) binded copies of each published work (including, where appropriate, English translation copies) to be assessed must be submitted and will be retained by the MII.

Every published work must be attached with a written summary of 100 words identifying:

- the purpose of publication;
- where and when the work was published, including the ISBN number and the publisher;
- the intended and expected readership; and
- the number of book reviews and indication of second printing.

You will have to complete the Action 4 editable form found at www.insurance.com.my and attach your written summary together with the published works for submission, which will be sent for assessment. The portfolio of published work must include a maximum of three (exceptions may be made if the portfolio takes the form of a series of articles) different works, combining a minimum of 10,000 words in total. Books with more than 10,000 words will not be penalized but the content and analysis must be robust and rigorous.

MIJ reserves the right to check the authenticity of the writer's written declaration regarding all his or her published works.

Classifications for portfolio assessment

• Sufficient research

Proof of research must be shown, either from the report or additional information provided by you. Information obtained from other sources must be properly identified and acknowledged.

• Plagiarism – that is, using the words of another writer as your own, is strictly unacceptable, and can lead to a severe penalty.

• Lucidity of thought and expression

Your works must demonstrate proof of a well-structured logical order in thinking and writing.

• Worth to the industry and profession

You should clearly specify how the works add value to some segments of the industry and/or your employer or sponsor of the work.

• All-inclusive quality of the work

Evaluators will scrutinize the approach, the research problem, the methodology, the main issues and how these have been argued, the deployment of evidence and the recommended solutions. In short, you have to meet, at the very least, the minimum expectations of the assessors.

Candidates will be informed of their results upon receiving approval from the Academic Council.



■ ACTION 5 – CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Continuing Professional Development (CPD) can help keep you updated on industry knowledge and maintain your level of competence to give you a competitive edge. One of the main requirements for election to the MII Fellowship is the fulfilment of Continuing Professional Development (CPD) in the last **three (3) years** (including the graduation year). It is meant to support the acquisition of knowledge and skills for professional development of qualified members.

The MII CPD scheme provides a practical framework for ensuring development is addressed in a structured way to meet the needs of the individual as well as the employer. CPD Hours can only be gathered if the activity has been finalised. Each activity is meant to describe one area of CPD activity which has an allocated number of hours which could count towards the minimum hours of compulsory CPD required for each year which is 30 hours per year.. CPD based on the calendar year ie 1 January to 31 December.

You must keep a record of CPD activities that you have completed and provide proof of the development activities which have assisted in your professional development. Regardless of the date you enroll into the Fellowship programme, you will be able to backdate your CPD records using the template provided.

It is best that you submit your CPD records for verification yearly at least by end of September or early October. This will give you about three (3) months to increase your CPD hours if it is insufficient.

Verification of your CPD hours and activities will be done within 10 working days. MII reserves the right to audit your CPD at any time during the programme. MII will inform in writing if your CPD record meets the requirements.

CPD criteria:

Development Activity	Definition	Evidence	Max Hours
On-the-job-training and workshop	Interactive and participative course provided by your employer	1. Written confirmation from your employer that training has taken place. 2. Broad outline of what has been covered	8
Seminars, Conferences, Webinars & Talks	Attend any seminar, conference, workshop training or talk.	1. Attendance certificate, conference badge or some other written/email confirmation of attendance from event provider where possible. 2. Event agenda which clearly shows what was covered during the session(s) and learning objectives (if applicable).	MII: 16 Others: 8
Technical Authorship	Writing articles, reports, books, and instruction manuals which are published for use by others.	1. Copies of the items you have written and details of the publications they appeared in or who they were distributed to. 2. If you have written a book please provide full details of the publication (e.g. title, publisher, year of publication and ISBN number if applicable).	Article: 8 Report - 8 Instruction Manuals - 10 Books – 30
Taking examinations & tests	Taking examinations, assessments or tests offered by MII or examining body which is insurance / business related.	1. Confirmation of enrolment (if applicable) 2. Course outline showing course content, learning objectives and learning outcomes 3. Copies of assessment result or certificates/ transcripts	MII: 8 Others: 4
Examination setting, marking and moderation	Setting and moderating any examination offered by an examining body which is insurance/business related.	1. Details of the examinations you have worked on (e.g. exam name, awarding body and content outline) 2. Written confirmation from the relevant awarding body of your participation (if not MII)	MII: 8 Others: 4
Conduct training for others	Providing discussion, training, lectures, tutoring and/ or instruction for others which sets clear objectives and learning outcomes.	1. Written confirmation from the training organizers or copies of marketing literature for the course showing you as the trainer 2. Copies of the course outline, learning objectives and learning outcomes	MII: 16 Others: 8

CPD Criteria: Excluded Development Activities

1. Social activities in local or affiliated institutes or at work.
2. Exam invigilation for Malaysian Insurance Institute (MII) or any other awarding bodies.
3. Discussions, board meetings, sales meetings and promotional meetings.
4. Routine day-to-day work, including internal meeting and discussions.

■ ACTION 6 - WRITE A TESTIMONY OF INDIVIDUAL ADVANCEMENT (TIA)

Fellowship is the highest professional insurance qualifications by MII. You must display how, through your learning process, it has assisted you to develop as a person and as a skilled practitioner. The Testimony of Individual Advancement (TIA) is a vital part of the programme. It would distinctly show what you have learned in the Fellowship programme.

Drafting your TIA

The Fellowship evaluators will deliberate your TIA in detail and thus you should allocate sufficient time to complete the TIA.

