NATIONAL BOARD FOR TECHNICAL EDUCATION

PLOT B BIDA ROAD, P.M.B. 2239, KADUNA, NIGERIA

HIGHER NATIONAL DIPLOMA

IN

INSURANCE

CURRICULUM AND COURSE SPECIFICATIONS

REVIEWED IN COLLABORATION

WITH

CHARTERED INSURANCE INSTITUTE OF NIGERIA (CIIN), LAGOS

SEPTEMBER, 2026

PREFACE

The insurance industry plays a significant role in Nigeria's economic development by providing risk protection, financial security, investment support and resilience against uncertainties affecting individuals, businesses and public institutions. Since the last review of the Higher National Diploma (HND) Insurance curriculum in 1998, the insurance sector has undergone significant transformation due to technological advancement, emerging risks, regulatory reforms, globalisation, digital innovation and changing customer expectations. These developments have created the need for a comprehensive review of the curriculum to ensure that insurance education remains relevant, practical, industry-driven and aligned with contemporary professional requirements. The revised curriculum represents a significant milestone in the advancement of insurance education in Nigeria. It is designed to produce competent insurance professionals equipped with relevant knowledge, practical skills, ethical values, digital competencies and problem-solving abilities required to function effectively in insurance companies, brokerage firms, pension organisations, regulatory institutions, financial services organisations and other related sectors.

The review of this HND Insurance curriculum was undertaken through the collaborative efforts of the National Board for Technical Education (NBTE), the Chartered Insurance Institute of Nigeria (CIIN), insurance industry practitioners, regulatory institutions, academic experts and other relevant stakeholders. The review incorporates industry practices that strengthen practical competencies and introduce emerging areas such as InsurTech, risk management, specialised insurance, pension administration, compliance management and customer-focused insurance services. The curriculum also encourages innovation, entrepreneurship, lifelong learning and continuous professional development among graduates.

I wish to express my special appreciation to the Chartered Insurance Institute of Nigeria (CIIN) for its invaluable partnership, technical contributions and continuous commitment to promoting quality insurance education and professional development in Nigeria. The Institute's collaboration with NBTE has provided important industry perspectives that have enhanced the relevance of the curriculum and strengthened the connection between academic training and professional practice. I also express my appreciation to all members of the curriculum review committee, resource persons, employers, professional bodies and other stakeholders whose contributions and dedication ensured the successful completion of the review exercise. I commend all stakeholders for their commitment and valuable contributions towards this landmark achievement and look forward to the effective implementation of this curriculum for the continued growth of insurance education and the development of a competent insurance workforce capable of supporting Nigeria's economic and financial stability.

Professor Idris M. Bugaje
Executive Secretary
National Board for Technical Education,
Kaduna

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GENERAL INFORMATION

1.0 TITLE OF THE PROGRAMME

The title of the programme is Higher National Diploma (HND) in Insurance.

2.0 PROGRAMME GOAL

The Higher National Diploma (HND) in Insurance programme is designed to produce competent insurance professionals with adequate theoretical knowledge, practical skills and professional attitude required for effective insurance operations. The programme aims to equip diplomates with the ability to assess risks, design and administer insurance products, manage insurance contracts, provide advisory services, apply digital insurance solutions and contribute effectively to the development of the insurance industry.

3.0 OBJECTIVES OF THE PROGRAMME

At the end of the programme, diplomates should be able to:

i. Apply fundamental principles, concepts and practices of insurance in insurance operations;
ii. Apply insurance principles in underwriting, claims management and policy administration;
iii. Assess different categories of risks and recommend appropriate insurance and risk management solutions;
iv. Interpret insurance contracts, policy wordings and legal provisions applicable to insurance transactions;
v. Apply insurance laws, regulations and ethical standards in insurance practice;
vi. Underwrite life, general and specialised insurance risks using appropriate assessment procedures;
vii. Process, investigate and settle insurance claims in accordance with policy terms and regulatory requirements;
viii. Apply actuarial principles, statistical methods and financial techniques in insurance decision-making;
ix. Prepare and interpret insurance accounting records, financial statements and reports;
x. Market insurance services through effective product development, distribution and customer relationship strategies;
xi. Apply digital technologies, InsurTech solutions and data-driven approaches in insurance operations;
xii. Manage pension schemes, social security arrangements and retirement benefit administration;
xiii. Apply reinsurance principles and procedures in managing insurance capacity and risk accumulation;
xiv. Analyse emerging insurance risks including agricultural, energy, liability, marine and other specialised insurance classes;
xv. Conduct business research, prepare professional reports and apply research findings to insurance practice;
xvi. Demonstrate professional competence, communication skills, teamwork and ethical behaviour in insurance practice.
xvii. Establish, operate and manage an insurance-related business.

4.0 ENTRY REQUIREMENTS

The general entry requirements into the Higher National Diploma (HND) in Insurance programme are:

i. National Diploma (ND) in Insurance from an accredited institution with at least a Lower Credit pass;
ii. Candidates must have completed one (1) year mandatory post-ND industrial training experience.
iii. Candidates with a Pass at ND level may be considered for admission provided they possess two (2) years or more relevant post-ND cognate work experience;

iv. Candidates must possess five (5) credit passes in relevant ordinary level subjects obtained at not more than two sittings, including: English Language, Mathematics, Economics and any two relevant subjects.

5.0 STRUCTURE/DURATION OF THE PROGRAMME

The HND Insurance programme is a terminal programme structured to last for two (2) academic years consisting of four (4) semesters of classroom instruction, practical exercises, industry exposure, seminars and project work.

Each semester shall be for 17 weeks, made up as follows:

i. 15 contact weeks of teaching (i.e., lectures, practical sessions, tests, quizzes etc.) and
ii. 2 weeks for registration and examinations.

6.0 CURRICULUM

The HND Insurance programme consists of four (4) major components:

a. General Studies/General Education courses
b. Foundation courses
c. Professional courses
d. Project work

7.0 STAFFING REQUIREMENTS

7.1 Core Teaching Staff

A minimum of four (4) core lecturers should be available for the programme. They should possess a minimum qualification of HND or Bachelor's degree in Insurance or Actuarial Science and not less than nine years of relevant professional or teaching experiences, appropriate academic qualifications and membership of relevant professional bodies where applicable.

7.2 Headship of Department

The Head of Department shall possess a minimum of HND or Bachelor's degree and Master's degree in Insurance with adequate academic and industry experience and a rank not below Senior Lecturer or equivalent. He or she must be a registered professional member of the Chartered Insurance Institute of Nigeria (CIIN).

7.3 Technical Staff

The Department should have appropriate technical support staff.

i. Technologist

A Technologist should possess at least HND in Insurance with relevant professional and technical competence to support insurance practical activities, documentation exercises, computer applications and industry-related training.

ii. Technician/Technical Officer

A technician should possess at least ND in Insurance to support practical activities including: Insurance documentation, Data preparation, Records management, Claims and underwriting exercises etc.

8.0 CAREER AND ACADEMIC PROSPECTS

Holders of the HND Insurance qualification can proceed to relevant postgraduate programmes. In addition, diplomates of this programme may pursue careers in:

i. Insurance companies;
ii. Insurance brokerage firms;
iii. Insurance loss adjusting firms;
iv. Reinsurance companies;
v. Pension Fund Administrators (PFAs);
vi. Pension Fund Custodians (PFCs);
vii. Risk management departments of organisations;
viii. Banks and financial institutions;
ix. Government regulatory agencies;
x. Insurance consultancy firms;
xi. Corporate risk management units;
xii. Digital insurance and InsurTech companies;
xiii. Agricultural and specialised insurance organisations;
xiv. Professional insurance institutions;
xv. Entrepreneurship in insurance advisory and related services.

9.0 CERTIFICATION

A diplomate who successfully completes the programme shall be awarded “Higher National Diploma (HND) in Insurance”.

10.0 AWARD OF HIGHER NATIONAL DIPLOMA (HND)

The HND Insurance certificate shall be awarded by the authority of the Academic Board of the institution under the following conditions:

i. Satisfactory performance in all prescribed coursework/assignments, tests/quizzes, workshop practice, laboratory work, field trips, etc.;
ii. Satisfactory performance in all semester examinations;
iii. Satisfactory completion of written project/seminar papers;

10.1 Conditions for the Award of HND

Institutions offering accredited programmes will award the Higher National Diploma to candidates who successfully completed the programme after passing the prescribed coursework, examinations, diploma project etc.

Courses shall be graded as follows:

MARK RANGE	LETTER GRADE	WEIGHTING
75% and above	A	4.00
70% – 74%	AB	3.50
65% – 69%	B	3.25
60% – 64%	BC	3.00
55% – 59%	C	2.75
50% – 54%	CD	2.50
45% – 49%	D	2.25
40% – 44%	E	2.00
Below 40%	F	0.00

10.2 Classification of Diplomas:
Diploma Certificates shall be awarded based on the following classifications:

CGPA	CLASS OF DIPLOMA
CGPA 3.50 and above	Distinction
CGPA 3.00-3.49	Upper Credit
CGPA 2.50-2.99	Lower Credit
CGPA 2.00-2.49	Pass

11.0 ACCREDITATION OF PROGRAMME

The HND Insurance programme shall be accredited by the NBTE before the diplomates are awarded the certificates. Details about the process of accrediting a programme for the award of HND are available from the Board's website web.nbte.gov.ng or through correspondence to: The Executive Secretary, NBTE, Plot 'B' Bida Road, P.M.B 2239, Kaduna, Nigeria.

12.0 LOGBOOK

A personal logbook for each course is to be kept by the students. It shall contain all the recordings of the day-to-day, weekly and semester practical works/activities from day one to the end of the programme. This is to be checked, marked appropriately and endorsed by all lecturers concerned at the end of every week.

13.0 FINAL YEAR PROJECTS

Final year students are expected to carry out project work, either individually or in groups (not more than 2 per group). The project topics should as much as possible be related to the programme and serve as useful tools for further research and/or development. Projects should be properly supervised, and their reports well presented. The Institution should develop formats for presenting and grading projects.

14.0 GUIDANCE NOTES FOR TEACHERS OF THE PROGRAMME

14.1 The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student, who so wishes, to transfer the units already completed in an institution of similar standard from which he/she is transferring.

14.2 In designing the units, the principle of the modular system by product has been adopted, thus making each of the professional modules, when completed, provides the student with technical operative skills, which can be used for employment purposes.

14.3 As the success of the credit unit system depends on the articulation of programmes between the institution and industry, the Curriculum content has been written in behavioral objectives, so that the expected performance of the student is clear to all students who successfully completed some of the courses or the diplomates of the programme. There is a slight departure in the presentation of the performance-based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and follow that with the criteria for determining an acceptable level of performance. Departmental submission on the final curriculum may be vetted by the Academic Board of the institution. Our aim is to continue to see to it that a solid internal Evaluation system exists in each institution for ensuring minimum standard and quality of education in the programmes offered throughout the polytechnic system.

14.4 The teaching of theoretical and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theoretical work. For each course, there should be a balance of theory to practice in the ratio of 50:50 or 60:40 or the reverse.

15.0 GUIDELINES ON MANDATORY SKILLS QUALIFICATIONS (MSQ)

Please refer to the NBTE guidelines for implementation of MSQ in Polytechnics. This can be downloaded from NBTE website (web.nbte.gov.ng)

CURRICULUM TABLE

Year I - Semester I

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	GNS 301	Use of English III	2	0	0	2	2
2.	MSQ 311	Principles of Quality Assurance Assessment	1	0	1	2	2
3.	INS 311	Insurance of Liability	2	0	1	3	3
4.	INS 312	Pension and Social Security	2	0	1	3	3
5.	INS 313	Health and Medical Insurance	2	0	1	3	3
6.	INS 314	Motor Insurance Underwriting and Claims	2	0	1	3	3
7.	INS 315	Management of Human Resources	2	0	0	2	2
8.	INS 316	Property Insurance Underwriting and Claims	2	0	1	3	3
9.	INS 317	Insurance Accounting I	2	0	1	3	3
10.	INS 318	Digital Insurance and InsurTech	2	0	1	3	3
11.	INS 319	Actuarial Principles	2	0	1	3	3
TOTAL			**21**	**0**	**9**	**30**	**30**

Year I- Semester II

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	GNS 302	Communication in English III	2	0	0	2	2
2.	ENT 326	Practice of Entrepreneurship I	2	0	2	4	4
3.	MSQ 321	Practice of Quality Assurance Assessment	1	0	1	2	2
4.	INS 321	Liability Insurance Underwriting and Claims	2	0	1	3	3
5.	INS 322	Pension Scheme Administration	2	0	1	3	3
6.	INS 323	Insurance Law, Regulation and Governance	2	0	0	2	2
7.	INS 324	Marketing of Insurance Services	2	0	1	3	3
8.	INS 325	Agricultural Insurance	2	0	1	3	3
9.	INS 326	Loss Adjusting and Claims Investigation Practice	2	0	0	2	2
10.	INS 327	Insurance Accounting II	2	0	1	3	3
11.	INS 328	Business Research Methods for Insurance	2	0	1	3	3
TOTAL			**21**	**0**	**9**	**30**	**30**

Year II- Semester I

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	GNS 401	Communication in English IV	2	0	0	2	2
2.	GNS 411	Introduction to Psychology	2	0	0	2	2
3.	ENT 416	Practice of Entrepreneurship II	2	0	2	4	4
4.	INS 411	Marine Insurance	2	0	1	3	3
5.	INS 412	Life Assurance Underwriting and Claims	2	0	1	3	3
6.	INS 413	Risk Management	2	0	1	3	3
7.	INS 414	Financial Aspects of Pension Business	2	0	1	3	3
8.	INS 415	Quantitative Techniques in Insurance	2	0	1	3	3
9.	INS 416	Management of Insurance Institutions	2	0	0	2	2
10.	INS 417	Financial Management	2	0	0	2	2
TOTAL			**20**	**0**	**7**	**27**	**27**

Year II- Semester II

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	INS 421	Aviation and Space Insurance	2	0	1	3	3
2.	INS 422	Life Assurance Law and Taxation	2	0	1	3	3
3.	INS 423	Practice of Reinsurance	2	0	1	3	3
4.	INS 424	Energy Insurance	2	0	1	3	3
5.	INS 425	Emerging Risks and Sustainable Insurance	2	0	0	2	2
6.	INS 426	Risk Regulation and Capital Adequacy	2	0	0	2	2
7.	INS 427	Insurance Broking	2	0	0	2	2
8.	INS 428	Final Year Project	0	0	4	4	4
TOTAL			**14**	**0**	**8**	**22**	**22**

Keys:
L – Lectures (Hours/week), T – Tutorial (Hours/week), P – Practical (Hours/week), CH - Contact Hours (Hours/week), CU – Credit Unit

YEAR I SEMESTER I

Insurance of Liability

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: INSURANCE OF LIABILITY	**COURSE CODE: INS 311**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: I	**PRE-REQUISITE: INS 227**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip the students with knowledge and skills required to interpret liability exposures, insurance covers, and related legal responsibilities.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the foundations of civil liability; 2.0 Understand major liability exposures; 3.0 Understand liability insurance policies; 4.0 Understand liability risk assessment. 5.0 Understand liability claims and loss prevention; 6.0 Know the scope of covers provided to meet liability risks; 7.0 Understand reinsurance of liability risks.		

