



BASIC CERTIFICATE COURSE IN INSURANCE AND TAKAFUL BROKING (BCCITB)

42

HOURS



COURSE OVERVIEW

The course aims to equip insurance and takaful brokers with an understanding of the principles and current practice of insurance and takaful, and the differences between insurance and takaful. The course also provides basic knowledge of the various Shari'ah aspects of takaful and related contracts, technical knowledge, and the relationship between them.

The BCCITB covers the concept and management of risks, the fundamentals of Shari'ah, insurance and its concepts and practices, takaful and takaful business models, insurance and takaful legislation and regulation, retakaful and reinsurance, general takaful and general insurance, life insurance and family takaful products, documentation, claims insurance and takaful broking and the roles and responsibilities of brokers.

COURSE OBJECTIVE

The objective of the course is to equip insurance and takaful brokers with the knowledge required to carry out their functions as brokers effectively and professionally while complying with the highest ethical standards.

LEARNING MODE & STRUCTURE

Virtual: Online streaming via Zoom

• 6 sessions, 7 hours per session, 9:00 am - 5:00 pm

COURSE OUTLINES

PART A

- Concept of Risk and Risk Management
- Principles of Insurance (Conventional and Takaful)
- The Market Place
- Legislation and Consumer Protection

PART B

- Retakaful and Reinsurance
- General Insurance and Takaful Products
- Life Insurance Products
- Family Takaful Products
- Insurance and Takaful Documentation
- Claims Procedures and Process

PART C

- Introduction to Shari'ah
- Basic Muamalat

PART D

- Insurance and Takaful Broking
- Broking Business Operation
- Soft Skills Requirement
- Business Ethics
- New Development in the Industry

ADMISSION REQUIREMENTS



General Requirement

Pass SPM examination
(Attach certified true copy during registration)

Proficient in written and spoken English.



Learning Methods

Lectures, Discussions and Assessments



Assessment and Attendance

Class attendance is compulsory. Participants need to attain at least 80% class attendance to meet HRD Corp claimable requirement.

REFUND POLICY

1. Refund applies only for:

Rejected applications or Class not commencing on the stated date and time due to unforeseen circumstances. Take note that administrative charges apply.

2. No Refund

MII will not refund any fees for programme withdrawal after the registration closing date.

CLASS SCHEDULE AND EXAMINATION ADMINISTRATIVE DETAILS

Intake	Time	Class Closing Date	Examination	Examination Closing Date	Fee (Inclusive 6% SST)
4-6 March 2024 & 11-13 March 2024	9.00 a.m. to 5.00 p.m. Per Session	23 February 2024	30 March 2024 (VCBE/CBE-KL/ CBE-PG/CBE-JB)	18 March 2024	Local Participants RM1,272 International Participants USD600 Repeat Fee Local Participants RM150 International Participants USD50
6-8 May 2024 & 13-15 May 2024		23 April 2024	25 May 2024 (VCBE/CBE-KL/ CBE-PG/CBE-JB/ CBE-IP/CBE-SI)	16 May 2024	
15-17 July 2024 & 22-24 July 2024		3 July 2024	3 August 2024 (VCBE/CBE-KL/ CBE-PG/CBE-JB/ CBE-KC/CBE-KK)	12 July 2024	
1-3 October 2024 & 7-9 October 2024		9 September 2024	19 October 2024 (VCBE/CBE-KL/ CBE-PG/CBE-JB/ CBE-ML)	27 September 2024	

EXAMINATION ADMINISTRATIVE DETAILS

Title	Description
Examination	Conventional Insurance (50 multiple choice questions) / Takaful (50 multiple choice questions)
Examination Duration	2.5 Hours (3.00pm – 5.30pm)
Computer-Based Examination (CBE)	<p>Examination Centre: Kuala Lumpur, Johor Bahru, Penang, Ipoh, Melaka, Kota Kinabalu</p> <p>Seats are limited and based on first come first serve basis. Participants MUST choose their correct examination centre accordingly during the course registration.</p> <p>After Registration Closing Date Cancellation, withdrawal, postponement and change of examination centre are not allowed. However, MII has the authority or right to change the location and exam centre depending on the number of available candidates sitting for the exam per centre.</p> <p>Importance Notice Due to limited number of seats in outstation examination centres, registrations received after the closing date will be scheduled for examinations in Kuala Lumpur examination centres.</p> <p>Examination Entry Permit Notification of examination entry permit will be made available to registered students 6 days before the examination date.</p>
Examination Passing Mark	Total 60% marks with combination of 50% marks and more from conventional part and Takaful part
Examination Grading	Pass and Non Pass
Examination Repeat Fee	RM 150 (Local participants) USD50 (International participants) per head per sitting
Examination Result Notification	Notification will be immediately after the examination.

REGISTRATION POLICY

1. Registration can be done via at www.mii4u.org/ilms/user/login.
2. A FULL FEE is chargeable if no written notice of cancellation is received after the closing date or if the participant fails to report for the course.
3. Cancellation after the closing date WILL NOT BE ENTERTAINED. However, substitute participant(s) is/ are always welcome.
4. The organiser reserves the right to reschedule or cancel the course due to unforeseen circumstances and will notify the contact person accordingly.
5. Confirmation of the course will be notified to the contact person/registered participant(s).

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