Your Testimony of Individual Advancement (TIA) must:

- be typewritten in English;
- be clearly set out using the 'classifications for appraisal' headings below;
- not contain any spelling mistakes or grammatical errors;
- (it helps to have someone else proof read your TIA);
- be 1,000 – 1,100 words long and include a word count;
- (TIA's without a word count and/or outside of the word count will NOT be accepted);
- depict you in a professional and formal manner;
- review what you have attained by providing an executive summary of your accomplishments; and
- be submitted with your application for election to Fellowship

Classifications for TIA Assessment

Below are **six (6) classifications** for TIA Assessment that the assessors will concentrate on when they consider your TIA. Use these headings in your TIA to ensure you show coverage of all six areas. Below every heading, ensure that you provide adequate detail to showcase your personal professional growth.

Candidates can be rejected on the basis of their TIA. By using the headings and following the guidelines carefully, you could strengthen your chances of success.

1. Overview	This outlines, in two or three paragraphs or approximately 250 words, how you have decided on your Fellowship programme and any main changes that have occurred.
2. Roadmap	Clearly, you should roll-out your roadmap from the time you register for the Fellowship programme until you successfully complete it. Describe how you have attained your stated aims. Emphasize any new knowledge gained and skill-sets acquired.
3. Changes to roadmap	<p>If your Fellowship plan changes, you should explain what the changes are and why it happened. Outline whether the changes are due to external or internal reasons. Your explanation must take into account to what extent these changes have impacted your plan and how you have modified your original route to reach your goals.</p> <p>If any unforeseen activity emerge in your roadmap, you should discuss how it happened and whether it has benefited you.</p> <p>When you sum up your activities, you should consider to what extent you have experienced personal or business benefits through the practical application of what you have learned and exactly how these benefits came about.</p>
4. Self-learning and awareness	What did you discover about yourself as you move towards the Fellowship? This self-analysis is significant but it can be difficult to conduct. It should include 'soft' facts such as how you dealt with the negative and positive experiences as well as 'hard' facts such as your achievements.

5. Key skills and knowledge acquired	In the duration of the Fellowship programme, you would have acquired new skills and augmented your knowledge. Itemize the main gains. This evaluation stage deserves special focus because it generates a summary of attainments, in relation to the initial aims. Should you fall short of the plan, you may revise the original targets and re-adjust your time to attain them.
6. Purpose for the future	CPD is key to your ongoing professional development. As you have completed a Major Accomplishment and acquired new skills and knowledge in the process, you must continue your CPD programme. In this segment, describe how you intend to use the lessons and experiences of your Fellowship programme in the future.

Conclusively, points to note about the TIA

Prior to writing your TIA, it is useful to ask the following questions:

- What were the most important things I have learned and why were they the most important?
- How will I apply new skills and knowledge in my work?
- In analysing the application of these new skills and knowledge, can I produce evidence of the circumstances in which they are applied?
- What other reading and CPD have I done and will do outside my Fellowship plan to improve myself further; and what do I need to do for the future to continue my development as my career progresses.

Every TIA must be carefully read and edited. The most common cause why TIA falls short of the expected standard is due to the failure to show the self-analysis of the candidate. You should not be scared of confessing that you have learned from your mistakes as well as your achievements. In fact, such direct self-awareness is a valuable trait.

It is pertinent that you put sufficient information in your TIA to enable the Fellowship assessors to evaluate your application. Any other correspondence between you and MII would be separated from your application. So the TIA must cover any issue which you believe is relevant to your application.

You must include adequate detail to show that you have completed all the Actions to the Fellowship. You should determine how the facets of the application have been useful to you in your work. The Fellowship assessors will also wish to see how you reflect on what you have attained and how you would propel career into the future.

You will have to complete the Action 6 editable form found at www.insurance.com.my and attach your Testimony of Individual Advancement (TIA) for submission, which will be sent to MII assessors for marking. Please make sure that all pages are numbered accordingly.

Resubmission of TIA will be subject to a fee of RM300 per submission.

Candidates will be informed of their results upon receiving approval from the Academic Council.

■ ACTION 7 - APPLICATION FOR ADMISSION TO FELLOWSHIP

Applying for admission to Fellowship	<p>You can submit your application upon the approval of Action 1 to Action 6 by the Academic Council. Please to attach the completion letter with the admission form.</p> <p>Please find the application form and details of the current fees on the MII website www.insurance.com.my.</p> <p>We will send you an acknowledgement as soon as we receive your application form and election fee payment for the Fellowship.</p>
Evaluation dates for Fellowship	<p>You should ensure that your completed application is received by MII by 1st July in each year.</p> <p>Applications received after 1st July will be processed for the following year's graduation.</p> <p>Applicants will receive their result approximately 10 weeks after the closing date.</p>
Admission to Fellowship	<p>Your application to be admitted as a Fellow will be assessed and approved by The Professional Membership Council.</p>
If you succeed	<p>You will receive written confirmation that you have been admitted as a Fellow and are entitled to use the designatory letters, FMII, a right that belongs only to members who maintain this status by annual subscription.</p> <p>You may not use the letters FMII or describe yourself as a Fellow until you have received this confirmation.</p> <p>Your Fellowship Certificate will be awarded during MII's Graduation Ceremony.</p>
If you do not succeed	<p>If you do not succeed, you will receive a letter which includes the Professional Membership Council's comments on why your application is unsuccessful and advice on what further action you need to take.</p>

Note: All re-submissions must be accompanied by an additional election fee of RM500.

Visit **www.insurance.com.my** for further information.