<table>
<tr><td colspan="7">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td colspan="2" rowspan="2">COURSE TITLE: INSURANCE OF LIABILITY</td><td colspan="2">COURSE CODE: INS 311</td><td colspan="3">CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td colspan="2">CREDIT UNIT: 3</td><td colspan="3">THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td colspan="2">YEAR: I SEMESTER: I</td><td colspan="2">PRE-REQUISITE: INS 227</td><td colspan="3">PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="7">COURSE SPECIFICATION: THEORETICAL AND PRACTICAL</td></tr>
<tr><td colspan="7">GOAL: This course is designed to equip the students with knowledge and skills required to interpret liability exposures, insurance covers, and related legal responsibilities.</td></tr>
<tr><td colspan="7">General Objective 1.0: Understand the foundations of civil liability.</td></tr>
<tr><td></td><td colspan="3">THEORETICAL CONTENT</td><td colspan="3">PRACTICAL CONTENT</td></tr>
<tr><td>Week</td><td>Specific Learning Outcome</td><td>Teacher’s Activities</td><td>Resources</td><td>Specific Learning Outcome</td><td>Teacher’s Activities</td><td>Resources</td></tr>
<tr><td>1-3</td><td>1.1 Explain sources of civil liability.
1.2 Describe tort and contractual liability.
1.3 Explain negligence requirements.
1.4 Describe vicarious liability principles.
1.5 Differentiate civil and criminal liability.</td><td>• Discuss sources of civil liability.
• Describe tort and contractual liability.
• Explain negligence requirements.
• Describe vicarious liability principles.
• Differentiate civil and criminal liability.</td><td>Liability policy wordings,
Legal case summaries,
Claims reports,
Risk survey guides,
Relevant textbooks,
Lecture notes,
Case studies,
Laptop,
Projector etc.</td><td>• Identify sources of liability from practical insurance cases.
• Prepare summaries of tort and contractual liability situations.
• Demonstrate the application of negligence principles in liability claims scenarios.
• Interpret vicarious liability issues using selected insurance cases.
• Present differences between civil and criminal liability in insurance contexts.</td><td>• Provide practical liability case scenarios for students’ analysis.
• Demonstrate methods of identifying sources of civil liability from insurance cases.
• Guide students in preparing summaries of tort and contractual liability situations.
• Present negligence-based claim examples and explain the application of negligence principles.</td><td>Liability policies,
Proposal forms,
Claim forms,
Claim files,
Legal case,
Survey reports,
Risk checklists,
Reinsurance slips,
Treaty documents,
Regulatory Guidelines,
Case studies,
Excel software,
Risk templates,
Insurance, databases,
Computer system,
Projector,
Internet resources etc.</td></tr>
</table>

					• Supervise interpretation of vicarious liability cases. • Facilitate student presentations comparing civil and criminal liability..	
General Objective 2.0: Understand major liability exposures.						
4-6	2.1 Explain public liability exposures. 2.2 Describe employers' liability exposures. 2.3 Explain product liability exposures. 2.4 Describe professional liability exposures. 2.5 Describe special liability exposures.	• Explain public liabil exposures. • Describe employers liability exposures. • Explain product liab exposures. • Describe profession liability exposures. • Compare special lial exposures.	Liability policy wordings, Legal case summaries, Claims reports, Risk survey guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector etc.	• Identify liability exposures from organisational situations. • Classify liability exposures according to insurance categories. • Prepare liability exposure reports from selected cases. • Interpret the potential consequences of liability exposures. • Compare liability exposures across different business activities.	• Provide organisational risk scenarios for exposure identification. • Demonstrate classification of liability risks into appropriate insurance categories. • Guide students in preparing liability exposure assessment reports. • Explain the consequences of different liability exposures using case examples. • Supervise comparison of liability risks across industries. • Assess students'	Liability policies, Proposal forms, Claim forms, Claim files, Legal cases, Survey reports, Risk checklists, Reinsurance slips, Treaty documents, Regulatory guidelines, Case studies, Excel software, Risk templates, Insurance databases, Computers, Projector, Internet resources etc.

					liability exposure reports.	
General Objective 3.0: Understand liability insurance policies.						
7-9	3.1 Explain insurance principles applicable to liability insurance 3.2 Explain liability policy structures. 3.3 Describe policy limits and deductibles. 3.4 Explain defense cost provisions. 3.5 Describe liability policy exclusions. 3.6 Evaluate liability coverage in a case.	• Explain insurance principles applicable to liability insurance • Explain liability policy structures. • Describe policy limits and deductibles. • Explain defense cost provisions. • Describe liability policy exclusions. • Evaluate liability coverage in a case.	Liability policy wordings, Legal case summaries, Claims reports, Risk survey guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector etc.	• Interpret liability insurance policy wordings. • Identify policy limits, deductibles and exclusions from sample documents. • Prepare liability coverage summaries. • Demonstrate policy interpretation using insurance case scenarios. • Evaluate adequacy of liability coverage for selected risks.	• Provide sample liability policy documents for interpretation. • Demonstrate how to identify policy conditions, limits, deductibles and exclusions. • Guide students in preparing liability coverage summaries. • Present practical claim scenarios requiring policy interpretation. • Supervise evaluation of insurance coverage adequacy. • Provide feedback on policy analysis exercises.	Liability policies, Proposal forms, Claim forms, Claim files, Legal cases, Survey reports, Risk checklists, Reinsurance slips, Treaty documents, Regulatory guidelines, Case studies, Excel software, Risk templates, Insurance databases, Computers, Projector, Internet resources, etc.
General Objective 4.0: Analyse liability risk assessment.						
10-11	4.1 Explain liability risk information. 4.2 Describe liability survey methods. 4.3 Explain frequency and severity factors.	• Explain liability risk information. • Describe liability survey methods. • Explain frequency	Liability policy wordings, Legal case summaries, Claims reports, Risk survey	• Collect liability risk information from practical cases. • Prepare liability risk survey reports.	• Provide liability risk assessment cases and organisational information. • Demonstrate	Liability policies, Proposal forms, Claim forms, Claim files, Legal cases, Survey reports, Risk

	4.4 Describe contractual risk transfer. 4.5 Evaluate liability risk quality.	and severity factors. • Describe contractual risk transfer. • Evaluate liability risk quality.	guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector etc.	• Calculate basic frequency and severity indicators. • Construct liability risk assessment profiles. • Recommend suitable risk improvement measures.	procedures for collecting risk information. • Guide students in preparing liability survey reports. • Demonstrate calculation of basic frequency and severity measures. • Supervise preparation of risk assessment profiles. • Evaluate students' recommendations for risk improvement.	checklists, Reinsurance slips, Treaty documents, Regulatory guidelines, Case studies, Excel software, Risk templates, Insurance databases, Computers, Projector, Internet resources, etc.
General Objective 5.0: Understand liability claims and loss prevention.						
12-13	5.1 Explain liability claim notification. 5.2 Describe legal defense arrangements. 5.3 Explain damages assessment principles. 5.4 Describe liability loss prevention measures. 5.5 Evaluate liability claim outcomes.	• Explain liability clai notification. • Describe legal defen arrangements. • Explain damages assessment principle • Describe liability los prevention measures • Evaluate liability cla outcomes.	Liability policy wordings, Legal case summaries, Claims reports, Risk survey guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector etc.	• Prepare liability claim notification documents. • Interpret legal defense information in liability claims. • Calculate basic liability claim settlement components. • Develop loss prevention recommendations.	• Provide sample liability claim files and claim documents. • Demonstrate procedures for completing claim notification forms. • Guide students in analyzing legal defense information. • Demonstrate calculation of claim settlement components.	Liability policies, Proposal forms, Claim forms, Claim files, Legal cases, Survey reports, Risk checklists, Reinsurance slips, Treaty documents, Regulatory guidelines, Case studies, Excel software, Risk templates, Insurance databases,

					• Supervise development of loss prevention recommendations. • Facilitate review of completed liability claim assessments.	Computers, Projector, Internet resources, etc.
General Objective 6.0: Know the scope of covers provided to meet liability risks						
14	6.1 Explain the extent of cover under a public liability policy. 6.2 Explain employers' liability policy. 6.3 Describe motor (third party) insurance policy. 6.4 Explain product liability insurance policy. 6.5 Explain professional indemnity insurance policy. 6.6 Describe engineering (third party) insurance policy. 6.7 Explain personal liability insurance. 6.8 Explain householders' policy.	• Discuss the extent of cover under a public liability policy • Describe employers' liability policy • Explain motor (third party) insurance policy • Discuss product liability insurance policy • Explain professional indemnity insurance policy • Explain engineering (third party) insurance policy	Liability policy wordings, Legal case summaries, Claims reports, Risk survey guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector	• Interpret liability policy covers from sample policy documents. • Identify coverage provisions applicable to specific liability risks. • Prepare liability coverage comparison reports. • Demonstrate the selection of appropriate liability covers for clients.	• Provide different liability policy documents for review. • Demonstrate interpretation of policy coverage provisions. • Guide students in comparing different liability insurance products. • Present client risk scenarios requiring appropriate cover selection. • Supervise preparation of liability coverage comparison reports. • Assess students' recommendations	Liability policies Proposal forms Claim forms Claim files Legal cases Survey reports Risk checklists Reinsurance slips Treaty documents Regulatory guidelines Case studies Excel software Risk templates Insurance databases Computers Projector Internet resources
General Objective 7.0: Understand Reinsurance of Liability Risks						
15	7.1 Explain reinsurance of liability risks.	• Discuss	Liability policy wordings,	• Identify	• Provide liability	Liability policies, Proposal forms,

	7.2 Describe reinsurance arrangements, limits, retentions and claims recovery procedures 7.3 Describe reinsurance retention and reinsurance share of a liability claim 7.4 Describe effects of reinsurance on an insurance liability portfolio	reinsurance of liability risks • Explain reinsurance arrangements, limits, retentions and claims recovery procedures • Calculate reinsurance retention and reinsurance share of a liability claim • Discuss effects of reinsurance on an insurance liability portfolio	Legal case summaries, Claims reports, Risk survey guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector etc.	appropriate reinsurance arrangements for liability risks. • Prepare reinsurance placement information for liability portfolios. • Calculate insurer retention and reinsurer participation in liability claims. • Analyse reinsurance outcomes using liability portfolio scenarios.	reinsurance case scenarios. • Demonstrate selection of suitable reinsurance arrangements. • Guide students in preparing reinsurance placement documents. • Demonstrate calculation of retention and reinsurer participation. • Supervise analysis of reinsurance outcomes. • Review students' reinsurance reports and calculations.	Claim forms, Legal cases, Survey reports, Risk checklists, Reinsurance slips, Treaty documents, Case studies, Excel software, Risk templates, Insurance databases, Computers, Projector, Internet resources, etc.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Pension and Social Security

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: PENSION AND SOCIAL SECURITY	COURSE CODE: INS 312	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: I	PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to interpret pension systems, social security arrangements, and benefit financing.		
GENERAL OBJECTIVES: On completion of this course, the students should be able to: 1.0 Understand pension, social security and employee benefit concepts and their historical development; 2.0 Evaluate social security coverage and inclusion; 3.0 Understand pension benefits, contribution structures and retirement benefit arrangements; 4.0 Analyse pension regulation and governance; 5.0 Understand pension funding mechanisms and investment management.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: PENSION AND SOCIAL SECURITY	COURSE CODE: INS 312	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: I	PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to interpret pension systems, social security arrangements, and benefit financing.		

General Objective 1.0: Understand pension and social security concepts.						
	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the purpose of pension systems. 1.2 Describe major pension scheme types. 1.3 Explain social security principles. 1.4 Describe retirement income risks. 1.5 Compare pension and social security benefits.	• Discuss the purpose of pension systems. • Explain major pension scheme types. • Discuss social security principles. • Explain retirement income risks. • Discuss pension and social security benefits.	Pension scheme rules, Benefit statements, Contribution schedules, Social security guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a pension system map. • Prepare a pension system map. • Use relevant forms for the pension system map. • Analyse evidence from the pension system map. • Present findings from the pension system map.	• Demonstrate procedures for the pension system map. • Provide a template for the pension system map. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 2.0: Understand pension benefits and contributions.						
4-6	2.1 Explain "defined benefit" arrangements. 2.2 Describe defined contribution arrangements. 2.3 Explain pension contribution	• Discuss "defined benefit" arrangements. • Explain defined contribution arrangements. • Discuss pension contribution structures.	Pension scheme rules, Benefit statements, Contribution schedules, Social security guides,	• Apply procedures for contribution schedule. • Prepare a contribution schedule. • Use relevant forms	• Demonstrate procedures for the contribution schedule. • Provide a template for contribution schedule. • Supervise completion of the assigned task.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing

	structures. 2.4 Describe vesting and eligibility rules. 2.5 Evaluate a basic retirement benefit calculation.	• Explain vesting and eligibility rules. • Discuss basic retirement benefit calculation.	Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	for the contribution schedule. • Analyse evidence from the contribution schedule. • Present findings from the contribution schedule.	• Guide interpretation of the evidence. • Assess the completed practical output.	materials.
General Objective 3.0: Analyse pension regulation and governance.						
7-9	3.1 Explain pension regulatory objectives. 3.2 Describe scheme governance responsibilities. 3.3 Explain trustee and administrator duties. 3.4 Describe pension member rights. 3.5 Evaluate scheme governance controls.	• Discuss pension regulatory objectives. • Explain scheme governance responsibilities. • Discuss trustee and administrator duties. • Explain pension member rights. • Discuss scheme governance controls.	Pension scheme rules, Benefit statements, Contribution schedules, Social security guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a benefit calculation. • Prepare a benefit calculation. • Use relevant forms for the benefit calculation. • Analyse evidence from the benefit calculation. • Present findings from the benefit calculation.	• Demonstrate procedures for the benefit calculation. • Provide a template for the benefit calculation. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 4.0: Understand pension funding and investment.						
10-12	4.1 Explain pension funding principles. 4.2 Describe pension asset classes. 4.3 Explain asset liability matching. 4.4 Describe investment risk	• Discuss pension funding principles. • Explain pension asset classes. • Discuss asset liability matching. • Explain investment risk controls.	Pension scheme rules, Benefit statements, Contribution schedules, Social security guides, Relevant	• Apply procedures for a scheme funding summary. • Prepare a scheme funding summary. • Use relevant forms for the scheme funding summary. • Analyse evidence	• Demonstrate procedures for the scheme funding summary. • Provide a template for the scheme funding summary. • Supervise completion of the assigned task.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

	controls. 4.5 Evaluate a pension investment policy.	• Discuss a pension investment policy.	textbooks, Lecture notes, Case studies, Laptop, Projector.	from the scheme funding summary. • Present findings from the scheme funding summary.	• Guide interpretation of the evidence. • Assess the completed practical output.	
General Objective 5.0: Evaluate social security coverage and inclusion.						
13-15	5.1 Explain social insurance programmes. 5.2 Describe informal sector pension needs. 5.3 Explain pension portability principles. 5.4 Describe financial inclusion in retirement planning. 5.5 Evaluate social security coverage gaps.	• Discuss social insurance programmes. • Explain informal sector pension needs. • Discuss pension portability principles. • Explain financial inclusion in retirement planning. • Discuss social security coverage gaps.	Pension scheme rules, Benefit statements, Contribution schedules, Social security guides, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a social security review. • Prepare a social security review. • Use relevant forms for the social security review. • Analyse evidence from the social security review. • Present findings from the social security review.	• Demonstrate procedures for the social security review. • Provide a template for the social security review. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Health and Medical Insurance

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: HEALTH AND MEDICAL INSURANCE</td><td>COURSE CODE: INS 313</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: I SEMESTER: I</td><td>PRE-REQUISITE: NIL</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to assess health risks, interpret medical insurance benefits, and support sound scheme administration.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand health financing and insurance principles;
2.0 Understand health insurance products and benefits;
3.0 Analyse medical underwriting and pricing;
4.0 Understand provider management and claims;
5.0 Evaluate health insurance governance and ethics.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: HEALTH AND MEDICAL INSURANCE	COURSE CODE: INS 313	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: I	PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to assess health risks, interpret medical insurance benefits, and support sound scheme administration.		

General Objective 1.0: Understand health financing and insurance principles.						
	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the concept of health and medical insurance 1.2 Explain the purpose of health insurance. 1.3 Describe major health financing models. 1.4 Explain risk pooling in health insurance. 1.5 Describe adverse selection in medical cover. 1.6 Evaluate health insurance access barriers.	• Discuss the concept of health and medical insurance • Discuss the purpose of health insurance. • Explain major health financing models. • Discuss risk pooling in health insurance. • Explain adverse selection in medical cover. • Discuss health insurance access barriers.	Health policy wordings, Benefit schedules, Medical underwriting guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a benefit schedule. • Prepare a benefit schedule. • Use relevant forms for the benefit schedule. • Analyse evidence from the benefit schedule. • Present findings from the benefit schedule.	• Demonstrate procedures for the benefit schedule. • Provide a template for the benefit schedule. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 2.0: Understand health insurance products and benefits.						
4-6	2.1 Explain indemnity health plans. 2.2 Describe managed care arrangements. 2.3 Explain medical	• Discuss indemnity health plans. • Explain managed care arrangements.	Health policy wordings, Benefit schedules, Medical	• Apply procedures for a medical underwriting worksheet.	• Demonstrate procedures for the medical underwriting worksheet.	Case file, Forms, Templates, Calculator, Laptop,

	expense benefits. 2.4 Describe policy limitations and waiting periods. 2.5 Compare individual and group health plans.	• Discuss medical expense benefits. • Explain policy limitations and waiting periods. • Discuss individual and group health plans.	underwriting guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Prepare a medical underwriting worksheet. • Use relevant forms for the medical underwriting worksheet. • Analyse evidence from the medical underwriting worksheet. • Present findings from the medical underwriting worksheet.	• Provide a template for the medical underwriting worksheet. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Spreadsheet, Projector, Writing materials.
General Objective 3.0: Analyse medical underwriting and pricing.						
7-9	3.1 Explain medical underwriting information. 3.2 Describe health risk classification methods. 3.3 Explain premium rating factors. 3.4 Describe pre-existing condition provisions. 3.5 Outline medical underwriting decisions.	• Discuss medical underwriting information. • Explain health risk classification methods. • Discuss premium rating factors. • Explain pre-existing condition provisions. • Explain medical underwriting decisions.	Health policy wordings, Benefit schedules, Medical underwriting guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a premium comparison. • Prepare a premium comparison. • Use relevant forms for the premium comparison. • Analyse evidence from the premium comparison. • Present findings from the premium comparison.	• Demonstrate procedures for the premium comparison. • Provide a template for the premium comparison. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector , Writing materials.
General Objective 4.0: Understand provider management and claims.						
10-12	4.1 Explain health provider network	• Discuss health provider network	Health policy wordings,	• Apply procedures for a provider claim	• Demonstrate procedures for the	Case file, Forms,

	arrangements. 4.2 Describe claims authorisation procedures. 4.3 Explain medical claims documentation. 4.4 Describe claims adjudication methods. 4.5 Explain health claim settlement decisions.	arrangements. • Explain claims authorisation procedures. • Discuss medical claims documentation. • Explain claims adjudication methods. • Discuss health claim settlement decisions.	Benefit schedules, Medical underwriting guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	file. • Prepare a provider claim file. • Use relevant forms for the provider claim file. • Analyse evidence from the provider claim file. • Present findings from the provider claim file.	provider claim file. • Provide a template for the provider claim file. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 5.0: Evaluate health insurance governance and ethics.						
13-15	5.1 Explain health insurance regulatory requirements. 5.2 Describe consumer protection duties. 5.3 Explain medical data confidentiality. 5.4 Describe health insurance fraud indicators. 5.5 Explain ethical issues in benefit administration.	• Discuss health insurance regulatory requirements. • Explain consumer protection duties. • Discuss medical data confidentiality. • Explain health insurance fraud indicators. • Discuss ethical issues in benefit administration.	Health policy wordings, Benefit schedules, Medical underwriting guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a scheme compliance review. • Prepare a scheme compliance review. • Use relevant forms for the scheme compliance review. • Analyse evidence from the scheme compliance review. • Present findings from the scheme compliance review.	• Demonstrate procedures for the scheme compliance review. • Provide a template for the scheme compliance review. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

COURSE ASSESSMENT:	
Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Motor Insurance Underwriting and Claims

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: MOTOR INSURANCE UNDERWRITING AND CLAIMS	**COURSE CODE: INS 314**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: I	**PRE-REQUISITE: NIL**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip the students with knowledge and skills required to underwrite motor risks and manage motor claims.		

GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand motor insurance principles and market structure;
2.0 Understand motor policy covers and terms;
3.0 Evaluate legal, regulatory, fraud and recovery control frameworks;
4.0 Understand Motor Insurance Underwriting, rating and claims;
5.0 Understand Motor Insurance Marketing and price sensitivity;
6.0 Appreciate the changing pace of the Motor Insurance Market;
7.0 Understand motor insurance and international agreements.

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: MOTOR INSURANCE UNDERWRITING AND CLAIMS			COURSE CODE: INS 314		CONTACT HOURS: 3 HOURS/WEEK	
			CREDIT UNIT: 3		THEORETICAL: 2 HOURS/WEEK	
YEAR: I SEMESTER: I			PRE-REQUISITE: NIL		PRACTICAL: 1 HOUR/WEEK	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to underwrite motor risks and manage motor claims.						
General Objective 1.0: Understand motor insurance principles and market structure.						
	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-2	1.1 Explain the purpose of motor insurance. 1.2 Describe major classes of motor vehicles. 1.3 Explain insurable interest in motor insurance. 1.4 Describe motor insurance market structure. 1.5 Explain the roles of insurance intermediaries. 1.6 Analyse motor risk categories. 1.7 Evaluate factors influencing motor insurance demand.	• Discuss the purpose of motor insurance. • Explain major classes of motor vehicles. • Discuss insurable interest in motor insurance. • Explain motor insurance market structure. • Discuss the roles of insurance intermediaries. • Discuss motor risk categories. • Discuss factors influencing motor insurance demand.	Motor insurance textbooks, Market reports, Vehicle classification charts, Policy samples, Lecture notes, Laptop, Projector.	• Identify vehicle classes from case records. • Classify vehicles by use. • Map motor insurance market participants. • Prepare a basic motor risk profile. • Compare personal motor risks. • Construct a motor market chart. • Present a risk classification report.	• Provide vehicle case records. • Demonstrate vehicle classification. • Guide market-participant mapping. • Supervise risk-profile preparation. • Moderate risk comparisons. • Review market charts. • Assess student presentations.	Vehicle records, Classification forms, Risk templates, Flipchart, Markers, Laptop, Projector.

General Objective 2.0: Understand motor policy covers.						
3-4	2.1 Explain compulsory third-party cover. 2.2 Describe third-party fire and theft cover. 2.3 Explain comprehensive motor cover. 2.4 Describe standard policy exclusions. 2.5 Explain motor policy conditions. 2.6 Analyse motor policy endorsements. 2.7 Evaluate cover suitability for selected risks.	• Discuss compulsory third-party cover. • Explain third-party fire and theft cover. • Discuss comprehensive motor cover. • Explain standard policy exclusions. • Discuss motor policy conditions. • Discuss motor policy endorsements. • Discuss cover suitability for selected risks.	Motor policy wordings, Policy schedules, Endorsement samples, Coverage charts, Case studies, Laptop, Projector.	• Interpret a motor policy schedule. • Identify insured perils. • Match covers to risk profiles. • Record applicable exclusions. • Prepare an endorsement note. • Compare motor policy options. • Recommend suitable motor cover.	• Provide policy documents. • Demonstrate schedule interpretation. • Guide cover matching. • Supervise exclusion identification. • Coach endorsement preparation. • Moderate policy comparisons. • Assess cover recommendations.	Policy schedules, Policy wordings, Endorsement forms, Risk scenarios, Worksheets, Laptop, Projector.
General Objective 3.0: Evaluate legal, regulatory, fraud and recovery control frameworks.						
5-6	3.1 Explain the provisions of the Motor Vehicles (Third Party Insurance) Act, 1945. 3.2 Describe the role of the Insurance Act, 2003 in regulating motor insurance operations. 3.3 Outline the responsibilities of National Insurance	• Discuss the provisions of the Motor Vehicles (Third Party Insurance) Act, 1945. • Explain the role of the Insurance Act, 2003 in regulating motor insurance operations. • Explain the responsibilities of	Insurance regulations, Compliance guides, Claims files, Fraud case studies, Salvage records, Lecture notes, Projector.	• Inspect a motor claim for compliance. • Identify fraud indicators in a claim. • Verify motor claim documents. • Prepare a salvage control checklist. • Draft a subrogation notice. • Compile a recovery case note.	• Provide sample claim files. • Demonstrate compliance checks. • Guide fraud-indicator identification. • Supervise document verification. • Coach salvage checklist preparation. • Review subrogation notices. • Assess fraud control reports.	Claims files, Compliance checklists, Fraud indicators, Salvage forms, Subrogation templates, Laptop, Projector.

	Commission (NAICOM) in supervising motor insurance activities. 3.4 Describe compulsory motor insurance requirements under the Nigerian Insurance Industry Reform Act (NIIRA) 2025. 3.5 Analyse the impact of regulatory requirements on motor insurance practice. 3.6 Evaluate compliance challenges affecting compulsory motor insurance implementation in Nigeria.	National Insurance Commission (NAICOM) in supervising motor insurance activities. • Explain compulsory motor insurance requirements under the Nigerian Insurance Industry Reform Act (NIIRA) 2025. • Discuss the impact of regulatory requirements on motor insurance practice. • Discuss compliance challenges affecting compulsory motor insurance implementation in Nigeria.		• Present a fraud control report.		
General Objective 4.0: Understand Motor Insurance underwriting, rating and claims.						
7-8	4.1 Outline underwriting factors and rating factors.	• Explain underwriting factors and rating	Proposal forms, Rating	• Complete a motor proposal form. • Classify a motor	• Demonstrate proposal completion. • Guide risk classification.	Proposal forms, Rating tables,

	4.2 Explain the methods of rating fleet risks. 4.3 Describe the treatment of unsatisfactory risks. 4.4 Explain policy conditions governing claims. 4.5 Describe the claims procedure. 4.6 Explain claim dispute and resolution. 4.7 Explain the knock-for-knock agreement. 4.8 Explain the significance of Motor Insurance Bureau.	factors. • Discuss the methods of rating fleet risks. • Explain the treatment of unsatisfactory risks. • Discuss policy conditions governing claims. • Explain the claims procedure. • Discuss claim dispute and resolution. • Discuss the knock-for-knock agreement. • Discuss the significance of Motor Insurance Bureau.	guides, Claims forms, Survey reports, Repair estimates, Calculators, Projector.	risk. • Calculate a basic motor premium. • Apply premium loadings. • Validate motor claim documents. • Estimate a vehicle damage loss. • Prepare an underwriting decision note.	• Explain premium calculations. • Supervise loading applications. • Coach claim validation. • Review damage estimates. • Assess decision notes.	Calculators, Claims documents, Damage estimates, Worksheets, Laptop.
General Objective 5.0: Understand Motor Insurance Marketing and price sensitivity.						
9-10	5.1 Explain the concept of marketing in motor insurance 5.2 Explain motor insurance market segmentation. 5.3 Describe motor customer profiles. 5.4 Explain motor insurance distribution	• Discuss the concept of marketing in motor insurance • Discuss motor insurance market segmentation. • Explain motor customer profiles. • Discuss motor insurance	Marketing textbooks, Customer profiles, Premium quotations, Sales reports, Market surveys, Laptop, Projector.	• Segment a motor insurance market. • Develop a motor customer profile. • Compare distribution channels. • Prepare alternative premium quotations. • Conduct a price	• Provide market data. • Guide customer profiling. • Moderate channel comparisons. • Supervise quotation preparation. • Demonstrate price sensitivity analysis. • Coach campaign design. • Assess strategy presentations.	Market datasets, Customer templates, Quotation forms, Spreadsheets, Survey forms, Laptop, Projector.

	channels. 5.5 Explain customer price sensitivity. 5.6 Analyse non-price purchase factors. 5.7 Evaluate motor insurance marketing strategies.	distribution channels. • Discuss customer price sensitivity. • Discuss non-price purchase factors. • Discuss motor insurance marketing strategies.		sensitivity exercise. • Design a motor insurance campaign. • Present a marketing strategy.		
General Objective 6.0: Appreciate the changing pace of the Motor Insurance Market.						
11-12	6.1 Describe telematics-based motor insurance. 6.2 Explain usage-based motor insurance. 6.3 Describe electric vehicle insurance risks. 6.4 Explain autonomous vehicle liability issues. 6.5 Describe digital motor claims processes. 6.6 Analyse emerging motor insurance technologies. 6.7 Evaluate market implications of innovation.	• Explain telematics-based motor insurance. • Describe usage-based motor insurance. • Explain electric vehicle insurance risks. • Discuss autonomous vehicle liability issues. • Explain digital motor claims processes. • Discuss emerging motor insurance technologies. • Discuss market implications of innovation.	InsurTech reports, Telematics samples, Digital claims guides, Electric vehicle cases, Industry videos, Laptop, Projector.	• Review sample telematics data. • Simulate usage-based rating. • Identify electric vehicle exposures. • Map a digital claims workflow. • Compare traditional claims processes. • Prepare an innovation impact matrix. • Present an emerging trend report.	• Provide telematics data. • Demonstrate usage-based rating. • Guide exposure identification. • Supervise workflow mapping. • Moderate process comparisons. • Review impact matrices. • Assess trend reports.	Telematics dataset, Rating spreadsheet, Workflow templates, Case studies, Laptop, Internet, Projector.
General Objective 7.0: Understand motor insurance and international agreements.						
13-15	7.1 Explain cross-border	• Discuss cross-	Regional	• Review a cross-	• Provide cross-border	Cross-border

	motor insurance (ECOWAS Brown Card) 7.2 Explain territorial limits in motor policies. 7.3 Describe cross-border claims procedures. 7.4 Explain motor insurance green card system 7.5 Describe European Union motor insurance directives.	border motor insurance (ECOWAS Brown Card) • Discuss territorial limits in motor policies. • Explain cross-border claims procedures. • Discuss motor insurance green card system • Explain European Union motor insurance directives.	insurance guides, Cross-border policy samples, Certificate specimens, Claims protocols, Case studies, Laptop, Projector.	border motor scenario. • Identify applicable territorial limits. • Verify an insurance certificate. • Prepare a travel document checklist. • Map a cross-border claims process. • Compare national motor requirements. • Recommend suitable cross-border cover.	scenarios. • Guide territorial limit reviews. • Demonstrate certificate verification. • Supervise checklist preparation. • Coach claims process mapping. • Moderate requirement comparisons. • Assess cover recommendations.	scenarios, Policy schedules, Certificate samples, Checklists, Comparison matrices, Laptop, Projector.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Management of Human Resources

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td>COURSE TITLE: MANAGEMENT OF HUMAN RESOURCES</td><td>COURSE CODE: INS 315</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td rowspan="2">YEAR: I SEMESTER: I</td><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>PRE-REQUISITE: NIL</td><td>PRACTICAL: 0</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to manage human resources in insurance institutions.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand human resource management concepts and principles applicable to insurance institutions;
2.0 Understand human resource functions and their contribution to insurance organisational effectiveness;
3.0 Understand human resource planning and workforce development in insurance institutions;
4.0 Understand recruitment, selection, training and employee development practices in insurance organisations;
5.0 Understand employee motivation, performance management and reward systems in insurance institutions;
6.0 Comprehend industrial relations, employee welfare and ethical practices in insurance organisations;
7.0 Know the emerging challenges and future developments affecting human resource management in insurance institutions.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: MANAGEMENT OF HUMAN RESOURCES			COURSE CODE: INS 315	CONTACT HOURS: 2 HOURS/WEEK		
YEAR: I SEMESTER: I			CREDIT UNIT: 2	THEORETICAL: 2 HOURS/WEEK		
			PRE-REQUISITE: NIL	PRACTICAL: 0		
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to manage human resources in insurance institutions.						
General Objective 1.0: Understand human resource management concepts and principles applicable to insurance institutions.						
	THEORETICAL CONTENT			INTEGRATED PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-2	1.1 Explain the concept and meaning of human resource management. 1.2 Describe the importance of human resources in insurance institutions. 1.3 Explain the principles guiding human resource management practices. 1.4 Describe the characteristics of effective human resource management. 1.5 Explain the relationship between employees and	• Discuss the concept and meaning of human resource management. • Discuss the importance of employees in insurance institutions. • Discuss principles guiding human resource practices. • Explain the characteristics of effective human resource management. • Discuss employee performance to organisational outcomes. • Discuss the responsibilities of human resource	Human resource management textbooks, Insurance company HR manuals, Organisational policies, Employee handbooks, Professional publications, Case studies, Laptop, Projector.			

	organisational performance. 1.6 Describe the roles and responsibilities of human resource managers in insurance institutions. 1.7 Explain the importance of human resource policies in insurance organisations.	managers. • Discuss the importance of human resource policies.				
General Objective 2.0: Understand human resource functions and their contribution to insurance organisational effectiveness.						
3-4	2.1 Explain the major functions of human resource management. 2.2 Describe the activities performed by human resource departments in insurance institutions. 2.3 Explain the importance of manpower administration in insurance organisations. 2.4 Describe the relationship between human resource functions and insurance	• Discuss the major functions of human resource management. • Explain activities performed by HR departments in insurance institutions. • Discuss the importance of manpower administration. • Explain human resource functions to insurance operations. • Discuss HR contributions to organisational effectiveness. • Discuss employees' role in insurance	Human resource function charts, Departmental manuals, Manpower records, Insurance operational reports, Job descriptions, Case studies, Laptop, Projector.	•	•	

	operations. 2.5 Explain the contribution of human resource management to organisational effectiveness. 2.6 Describe the role of employees in achieving insurance service delivery objectives. 2.7 Explain the importance of effective human resource administration.	service delivery. • Discuss the importance of effective HR administration.				
General Objective 3.0: Understand human resource planning and workforce development in insurance institutions.						
5-6	3.1 Explain the concept and importance of human resource planning. 3.2 Describe the process involved in workforce planning. 3.3 Explain the relationship between human resource planning and organisational objectives. 3.4 Identify factors influencing human resource planning in insurance institutions.	• Discuss human resource planning concepts and importance. • Explain the workforce planning process. • Discuss workforce planning to organisational objectives. • Describe factors influencing HR planning. • Explain methods of forecasting employee requirements. • Discuss workforce	Workforce plans, Staff establishment records, Employee statistics, Forecasting templates, Organisational plans, Case studies, Spreadsheet software, Laptop.			

	3.5 Describe methods used in forecasting employee requirements. 3.6 Explain the importance of workforce development in insurance organisations. 3.7 Describe the benefits of effective human resource planning.	development in insurance organisations. • Explain the benefits of effective HR planning.				
General Objective 4.0: Understand recruitment, selection, training and employee development practices in insurance organisations.						
7-8	4.1 Explain the concept and importance of employee recruitment. 4.2 Describe the procedures involved in employee selection. 4.3 Identify sources of employee recruitment. 4.4 Explain the purpose and importance of employee interviews. 4.5 Describe the importance of employee induction and orientation. 4.6 Explain the purpose	• Discuss employee recruitment and its importance. • Explain employee selection procedures. • Describe internal and external recruitment sources. • Discuss the purpose and importance of interviews. • Explain employee induction and orientation. • Discuss training and development programmes. • Explain continuous professional	Recruitment policies, Job descriptions, Application forms, Interview guides, Induction manuals, Training plans, Case studies, Laptop.	•	•	

	of training and development programmes. 4.7 Describe the importance of continuous professional development in insurance institutions.	development in insurance.				
General Objective 5.0: Understand employee motivation, performance management and reward systems in insurance institutions.						
9-10	5.1 Explain the concept and importance of employee motivation. 5.2 Describe factors influencing employee motivation in insurance organisations. 5.3 Explain the concept and purpose of performance appraisal. 5.4 Describe methods used in evaluating employee performance. 5.5 Explain the principles of reward management. 5.6 Describe different forms of employee rewards and benefits.	• Discuss employee motivation and its importance. • Discuss factors influencing motivation in insurance organisations. • Discuss performance appraisal concepts and purposes. • Explain employee performance evaluation methods. • Discuss reward management principles. • Discuss forms of employee rewards and benefits. • Discuss motivation and productivity to organisational performance.	Motivation case studies, Performance appraisal forms, Key performance indicators, Reward policies, Employee benefit schedules, HR reports, Laptop, Projector.			

	5.7 Explain the relationship between motivation, productivity and organisational performance.					
General Objective 6.0: Comprehend industrial relations, employee welfare and ethical practices in insurance organisations.						
11-12	6.1 Explain the concept and importance of industrial relations. 6.2 Describe the relationship between employers and employees in insurance institutions. 6.3 Explain the causes and management of employee frustration and workplace conflicts. 6.4 Describe the importance of effective communication in human resource management. 6.5 Explain the role of employee welfare programmes in insurance institutions. 6.6 Describe workplace ethics and professional conduct among insurance	• Discuss industrial relations and its importance. • Explain employer-employee relationships in insurance institutions. • Discuss causes and management of workplace conflict. • Explain effective communication in HR management. • Discuss employee welfare programmes. • Explain workplace ethics and professional conduct. • Discuss employee groups and labour organisations.	Industrial relations textbooks, Employment policies, Grievance procedures, Communication guidelines, Employee welfare policies, Codes of conduct, Case studies, Laptop.			

	employees. 6.7 Explain the role of employee groups and labour organisations in workplace relations.					
General Objective 7.0: Know the emerging challenges and future developments affecting human resource management in insurance institutions.						
13-15	7.1 Identify major challenges affecting human resource management in insurance institutions. 7.2 Explain the impact of technology on human resource management practices. 7.3 Describe emerging trends in human resource management. 7.4 Explain the importance of digital human resource systems. 7.5 Describe the challenges and opportunities associated with hybrid work arrangements. 7.6 Explain the influence of changing workplace	• Describe major human resource management challenges. • Discuss the impact of technology on HR practices. • Explain emerging human resource trends. • Discuss digital human resource systems. • Explain hybrid work challenges and opportunities. • Discuss changing workplace environments. • Explain future developments affecting insurance HR management.	Digital HR system reports, Future-of-work publications, Hybrid work policies, Technology case studies, Industry reports, HR trend reports, Laptop, Projector.			

	environments on insurance employees. 7.7 Describe future developments affecting human resource management in insurance institutions.					

COURSE ASSESSMENT:

Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100%

Property Insurance Underwriting and Claims

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: PROPERTY INSURANCE UNDERWRITING AND CLAIMS	**COURSE CODE: INS 316**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: I	**PRE-REQUISITE: INS 213**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip the students with knowledge and skills required to underwrite property risks, interpret policy coverage, and manage property claims.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand property and pecuniary risks and insurance coverage; 2.0 Apply property risk survey techniques; 3.0 Perform property underwriting and rating; 4.0 Manage property insurance claims; 5.0 Evaluate property portfolios and loss control.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: PROPERTY INSURANCE UNDERWRITING AND CLAIMS			COURSE CODE: INS 316		CONTACT HOURS: 3 HOURS/WEEK	
			CREDIT UNIT: 3		THEORETICAL: 2 HOURS/WEEK	
YEAR: I SEMESTER: I			PRE-REQUISITE: INS 213		PRACTICAL: 1 HOUR/WEEK	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to underwrite property risks, interpret policy coverage, and manage property claims.						
General Objective 1.0: Understand property and pecuniary risks and insurance coverage						
	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain property insurance principles. 1.2 Describe classes of insured property. 1.3 Explain classes of property and pecuniary insurance 1.4 Describe typical perils, policy exclusions and extensions under property insurance.	• Discuss property insurance principles. • Explain classes of insured property. • Discuss classes of property and pecuniary insurance • Explain typical perils, policy exclusions and extensions under property insurance.	Property policy wordings, Proposal forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a property risk survey. • Prepare a property risk survey. • Use relevant forms for the property risk survey. • Analyse evidence from the property risk survey. • Present findings from the property risk survey.	• Demonstrate procedures for the property risk survey. • Provide a template for the property risk survey. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 2.0: Apply property risk survey techniques.						
4-6	2.1 Explain property survey objectives. 2.2 Describe construction and occupancy features. 2.3 Explain protection and exposure factors.	• Discuss property survey objectives. • Explain construction and occupancy features. • Discuss protection	Property policy wordings, Proposal forms, Survey reports, Claims files, Relevant textbooks,	• Apply procedures for an underwriting worksheet. • Prepare an underwriting worksheet. • Use relevant forms	• Demonstrate procedures for the underwriting worksheet. • Provide a template for the underwriting worksheet.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector,

	2.4 Describe property valuation methods. 2.5 Evaluate survey findings for underwriting.	and exposure factors. • Explain property valuation methods. • Discuss survey findings for underwriting.	Lecture notes, Case studies, Laptop, Projector.	for the underwriting worksheet. • Analyse evidence from the underwriting worksheet. • Present findings from the underwriting worksheet.	• Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Writing materials.
General Objective 3.0: Perform property underwriting and rating.						
7-9	3.1 Explain property underwriting information. 3.2 Describe property risk classification. 3.3 Explain premium rating factors. 3.4 Describe deductible and limit selection. 3.5 Evaluate property underwriting terms.	• Discuss property underwriting information. • Explain property risk classification. • Discuss premium rating factors. • Explain deductible and limit selection. • Discuss property underwriting terms.	Property policy wordings, Proposal forms, Survey reports, Claims records, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a premium rating. • Prepare a premium rating. • Use relevant forms for the premium rating • Analyse evidence from the premium rating. • Present findings from the premium rating.	• Demonstrate procedures for the premium rating. • Provide a template for the premium rating. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 4.0: Manage property insurance claims.						
10-12	4.1 Explain property claim notification procedures. 4.2 Describe property claim documentation. 4.3 Explain indemnity assessment methods. 4.4 Describe underinsurance and contribution.	• Discuss property claim notification procedures. • Explain property claim documentation. • Discuss indemnity assessment methods.	Property policy wordings, Proposal forms, Survey reports, Claims records, Relevant textbooks, Lecture notes, Case studies,	• Apply procedures for a claim adjustment. • Prepare a claim adjustment. • Use relevant forms for the claim adjustment. • Analyse evidence	• Demonstrate procedures for the claim adjustment. • Provide a template for the claim adjustment. • Supervise completion of the assigned task. • Guide interpretation	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

	4.5 Evaluate property claim settlement options.	• Explain underinsurance and contribution. • Discuss property claim settlement options.	Laptop, Projector.	from the claim adjustment. • Present findings from the claim adjustment.	of the evidence. • Assess the completed practical output.	
General Objective 5.0: Evaluate property portfolios and loss control.						
13-15	5.1 Explain property and pecuniary insurance portfolio accumulation. 5.2 Describe catastrophe exposure controls. 5.3 Explain property loss prevention measures. 5.4 Describe reinsurance for property risks. 5.5 Evaluate property and pecuniary portfolio performance.	• Discuss property and pecuniary insurance portfolio accumulation. • Explain catastrophe exposure controls. • Discuss property loss prevention measures. • Explain reinsurance for property risks. • Discuss property and pecuniary portfolio performance.	Property policy wordings, Proposal forms, Survey reports, Claims records, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a portfolio loss review. • Prepare a portfolio loss review. • Use relevant forms for the portfolio loss review. • Analyse evidence from the portfolio loss review. • Present findings from the portfolio loss review.	• Demonstrate procedures for the portfolio loss review. • Provide a template for the portfolio loss review. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Insurance Accounting I

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: INSURANCE ACCOUNTING I</td><td>COURSE CODE: INS 317</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: I SEMESTER: I</td><td>PRE-REQUISITE: NIL</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to record basic insurance transactions, maintain accounting records, and prepare preliminary financial information.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand insurance accounting foundations.
2.0 Understand premium and commission accounting.
3.0 Understand claims and expense accounting.
4.0 Prepare basic insurance accounting records.
5.0 Understand accounting controls and reporting.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: INSURANCE ACCOUNTING I		**COURSE CODE: INS 317**			**CONTACT HOURS: 3 HOURS/WEEK**	
		CREDIT UNIT: 3			**THEORETICAL: 2 HOURS/WEEK**	
YEAR: I SEMESTER: I		**PRE-REQUISITE: NIL**			**PRACTICAL: 1 HOUR/WEEK**	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to record basic insurance transactions, maintain accounting records, and prepare preliminary financial information.						
General Objective 1.0: Understand insurance accounting foundations.						
	THEORETICAL CONTENT			**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the purpose of insurance accounting. 1.2 Describe insurance accounting records. 1.3 Explain basic accounting concepts. 1.4 Describe an insurance chart of accounts. 1.5 Evaluate the quality of accounting information.	• Discuss the purpose of insurance accounting. • Explain insurance accounting records. • Discuss basic accounting concepts. • Explain an insurance chart of accounts. • Discuss the quality of accounting information.	Insurance accounting texts, Source documents, Journals, Ledgers, Trial balance templates, Lecture notes, Laptop, Projector, Spreadsheet software.	• Apply procedures for an accounting source document. • Prepare an accounting source document. • Use relevant forms for the accounting source document. • Analyse evidence from the accounting source document. • Present findings from the accounting source document.	• Demonstrate procedures for the accounting source document. • Provide a template for the accounting source document. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 2.0: Understand premium and commission accounting.						
4-6	2.1 Explain premium income recognition. 2.2 Describe premium receivable records. 2.3 Explain commission	• Discuss premium income recognition. • Explain premium	Insurance accounting texts, Source documents, Journals,	• Apply procedures for a premium ledger. • Prepare a premium	• Demonstrate procedures for the premium ledger. • Provide a	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet,

	accounting. 2.4 Describe premium refund entries. 2.5 Evaluate premium ledger balances.	receivable records. • Discuss commission accounting. • Explain premium refund entries. • Discuss premium ledger balances.	Ledgers, Trial balance templates, Lecture notes, Laptop, Projector, Spreadsheet software.	ledger. • Use relevant forms for the premium ledger. • Analyse evidence from the premium ledger. • Present findings from the premium ledger.	template for the premium ledger. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Projector, Writing materials.
General Objective 3.0: Understand claims and expense accounting.						
7-9	3.1 Explain claims expense recognition. 3.2 Describe paid claims records. 3.3 Explain outstanding claims provisions. 3.4 Describe operating expense entries. 3.5 Evaluate claims ledger balances.	• Discuss claims expense recognition. • Explain paid claims records. • Discuss outstanding claims provisions. • Explain operating expense entries. • Discuss claims ledger balances.	Insurance accounting texts, Source documents, Journals, Ledgers, Trial balance templates, Lecture notes, Laptop, Projector, Spreadsheet software.	• Apply procedures for a claims ledger. • Prepare a claims ledger. • Use relevant forms for the claims ledger. • Analyse evidence from the claims ledger. • Present findings from the claims ledger.	• Demonstrate procedures for the claims ledger. • Provide a template for the claims ledger. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 4.0: Prepare basic insurance accounting records.						
10-12	4.1 Explain journal entry procedures. 4.2 Describe ledger posting procedures. 4.3 Explain trial balance preparation. 4.4 Describe bank	• Discuss journal entry procedures. • Explain ledger posting procedures. • Discuss trial balance	Insurance accounting texts, Source documents, Journals, Ledgers, Trial balance	• Apply procedures for a trial balance • Prepare a trial balance. • Use relevant forms for the trial balance.	• Demonstrate procedures for the trial balance. • Provide a template for the trial balance. • Supervise	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

	reconciliation procedures. 4.5 Explain the structure and components of insurance company financial accounts 4.6 Evaluate a basic trial balance.	preparation. • Explain bank reconciliation procedures. • Discuss the structure and components of insurance company financial accounts • Discuss a basic trial balance.	templates, Lecture notes, Laptop, Projector, Spreadsheet software.	• Analyse evidence from the trial balance. • Present findings from the trial balance. • Prepare insurance revenue accounts from insurance transactions. • Prepare statement of financial position.	completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	
General Objective 5.0: Understand accounting controls and reporting.						
13-15	5.1 Explain internal accounting controls. 5.2 Describe source document requirements. 5.3 Explain account reconciliation procedures. 5.4 Describe preliminary financial reports. 5.5 Evaluate an accounting control process.	• Discuss internal accounting controls. • Explain source document requirements. • Discuss account reconciliation procedures. • Explain preliminary financial reports. • Discuss an accounting control process.	Insurance accounting texts, Source documents, Journals, Ledgers, Trial balance templates, Lecture notes, Laptop, Projector, Spreadsheet software.	• Apply procedures for an account reconciliation. • Prepare an account reconciliation. • Use relevant forms for the account reconciliation. • Analyse evidence from the account reconciliation • Present findings from the account reconciliation.	• Demonstrate procedures for the account reconciliation. • Provide a template for the account reconciliation. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Digital Insurance and Insurtech

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: DIGITAL INSURANCE AND INSURTECH	COURSE CODE: INS 318	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: I	PRE-REQUISITE: INS 226	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to use digital insurance platforms, interpret InsurTech models, and support technology-enabled operations.		
GENERAL OBJECTIVES: On completion of this course, the students should be able to: 1.0 Understand digital insurance models and ecosystems; 2.0 Understand digital platforms and data flows; 3.0 Apply digital technologies to underwriting and claims processes; 4.0 Understand digital risk and compliance; 5.0 Evaluate digital insurance performance and innovation.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: DIGITAL INSURANCE AND INSURTECH	COURSE CODE: INS 318	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: I	PRE-REQUISITE: INS 226	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to use digital insurance platforms, interpret InsurTech models, and support technology-enabled operations.		
General Objective 1.0: Understand digital insurance models and ecosystems.		

	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain the concept and evolution of digital insurance. 1.2 Describe digital insurance business models and InsurTech ecosystems. 1.3 Explain the role of InsurTech firms, insurers and technology partners in digital insurance development. 1.4 Compare traditional insurance models with digital insurance models. 1.5 Analyse the impact of digital transformation on insurance products and services. 1.6 Explain digital insurance product	• Discuss the concept and evolution of digital insurance. • Explain digital insurance business models and InsurTech ecosystems. • Discuss the role of InsurTech firms, insurers and technology partners in digital insurance development. • Discuss traditional insurance models with digital insurance models. • Discuss the impact of digital transformation on insurance products and services.	Digital platforms, InsurTech cases, Insurance websites, Industry reports, Computers.	• Identify digital insurance platforms and InsurTech solutions operating within insurance markets. • Map digital insurance ecosystems showing relationships among insurers, customers, technology providers and intermediaries • Compare traditional and digital insurance processes using selected insurance products. • Prepare digital insurance model	• Demonstrate examples of digital insurance platforms. • Guide students in identifying InsurTech participants. • Facilitate comparison of traditional and digital insurance workflows. • Review digital insurance model reports.	Digital insurance platforms, Web aggregators, Mobile applications, Insurance software, Digital forms, Quotation systems, Claims platforms, InsurTech reports, Case studies, Computer systems etc..

	models including embedded insurance and usage-based insurance. 1.7 Describe the role of application programming interfaces (APIs) in connecting insurance ecosystems.	• Discuss digital insurance product models including embedded insurance and usage-based insurance. • Explain the role of application programming interfaces (APIs) in connecting insurance ecosystems.		reports from industry examples		
General Objective 2.0: Understand digital platforms and data flows.						
4-6	2.1 Explain digital insurance platforms and their applications. 2.2 Describe online insurance marketplaces and web aggregators. 2.3 Explain customer data collection, processing and storage within digital insurance systems. 2.4 Describe data flows between insurers, customers and technology platforms. 2.5 Describe the role of digital platforms in insurance distribution and service delivery 2.6 Explain the role of	• Discuss digital insurance platforms and their applications. • Explain online insurance marketplaces and web aggregators. • Discuss customer data collection, processing and storage within digital insurance systems. • Explain data flows between insurers, customers and technology platforms. • Discuss the role of	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials textbooks, Lecture notes, Case studies, Laptop, Projector.	• Navigate digital insurance platforms and online insurance marketplaces. • Demonstrate customer registration and digital quotation processes. • Trace customer data flows within digital insurance systems. • Prepare digital platform evaluation reports. • Analyse the operation of insurance web	• Demonstrate digital insurance platform operations. • Guide students through online quotation procedures. • Explain data movement between customers, insurers and platforms. • Supervise analysis of web aggregators and digital marketplaces.	Digital insurance platforms, Web aggregators, Mobile applications, Insurance software, Digital forms, Quotation systems, Claims platforms, InsurTech reports, Case studies, Computers.

	Application Programming Interface (API) in digital insurance data exchange and service delivery. 2.7 Describe customer data utilisation in designing digital insurance products	digital platforms in insurance distribution and service delivery • Discuss the role of Application Programming Interface (API) in digital insurance data exchange and service delivery. • Explain customer data utilisation in designing digital insurance products		aggregators and digital distribution channels.		
General Objective 3.0: Apply digital underwriting and claims processes.						
7-9	3.1 Explain digital technologies used in insurance underwriting and claims management. 3.2 Describe automated underwriting processes and digital risk assessment methods. 3.3 Describe digital tools used for insurance quotation and policy processing. 3.4 Explain digital technologies in claims notification, assessment and settlement. 3.5 Evaluate the benefits	• Discuss digital technologies used in insurance underwriting and claims management. • Explain automated underwriting processes and digital risk assessment methods. • Explain digital tools for insurance quotation and policy processing. • Discuss digital technologies in claims notification,	Digital proposal forms, Quotation systems, Claims platforms, Underwriting software, Case studies Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Complete digital insurance proposal forms. • Generate digital insurance quotations using available platforms. • Apply automated underwriting tools for selected insurance risks. • Process digital claims notification and documentation • Evaluate technology applications in claims assessment and settlement.	• Demonstrate digital proposal and quotation procedures. • Guide students in using digital underwriting workflows. • Provide simulated claims scenarios. • Review digital underwriting and claims outputs.	Digital insurance platforms, Web aggregators, Mobile applications, Insurance software, Digital forms, Quotation systems, Claims platforms, InsurTech reports, Case studies, Computers.

	of technology-enabled underwriting and claims operations.	assessment and settlement. • Discuss the benefits of technology-enabled underwriting and claims operations.				
General Objective 4.0: Understand digital risk and compliance.						
10-12	4.1 Explain digital risks affecting insurance operations. 4.2 Describe cybersecurity threats and data protection requirements in digital insurance. 4.3 Explain regulatory and compliance issues affecting InsurTech operations. 4.4 Analyse the impact of digital risks on insurance service delivery. 4.5 Explain measures for managing digital risk and compliance challenges	• Discuss digital risks affecting insurance operations. • Explain cybersecurity threats and data protection requirements in digital insurance. • Discuss regulatory and compliance issues affecting InsurTech operations. • Discuss the impact of digital risks on insurance service delivery. • Discuss measures for managing digital risk and compliance challenges	Cybersecurity guidelines, Data protection policies, Compliance documents, Risk assessment templates, Case studies Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Identify cybersecurity and data privacy risks in digital insurance systems. • Assess digital compliance requirements using insurance scenarios. • Prepare digital risk assessment reports. • Develop basic controls for managing digital insurance risks.	• Demonstrate common digital insurance risks. • Guide students in assessing cybersecurity and privacy issues. • Provide compliance case studies. • Supervise preparation of digital risk reports	Digital insurance platforms, Web aggregators, Mobile applications, Insurance software, Digital forms, Quotation systems, Claims platforms, InsurTech reports, Case studies, Computers.
General Objective 5.0: Evaluate digital insurance performance and innovation.						
13-15	5.1 Explain digital insurance product development	• Discuss digital insurance product development	Performance reports, Customer	• Measure digital insurance performance using	• Demonstrate digital performance evaluation methods.	Digital insurance platforms,

	processes. 5.2 Describe the role of artificial intelligence in insurance product innovation. 5.3 Explain the concept and application of embedded insurance products. 5.4 Describe usage-based insurance models and their applications. 5.5 Explain principles of digital insurance product design. 5.6 Evaluate strategies for improving digital insurance innovation.	processes. • Explain the role of artificial intelligence in insurance product innovation. • Discuss the concept and application of embedded insurance products. • Explain usage-based insurance models and their applications. • Discuss principles of digital insurance product design. • Discuss strategies for improving digital insurance innovation.	feedback data, Digital analytics tools, Industry case studies, Computers Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	selected indicators. • Analyse customer experience on digital insurance platforms. • Evaluate digital insurance solutions based on efficiency and service delivery. • Develop recommendations for improving digital insurance innovation.	• Guide students in assessing customer experience. • Facilitate evaluation of InsurTech solutions. • Review innovation improvement proposals.	Web aggregators, Mobile applications, Insurance software, Digital forms, Quotation systems, Claims platforms, InsurTech reports, Case studies, Computers.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Actuarial Principles

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: ACTUARIAL PRINCIPLES</td><td>COURSE CODE: INS 319</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: I SEMESTER: I</td><td>PRE-REQUISITE: INS 227</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to apply actuarial principles to insurance pricing, reserving, and risk decisions.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand actuarial functions and data;
2.0 Understand interest and present value;
3.0 Understand mortality and life contingencies;
4.0 Analyse premium and reserve principles;
5.0 Evaluate actuarial risk and professionalism.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: ACTUARIAL PRINCIPLES	COURSE CODE: INS 319	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: I	PRE-REQUISITE: INS 227	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to apply actuarial principles to insurance pricing, reserving, and risk decisions.		

General Objective 1.0: Understand actuarial functions and data.						
	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain the role of actuaries. 1.2 Describe actuarial data requirements. 1.3 Explain actuarial assumptions. 1.4 Describe data quality controls. 1.5 Evaluate actuarial evidence quality.	• Discuss the role of actuaries. • Explain actuarial data requirements. • Discuss actuarial assumptions. • Explain data quality controls. • Discuss actuarial evidence quality.	Insurance datasets, Actuarial tables, Sample reports, Case studies, Computers, , Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Identify actuarial data sources used in insurance practice. • Classify insurance datasets for actuarial analysis. • Assess data quality using actuarial data checks. • Prepare basic actuarial data summaries from insurance records.	• Demonstrate sources and types of actuarial data. • Guide students in organising insurance datasets. • Explain basic data validation procedures. • Review actuarial data summary exercises.	Actuarial tables, Mortality tables, Formula sheets, Insurance datasets, Premium tables, Financial tables, Actuarial reports, Case studies, Calculators, Computers.
General Objective 2.0: Understand interest and present value.						
4-6	2.1 Explain simple and compound interest. 2.2 Describe discounting principles. 2.3 Explain present value calculations.	• Discuss simple and compound interest. • Explain discounting principles. • Discuss present value calculations.	Formula sheets, Financial tables, Calculators, Actuarial textbooks, Case studies,	• Calculate simple and compound interest values. • Compute present values using discounting	• Demonstrate interest calculation procedures. • Guide students through present value	Actuarial tables, Mortality tables, Formula sheets, Insurance

	2.4 Describe annuity value concepts. 2.5 Evaluate a present value result.	• Explain annuity value concepts. • Discuss a present value result.	textbooks, Lecture notes, Case studies, Laptop, Projector.	methods. • Calculate annuity values using actuarial formulas. • Interpret present value results for insurance decisions	computations. • Explain actuarial formula applications. • Review calculation exercises	datasets, Premium tables, Financial tables, Actuarial reports, Case studies, Calculators, Computers.
General Objective 3.0: Understand mortality and life contingencies.						
7-9	3.1 Explain mortality table structures. 3.2 Describe survival probability concepts. 3.3 Explain life expectancy measures. 3.4 Describe life contingency functions. 3.5 Evaluate mortality assumptions.	• Discuss mortality table structures. • Explain survival probability concepts. • Discuss life expectancy measures. • Explain life contingency functions. • Discuss mortality assumptions.	Mortality tables, Life tables, Formula sheets, Insurance datasets, Calculators ,Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Interpret mortality tables for insurance applications. • Calculate survival probabilities from mortality data. • Determine basic life expectancy measures. • Prepare simple life contingency calculations	• Demonstrate the use of mortality tables. • Guide students in probability calculations. • Explain life contingency applications. • Assess mortality analysis exercises.	Actuarial tables, Mortality tables, Formula sheets, Insurance datasets, Premium tables, Financial tables, Actuarial reports, Case studies, Calculators, Computers.
General Objective 4.0: Analyse premium and reserve principles.						
10-12	4.1 Explain actuarial premium principles. 4.2 Describe risk premium components. 4.3 Explain insurance reserve concepts. 4.4 Describe reserve	• Discuss actuarial premium principles. • Explain risk premium components. • Discuss insurance reserve concepts.	Premium tables, Actuarial formulas, Insurance datasets, Formula sheets, Case studies,	• Calculate basic actuarial premium estimates. • Determine risk premium components from insurance data.	• Demonstrate premium calculation procedures. • Guide students in applying actuarial assumptions.	Actuarial tables, Mortality tables, Formula sheets, Insurance datasets,

	adequacy factors. 4.5 Evaluate a premium or reserve estimate.	• Explain reserve adequacy factors. • Discuss a premium or reserve estimate.	, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Compute basic insurance reserve estimates. • Analyse premium and reserve results for adequacy.	• Explain reserve estimation methods. • Review premium and reserve exercises.	Premium tables, Financial tables, Actuarial reports, Case studies, Calculators, Computer systems etc.
General Objective 5.0: Evaluate actuarial risk and professionalism.						
13-15	5.1 Explain actuarial risk models. 5.2 Describe actuarial solvency support. 5.3 Explain actuarial uncertainty communication. 5.4 Describe actuarial professional duties. 5.5 Evaluate an actuarial recommendation.	• Discuss actuarial risk models. • Explain actuarial solvency support. • Discuss actuarial uncertainty communication. • Explain actuarial professional duties. • Discuss an actuarial recommendation.	Actuarial reports, Insurance datasets, Case studies, Formula sheets, Professional guidelines, textbooks, Lecture notes, Case studies, Laptop, Projector.	• Analyse actuarial risk information from insurance datasets. • Prepare actuarial risk assessment summaries. • Interpret actuarial reports for insurance decisions. • Evaluate actuarial recommendations using professional criteria	• Provide actuarial case scenarios. • Guide students in interpreting actuarial outputs. • Discuss professional considerations in actuarial recommendations • Review risk assessment summaries	Actuarial tables, Mortality tables, Formula sheets, Insurance datasets, Premium tables, Financial tables, Actuarial reports, Case studies, Calculators, Computer systems etc.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

YEAR I SEMESTER II

Liability Insurance Underwriting and Claims

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: LIABILITY INSURANCE UNDERWRITING AND CLAIMS	**COURSE CODE: INS 321**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: NIL**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip the students with knowledge and skills required to underwrite liability risks, interpret policy terms, and manage liability claims.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand liability insurance classes and covers; 2.0 Analyse liability underwriting information; 3.0 Understand liability rating and policy terms; 4.0 Understand liability claims handling; 5.0 Evaluate liability portfolio controls.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: LIABILITY INSURANCE UNDERWRITING AND CLAIMS			COURSE CODE: INS 321		CONTACT HOURS: 3 HOURS/WEEK	
			CREDIT UNIT: 3		THEORETICAL: 2 HOURS/WEEK	
YEAR: I SEMESTER: II			PRE-REQUISITE: NIL		PRACTICAL: 1 HOUR/WEEK	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to underwrite liability risks, interpret policy terms, and manage liability claims.						
General Objective 1.0: Understand liability insurance classes and covers.						
	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain public liability insurance. 1.2 Describe employers' liability insurance. 1.3 Explain product liability insurance. 1.4 Describe professional indemnity insurance. 1.5 Outline major liability policy forms.	• Discuss public liability insurance. • Explain employers' liability insurance. • Discuss product liability insurance. • Explain professional indemnity insurance. • Explain major liability policy forms.	Liability proposal forms, Policy wordings, Claims files, Survey reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Prepare a public liability insurance proposal for a selected business risk. • Complete an employers' liability risk-assessment checklist for a workplace scenario. • Assess a product liability case using relevant policy terms and exclusions. • Draft a professional indemnity insurance cover recommendation for a selected	• Guide students to identify relevant business information and complete a public liability insurance proposal form. • Demonstrate the use of an employers' liability risk-assessment checklist and supervise its completion. • Present a product liability case and guide students in applying relevant policy terms and exclusions. • Supervise the preparation of a	Liability proposal forms, Policy wordings, Risk survey forms, Claims files, Case files, Rating guides, Claim reports, Reinsurance documents, Spreadsheet software, Computers.

				profession. • Compare major liability policy forms using a coverage-comparison matrix.	professional indemnity insurance recommendation for a selected profession. • Provide sample liability policies and guide students in completing a coverage-comparison matrix.	
General Objective 2.0: Analyse liability underwriting information.						
4-6	2.1 Explain liability proposal information. 2.2 Describe business activity exposures. 2.3 Explain contractual liability exposures. 2.4 Describe loss history indicators. 2.5 Explain liability risk quality.	• Discuss liability proposal information. • Explain business activity exposures. • Discuss contractual liability exposures. • Explain loss history indicators. • Discuss liability risk quality.	Liability proposal forms, Policy wordings, Claims files, Survey reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Complete liability proposal forms using information from selected risk scenarios. • Conduct liability risk surveys to identify business and contractual exposures. • Prepare liability risk survey reports from collected information. • Analyse loss history records to determine liability risk quality. • Recommend underwriting considerations	• Demonstrate procedures for completing liability proposal forms. • Provide sample liability risk scenarios for assessment. • Guide students in conducting risk surveys. • Provide templates for risk survey reports. • Supervise analysis of loss history information. • Assess completed underwriting reports.	Liability proposal forms, Policy wordings, Risk survey forms, Claims files, Case files, Rating guides, Claim reports, Reinsurance documents, Spreadsheet software, Computers.

				based on liability risk evidence.		
General Objective 3.0: Understand liability rating and policy terms.						
7-9	3.1 Explain liability rating bases. 3.2 Describe policy limits and deductibles. 3.3 Explain liability policy warranties. 3.4 Describe claims-made policy provisions. 3.5 Explain liability underwriting terms.	• Discuss liability rating bases. • Explain policy limits and deductibles. • Discuss liability policy warranties. • Explain claims-made policy provisions. • Discuss liability underwriting terms.	Rating guides, Proposal forms, Policy wordings, Premium worksheets, Calculator, Spreadsheet, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Extract rating information from liability proposal documents. • Calculate basic liability premium estimates using rating factors. • Interpret liability policy limits, deductibles and conditions. • Prepare liability premium rating worksheets. • Recommend suitable policy terms based on assessed risks.	• Demonstrate liability premium rating procedures. • Provide rating information and sample cases. • Guide students in completing rating worksheets. • Explain interpretation of policy conditions. • Review premium calculations and underwriting recommendations	Liability proposal forms, Policy wordings, Risk survey forms, Claims files, Case files, Rating guides, Claim reports, Reinsurance documents, Spreadsheet software, Computers.
General Objective 4.0: Understand liability claims handling.						
10-12	4.1 Explain liability claim notification. 4.2 Describe legal liability investigation. 4.3 Explain defence and settlement procedures. 4.4 Describe damages assessment methods. 4.5 Explain liability claim decision.	• Discuss liability claim notification. • Explain legal liability investigation. • Discuss defence and settlement procedures. • Explain damages assessment methods. • Discuss liability claim decision.	Claim forms, Claims files, Legal documents, Policy wordings, Case files, Laptop, Spreadsheet, ,Relevant textbooks, Lecture notes,	• Complete liability claim notification documents. • Assemble liability claim files using relevant documents. • Analyse claim evidence and investigation reports. • Prepare liability	• Demonstrate liability claim documentation procedures. • Provide simulated liability claim cases. • Guide students in organising claim files. • Explain claim investigation	Liability proposal forms, Policy wordings, Risk survey forms, Claims files, Case files, Rating guides, Claim

			Case studies, Laptop, Projector.	claim assessment reports. • Recommend appropriate claim settlement decisions	processes. • Supervise preparation of claim assessment reports.	reports, Reinsurance documents, Spreadsheet software, Computers.
General Objective 5.0: Evaluate liability portfolio controls.						
13-15	5.1 Explain liability accumulation risks. 5.2 Describe liability loss prevention. 5.3 Explain claims trend analysis. 5.4 Describe liability reinsurance arrangements. 5.5 Evaluate liability portfolio performance.	• Discuss liability accumulation risks. • Explain liability loss prevention. • Discuss claims trend analysis. • Explain liability reinsurance arrangements. • Discuss liability portfolio performance.	Claims databases, Loss reports, Reinsurance documents, Risk control templates, Spreadsheet, Case studies, ,Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Identify liability accumulation exposures from portfolio information. • Prepare liability loss prevention reports. • Analyse liability claims trends using available data. • Prepare liability reinsurance review summaries. • Evaluate liability portfolio performance indicators	• Demonstrate portfolio risk control procedures. • Provide claims data for trend analysis. • Guide students in preparing loss prevention reports. • Explain the role of reinsurance in liability risk management. • Assess portfolio evaluation exercises.	Liability proposal forms, Policy wordings, Risk survey forms, Claims files, Case files, Rating guides, Claim reports, Reinsurance documents, Spreadsheet software, Computers.
COURSE ASSESSMENT: Course work: 10% Test/Assignments: 10% Practical: 40% Examination: 40% Total: 100%						

Pension Scheme Administration

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: PENSION SCHEME ADMINISTRATION	COURSE CODE: INS 322	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: II	PRE-REQUISITE: INS 312	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to establish and administer pension schemes and evaluate pension service delivery.		
GENERAL OBJECTIVES: On completion of this course, the students should be able to: 1.0 Understand pension scheme establishment, administration structures and member records; 2.0 Apply pension contribution administration procedures and reporting requirements; 3.0 Apply pension benefit administration procedures and retirement processing; 4.0 Analyse pension governance, regulatory compliance and operational controls; 5.0 Evaluate pension service delivery and operational performance.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: PENSION SCHEME ADMINISTRATION	COURSE CODE: INS 322	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: II	PRE-REQUISITE: INS 312	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to establish and administer pension schemes and evaluate pension service delivery.		
General Objective 1.0: Understand pension scheme establishment, administration structures and member records.		

	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the structure and establishment procedures of pension schemes. 1.2 Describe defined benefit pension schemes. 1.3 Describe defined contribution pension schemes. 1.4 Differentiate between defined benefit and defined contribution pension arrangements. 1.5 Explain the roles and responsibilities of employers and employees in pension administration. 1.6 Describe the functions of Pension	• Discuss pension scheme structures and establishment procedures. • Explain defined benefit pension arrangements. • Explain defined contribution pension arrangements. • Compare defined benefit and defined contribution schemes. • Discuss employer and employee responsibilities. • Explain the functions of PFAs and PFCs. • Discuss RSA administration and	Pension textbooks, Scheme rules, Pension regulations, RSA guidelines, Member records, Organisation charts, Lecture notes, Laptop, Projector.	• Complete a pension scheme establishment checklist for a selected organisation. • Classify pension schemes using defined benefit and defined contribution criteria. • Prepare an employer and employee responsibility matrix. • Map the administrative relationship between employers, PFAs and PFCs. • Create a sample RSA member record. • Verify member biodata and employment information.	• Provide a pension scheme establishment scenario. • Demonstrate scheme classification procedures. • Guide preparation of responsibility matrices. • Explain PFA and PFC administrative workflows. • Demonstrate creation of RSA member records. • Supervise verification of member information.	Establishment checklists, Scheme templates, RSA forms, Member records, Organisation charts, Case studies, Computers, Spreadsheet software.

	Fund Administrators (PFAs) and Pension Fund Custodians (PFCs). 1.7 Explain Retirement Savings Account (RSA) administration and member record management.	member record procedures.		• Prepare a pension scheme administration report.	• Review pension scheme administration reports.	
General Objective 2.0: Apply pension contribution administration procedures and reporting requirements.						
4-6	2.1 Explain pension contribution principles and procedures. 2.2 Describe employer and employee contribution requirements. 2.3 Explain contribution collection, remittance and reconciliation processes. 2.4 Describe contribution reporting and documentation requirements. 2.5 Analyse challenges affecting pension contribution administration.	• Discuss pension contribution principles and procedures. • Explain employer and employee contribution requirements. • Discuss collection, remittance and reconciliation processes. • Explain contribution reporting and documentation requirements. • Discuss analysis of contribution administration challenges.	Pension regulations, Contribution guidelines, Remittance schedules, Reconciliation reports, Employer records, Case studies, Laptop, Projector.	• Calculate employer and employee pension contributions. • Prepare a monthly contribution schedule. • Complete pension contribution remittance documents. • Reconcile payroll deductions with remittance records. • Prepare a pension contribution administration report.	• Demonstrate pension contribution calculations. • Guide preparation of monthly contribution schedules. • Provide sample remittance documents for completion. • Supervise reconciliation of payroll and remittance records. • Review contribution administration reports.	Payroll records, Contribution templates, Remittance forms, Reconciliation sheets, Calculators, Computers, Spreadsheet software.
General Objective 3.0: Apply pension benefit administration procedures and retirement processing.						
7-9	3.1 Explain pension	• Discuss pension	Benefit guidelines,	• Verify pension benefit	• Provide sample	Retirement forms,

	benefit structures and entitlement conditions. 3.2 Describe retirement benefit processing procedures. 3.3 Explain benefit administration under defined benefit and defined contribution schemes. 3.4 Describe procedures for pension benefit verification and payment. 3.5 Analyse factors affecting effective pension benefit administration.	benefit structures and entitlement conditions. • Explain retirement benefit processing procedures. • Compare benefit administration under major pension arrangements. • Explain benefit verification and payment procedures. • Discuss analysis of benefit administration challenges.	Retirement forms, RSA statements, Verification records, Payment schedules, Case studies, Laptop, Projector.	entitlement from a retirement case. • Complete a retirement benefit processing checklist. • Prepare benefit records for defined benefit and defined contribution cases. • Review retirement documents for payment approval. • Prepare a pension benefit processing report.	retirement and benefit cases. • Demonstrate benefit entitlement verification. • Guide completion of retirement processing checklists. • Supervise review of documents for payment approval. • Assess pension benefit processing reports.	Benefit statements, RSA records, Verification checklists, Payment schedules, Case studies, Computers.
General Objective 4.0: Analyse pension governance, regulatory compliance and operational controls.						
10-12	4.1 Explain the role of the National Pension Commission (PenCom) in pension regulation. 4.2 Describe pension regulatory and compliance requirements. 4.3 Explain transitional arrangements from defined benefit schemes to defined contribution schemes.	• Discuss the regulatory role of PenCom. • Explain pension compliance requirements. • Discuss pension scheme transitional arrangements. • Explain the functions of the Transitional Arrangement Directorate. • Discuss offences	Pension laws, PenCom guidelines, Compliance manuals, Governance codes, Transitional arrangement documents, Inspection reports, Case studies, Laptop, Projector.	• Apply a pension regulatory compliance checklist. • Review pension administration documents for compliance. • Map a transition from a defined benefit scheme to a defined contribution scheme. • Identify the functions of the Transitional Arrangement Directorate in selected	• Provide pension regulatory and compliance documents. • Demonstrate use of compliance checklists. • Guide mapping of pension transitional arrangements. • Present cases involving the Transitional Arrangement	Pension regulations, Compliance checklists, Governance reports, Transition documents, Offence schedules, Control matrices, Case studies, Computers.

	4.4 Describe the functions of the Transitional Arrangement Directorate. 4.5 Explain offences and penalties under pension regulations. 4.6 Analyse governance structures and operational controls in pension administration. 4.7 Evaluate compliance challenges affecting pension scheme administration.	and penalties under pension regulations. • Discuss analysis of governance structures and operational controls. • Discuss evaluation of pension compliance challenges.		cases. • Classify pension offences and applicable penalties. • Assess governance and operational controls in a pension institution. • Prepare a pension compliance assessment report.	Directorate. • Guide classification of offences and penalties. • Supervise assessment of governance and operational controls. • Review pension compliance assessment reports.	
General Objective 5.0: Evaluate pension service delivery and operational performance.						
13-15	5.1 Explain pension service delivery processes. 5.2 Describe member communication and support services. 5.3 Explain digital systems used in pension administration. 5.4 Analyse factors affecting pension administration efficiency. 5.5 Evaluate pension service quality and operational performance.	• Discuss pension service delivery processes. • Explain member communication and support services. • Discuss digital systems used in pension administration. • Discuss analysis of operational efficiency factors. • Discuss evaluation of service quality and performance.	Service standards, Member communication guides, Digital pension manuals, Performance reports, Complaint records, Case studies, Laptop, Projector.	• Map a pension service delivery process. • Prepare a response to a member pension enquiry. • Use a simulated digital pension administration platform. • Analyse pension processing time and complaint records. • Prepare a pension service performance report.	• Demonstrate pension service workflow mapping. • Guide preparation of responses to member enquiries. • Supervise use of a simulated digital pension platform. • Provide processing and complaint data for analysis.	Service flowcharts, Enquiry forms, Complaint registers, Digital platform simulations, Performance templates, Computers, Spreadsheet software.

					• Review pension service performance reports.	

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Insurance Law, Regulation and Governance

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: INSURANCE LAW, REGULATION AND GOVERNANCE	**COURSE CODE: INS 323**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: NIL**	**PRACTICAL: 0**
GOAL: This course is designed to equip the students with knowledge and skills required to interpret insurance law, comply with regulatory requirements and address legal and regulatory issues in insurance practice.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the legal principles governing insurance contracts and insurance business; 2.0 Know the regulatory framework and supervisory institutions of the insurance industry in Nigeria; 3.0 Understand insurance laws and regulations applicable to insurance operations and business transactions; 4.0 Understand the principles and practices of corporate governance in insurance institutions; 5.0 Understand legal and regulatory compliance requirements in insurance practice; 6.0 Understand procedures for handling legal and regulatory issues in insurance operations; 7.0 Understand contemporary developments in insurance law, regulation and corporate governance.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: INSURANCE LAW, REGULATION AND GOVERNANCE			**COURSE CODE: INS 323**		**CONTACT HOURS: 2 HOURS/WEEK**	
			CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: I SEMESTER: II			**PRE-REQUISITE: NIL**		**PRACTICAL: 0**	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to interpret insurance law, comply with regulatory requirements and regulatory issues in insurance practice.						
General Objective 1.0: Understand the legal principles governing insurance contracts and insurance business.						
	THEORETICAL CONTENT			**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-2	1.1 Explain the concept and nature of insurance law. 1.2 Explain the sources and principles of insurance law. 1.3 Explain the essential elements of a valid insurance contract. 1.4 Distinguish between different classes of insurance contracts. 1.5 Explain the legal principles governing insurance contracts. 1.6 Interpret the rights and obligations of parties to an insurance contract. 1.7 Explain the legal consequences of breach of insurance	• Discuss the concept and nature of insurance law. • Discuss the sources and principles of insurance law. • Discuss the essential elements of a valid insurance contract. • Explain the different classes of insurance contracts. • Discuss the legal principles governing insurance contracts. • Discuss the rights and obligations of parties to an insurance contract. • Discuss the legal consequences of breach of insurance contract.	Insurance law textbooks, Insurance statutes, Policy documents, Contract law materials, Case reports, Lecture notes, Laptop, Projector.			

	contract.					
General Objective 2.0: Know the regulatory framework and supervisory institutions of the insurance industry in Nigeria.						
3-4	2.1 Identify the legal framework regulating insurance business in Nigeria. 2.2 Explain the supervisory powers of insurance regulators. 2.3 Explain the roles of major insurance industry institutions. 2.4 Outline the licensing requirements for insurance operators. 2.5 Describe regulatory requirements for insurance intermediaries. 2.6 Identify current regulatory reforms in the Nigerian insurance industry.	• Describe the legal framework regulating insurance business in Nigeria. • Discuss the supervisory powers of insurance regulators. • Discuss the roles of major insurance industry institutions. • Explain the licensing requirements for insurance operators. • Explain regulatory requirements for insurance intermediaries. • Describe current regulatory reforms in the Nigerian insurance industry.	Insurance legislation, Regulatory guidelines, Licensing requirements, Institutional reports, Industry circulars, Lecture notes, Laptop, Projector.			
General Objective 3.0: Understand insurance laws and regulations applicable to insurance operations and business transactions.						
5-6	3.1 Describe the legal requirements governing insurance contracts and transactions. 3.2 Explain the roles and responsibilities of insurance regulatory authorities. 3.3 Describe statutory	• Explain the legal requirements governing insurance contracts and transactions. • Discuss the roles and responsibilities of insurance regulatory authorities. • Explain statutory requirements affecting	Insurance statutes, Regulatory rules, Policy wordings, Claims documents, Insurance agreements, Case studies, Laptop, Projector.			

	requirements affecting insurance operations and business activities. 3.4 Interpret legal provisions relating to policy documentation, claims and insurance agreements. 3.5 Analyse the impact of regulatory compliance on insurance business operations. 3.6 Evaluate legal and regulatory issues affecting insurance practice.	insurance operations and business activities. • Discuss legal provisions relating to policy documentation, claims and insurance agreements. • Discuss the impact of regulatory compliance on insurance business operations. • Discuss legal and regulatory issues affecting insurance practice.				
General Objective 4.0: Understand the principles and practices of corporate governance in insurance institutions.						
7-8	4.1 Explain the concept of corporate governance. 4.2 Describe the principles of good corporate governance. 4.3 Explain the responsibilities of boards of directors. 4.4 Describe governance structures in insurance companies. 4.5 Explain the functions of board committees. 4.6 Explain ethical	• Discuss the concept of corporate governance. • Explain the principles of good corporate governance. • Discuss the responsibilities of boards of directors. • Explain governance structures in insurance companies. • Discuss the functions of board committees. • Discuss ethical responsibilities in	Corporate governance codes, Board charters, Committee terms of reference, Ethics guidelines, Annual reports, Case studies, Laptop, Projector.			

	responsibilities in insurance governance. 4.7 Explain governance practices that promote accountability and transparency.	insurance governance. • Discuss governance practices that promote accountability and transparency.				
General Objective 5.0: Apply legal and regulatory compliance requirements in insurance practice.						
9-10	5.1 Explain the concept of legal and regulatory compliance. 5.2 Describe compliance policies and procedures. 5.3 Explain compliance monitoring and reporting. 5.4 Describe regulatory breach escalation and corrective action. 5.5 Evaluate compliance controls in insurance operations.	• Discuss legal and regulatory compliance. • Explain compliance policies and procedures. • Discuss compliance monitoring and reporting. • Explain breach escalation and corrective action. • Discuss compliance-control evaluation in insurance operations.	Compliance manuals, Insurance regulations, AML/CFT guidelines, Consumer protection rules, Governance codes, Compliance case studies, Laptop, Projector.			
General Objective 6.0: Understand procedures for handling legal and regulatory issues in insurance operations.						
11-12	6.1 Explain procedures for identifying legal and regulatory issues in insurance operations. 6.2 Describe processes for managing regulatory complaints and	• Discuss procedures for identifying legal and regulatory issues in insurance operations. • Explain processes for managing regulatory complaints and disputes. • Discuss procedures for handling policyholder	Complaint procedures, Dispute records, Claims case files, Breach-reporting templates, Compliance checklists, Case studies,			

	disputes. 6.3 Explain procedures for handling policyholder rights and obligations. 6.4 Describe legal procedures for resolving insurance claims disputes. 6.5 Explain procedures for reporting regulatory breaches and non-compliance. 6.6 Analyse legal and regulatory issues arising from insurance transactions. 6.7 Evaluate appropriate responses to legal and regulatory challenges in insurance practice.	rights and obligations. • Explain legal procedures for resolving insurance claims disputes. • Discuss procedures for reporting regulatory breaches and non-compliance. • Discuss legal and regulatory issues arising from insurance transactions. • Discuss appropriate responses to legal and regulatory challenges in insurance practice.	Laptop, Projector.			
General Objective 7.0: Understand contemporary developments in insurance law, regulation and corporate governance.						
13-15	7.1 Explain emerging trends in insurance regulation. 7.2 Describe the legal implications of InsurTech innovations. 7.3 Explain governance issues associated with digital insurance. 7.4 Describe	• Discuss emerging trends in insurance regulation. • Explain the legal implications of InsurTech innovations. • Discuss governance issues associated with digital insurance. • Explain international regulatory standards affecting insurance	Regulatory reform papers, InsurTech guidelines, Digital insurance reports, International standards, ESG guidance, AI governance materials, Laptop,			

	international regulatory standards affecting insurance business. 7.5 Explain environmental, social and governance principles in insurance. 7.6 Explain the regulatory implications of artificial intelligence in insurance. 7.7 Explain contemporary reforms in insurance law and corporate governance.	business. • Discuss environmental, social and governance principles in insurance. • Discuss the regulatory implications of artificial intelligence in insurance. • Discuss contemporary reforms in insurance law and corporate governance.	Projector.			

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Marketing of Insurance Services

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: MARKETING OF INSURANCE SERVICES</td><td>COURSE CODE: INS 324</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: I SEMESTER: II</td><td>PRE-REQUISITE: INS 228</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to market insurance services, manage distribution channels, and support customer retention.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand insurance marketing principles;
2.0 Analyse insurance markets and customers;
3.0 Understand insurance products planning, development and positioning;
4.0 Understand insurance distribution and promotion;
5.0 Understand sales and sales procedure;
6.0 Evaluate customer relationship management.</td></tr>
</table>

<table>
<tr><td colspan="7">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td colspan="2" rowspan="2">COURSE TITLE: MARKETING OF INSURANCE SERVICES</td><td colspan="2">COURSE CODE: INS 324</td><td colspan="3">CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td colspan="2">CREDIT UNIT: 3</td><td colspan="3">THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td colspan="2">YEAR: I SEMESTER: II</td><td colspan="2">PRE-REQUISITE: INS 228</td><td colspan="3">PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="7">COURSE SPECIFICATION: THEORETICAL AND PRACTICAL</td></tr>
<tr><td colspan="7">GOAL: This course is designed to equip the students with knowledge and skills required to market insurance services, manage distribution channels, and support customer retention.</td></tr>
<tr><td colspan="7">General Objective 1.0: Understand insurance marketing principles.</td></tr>
<tr><td></td><td colspan="3">THEORETICAL CONTENT</td><td colspan="3">PRACTICAL CONTENT</td></tr>
<tr><td>Week</td><td>Specific Learning Outcome</td><td>Teacher’s Activities</td><td>Resources</td><td>Specific Learning Outcome</td><td>Teacher’s Activities</td><td>Resources</td></tr>
<tr><td>1-3</td><td>1.1 Explain the nature of insurance services.
1.2 Describe insurance marketing functions.
1.3 Explain service marketing characteristics.
1.4 Describe insurance customer expectations.
1.5 Evaluate marketing ethics in insurance.</td><td>• Discuss the nature of insurance services.
• Explain insurance marketing functions.
• Discuss service marketing characteristics.
• Explain insurance customer expectations.
• Discuss marketing ethics in insurance.</td><td>Marketing plans, Customer profiles, Product brochures, Campaign reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.</td><td>• Apply procedures for a market survey.
• Prepare a market survey.
• Use relevant forms for the market survey.
• Analyse evidence from the market survey.
• Present findings from the market survey.</td><td>• Demonstrate procedures for the market survey.
• Provide a template for the market survey.
• Supervise completion of the assigned task.
• Guide interpretation of the evidence.
• Assess the completed practical output.</td><td>Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.</td></tr>
<tr><td colspan="7">General Objective 2.0: Analyse insurance markets and customers.</td></tr>
<tr><td>4-6</td><td>2.1 Explain insurance market segmentation.
2.2 Describe customer profiling methods.
2.3 Explain insurance buying behaviour.
2.4 Describe customer</td><td>• Discuss insurance market segmentation.
• Explain customer profiling methods.
• Discuss insurance</td><td>Marketing plans, Customer profiles, Product brochures, Campaign reports, Relevant</td><td>• Apply procedures for a customer profile.
• Prepare a customer profile.
• Use relevant forms</td><td>• Demonstrate procedures for the customer profile.
• Provide a template for the customer profile.</td><td>Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.</td></tr>
</table>

	needs assessment. 2.5 Evaluate a selected insurance market.	buying behaviour. • Explain customer needs assessment. • Discuss a selected insurance market.	textbooks, Lecture notes, Case studies, Laptop, Projector.	for the customer profile. • Analyse evidence from the customer profile. • Present findings from the customer profile.	• Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	
General Objective 3.0: Understand insurance products and positioning.						
7-9	3.1 Explain insurance product features. 3.2 Describe value proposition development. 3.3 Explain insurance product positioning. 3.4 Describe pricing communication principles. 3.5 Compare competing insurance offers.	• Discuss insurance product features. • Explain value proposition development. • Discuss insurance product positioning. • Explain pricing communication principles. • Discuss competing insurance offers.	Marketing plans, Customer profiles, Product brochures, Campaign reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a marketing plan. • Prepare a marketing plan. • Use relevant forms for the marketing plan. • Analyse evidence from the marketing plan. • Present findings from the marketing plan.	• Demonstrate procedures for the marketing plan. • Provide a template for the marketing plan. • Supervise completion of the assigned task. • Guide interpretation of the evidence. • Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.
General Objective 4.0: Understand insurance distribution and promotion.						
10-12	4.1 Explain insurance distribution channels. 4.2 Describe personal selling methods. 4.3 Explain digital promotion methods. 4.4 Describe insurance advertising controls. 4.5 Evaluate a distribution	• Discuss insurance distribution channels. • Explain personal selling methods. • Discuss digital promotion methods. • Explain insurance	Marketing plans, Customer profiles, Product brochures, Campaign reports, Relevant textbooks, Lecture notes,	• Apply procedures for a distribution plan. • Prepare a distribution plan. • Use relevant forms for the distribution plan.	• Demonstrate procedures for the distribution plan. • Provide a template for the distribution plan. • Supervise completion of the assigned task.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

	strategy.	advertising controls. • Discuss a distribution strategy.	Case studies, Laptop, Projector.	• Analyse evidence from the distribution plan. • Present findings from the distribution plan.	• Guide interpretation of the evidence. • Assess the completed practical output.	
General Objective 5.0: Evaluate customer relationship management.						
13-15	5.1 Explain customer relationship management in insurance services. 5.2 Describe customer onboarding and retention practices. 5.3 Explain complaint handling and service recovery. 5.4 Describe customer feedback and service-quality measures. 5.5 Evaluate customer relationship strategies in insurance operations.	• Discuss customer relationship management in insurance services. • Explain customer onboarding and retention practices. • Discuss complaint handling and service recovery. • Explain customer feedback and service-quality measures. • Discuss customer relationship strategies in insurance operations.	Marketing plans, Customer profiles, Product brochures, Campaign reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Apply procedures for a customer-service performance report. • Prepare a customer-service performance report. • Use relevant forms for the customer-service performance report. • Analyse evidence from the customer-service performance report. • Present findings from the customer-service performance report.	• Demonstrate procedures for the service performance report. • Provide a template for the service performance report. • Supervise completion of the assigned task. • Guide interpretation of the evidence. Assess the completed practical output.	Case file, Forms, Templates, Calculator, Laptop, Spreadsheet, Projector, Writing materials.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Agricultural Insurance

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: AGRICULTURAL INSURANCE	COURSE CODE: INS 325	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: II	PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to assess agricultural risks and process agricultural insurance claims.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to**: 1.0 Understand the major risks affecting agricultural production, agribusiness and the agricultural value chain; 2.0 Know the scope and operation of major operators of agricultural insurance in Nigeria; 3.0 Understand the principles of insurance to crop, livestock, farm property and other agricultural risks; 4.0 Perform agricultural insurance underwriting and rating procedures; 5.0 Apply underwriting and rating to agricultural insurance; 6.0 Process agricultural insurance claims.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: AGRICULTURAL INSURANCE			COURSE CODE: INS 325	CONTACT HOURS: 3 HOURS/WEEK		
			CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK		
YEAR: I SEMESTER: II			PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK		
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to assess agricultural risks and process agricultural insurance claims.						
General Objective 1.0: Understand the major risks affecting agricultural production, agribusiness and the agricultural value chain.						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-2	1.1 Explain the concept of agricultural risk in relation to farming and agribusiness activities. 1.2 Describe the major categories of agricultural risks. 1.3 Differentiate between insurable and uninsurable agricultural risks. 1.4 Describe causes of agricultural losses across the agricultural value chain. 1.5 Explain climate-	• Discuss the concept of agricultural risk in relation to farming and agribusiness activities. • Explain the major categories of agricultural risks. • Compare insurable and uninsurable agricultural risks. • Explain causes of agricultural losses across the agricultural value chain. • Discuss climate-related risks affecting agricultural production. • Explain the role of technology in identifying agricultural risks.	Agricultural insurance textbooks, Farm risk registers, Agricultural value-chain charts, Loss case studies, Risk assessment matrices, Lecture notes, Laptop, Projector, etc.	• Identify agricultural risks from selected farming and agribusiness scenarios. • Prepare agricultural risk registers for crop, livestock and farm-property operations. • Classify agricultural risks based on frequency, severity and financial impact. • Assess agricultural losses across different stages of the value chain. • Select appropriate	• Provide agricultural risk scenarios for analysis. • Demonstrate preparation of agricultural risk registers. • Guide students in classifying agricultural risks. • Supervise risk assessment exercises. • Assess students' risk management decisions.	Proposal forms, Policy wordings, Risk registers, Farm survey forms, Claims files, Loss reports, Rating manuals, Valuation guides, Case studies, Computer system etc.

	related risks affecting agricultural production. 1.6 Describe the role of technology in identifying agricultural risks.			risk management measures.		
General Objective 2.0: Know the scope and operation of major operators of agricultural insurance in Nigeria.						
3-4	2.1 Trace the development of agricultural insurance in Nigeria. 2.2 Define agricultural insurance and related concepts. 2.3 Describe the scope and objectives of agricultural insurance. 2.4 Explain the importance of agricultural insurance to farmers, agribusinesses and the national economy. 2.5 Describe the structure and	• Explain the development of agricultural insurance in Nigeria. • Explain agricultural insurance and related concepts. • Explain the scope and objectives of agricultural insurance. • Discuss the importance of agricultural insurance to farmers, agribusinesses and the national economy. • Explain the structure and operation of the Nigerian agricultural insurance market. • Describe the major agricultural insurance operators, regulators and supporting institutions in Nigeria. • Discuss the roles of	Institutional profiles, Market reports, Regulatory documents, Industry charts, Case studies Laptop Projector.	• Identify major agricultural insurance operators and institutions in Nigeria. • Map relationships among insurers, brokers, reinsurers, government agencies and farmers. • Analyse agricultural insurance products available in the Nigerian market. • Prepare reports on agricultural insurance market structure and operations. • Evaluate the roles of key stakeholders	• Provide profiles of agricultural insurance institutions. • Guide students in mapping industry stakeholders. • Demonstrate agricultural insurance market structures. • Supervise preparation of market analysis reports. • Review stakeholder assessment	Proposal forms, Policy wordings, Risk registers, Farm survey forms, Claims files, Loss reports, Rating manuals, Valuation guides, Case studies, Computers.

	operation of the Nigerian agricultural insurance market. 2.6 Identify the major agricultural insurance operators, regulators and supporting institutions in Nigeria. 2.7 Explain the roles of insurers, brokers, reinsurers, loss adjusters, government agencies and agricultural cooperatives. 2.8 Describe emerging agricultural insurance products and delivery models **(**Index-based agricultural insurance; Parametric insurance; Climate insurance	insurers, brokers, reinsurers, loss adjusters, government agencies and agricultural cooperatives. • Explain emerging agricultural insurance products and delivery models **(**Index-based agricultural insurance; Parametric insurance; Climate insurance product)		in agricultural insurance delivery.	outputs.	

	product)					
General Objective 3.0: Understand the principles of insurance to crop, livestock, farm property and other agricultural risks.						
5-7	3.1 Explain the application of insurable interest in agricultural insurance contracts. 3.2 Describe the principle of utmost good faith in agricultural insurance proposals and claims. 3.3 Explain the application of indemnity in crop, livestock and farm-property losses. 3.4 Describe the role of proximate cause in determining agricultural insurance losses. 3.5 Explain the application of contribution and subrogation in agricultural insurance	• Discuss the application of insurable interest in agricultural insurance contracts. • Explain the principle of utmost good faith in agricultural insurance proposals and claims. • Discuss the application of indemnity in crop, livestock and farm-property losses. • Explain the role of proximate cause in determining agricultural insurance losses. • Discuss the application of contribution and subrogation in agricultural insurance claims. • Discuss the principles of index-based and parametric agricultural insurance. • Explain the application of climate insurance in agricultural risk protection.	Agricultural policy wordings, Proposal forms, Claims files, Insurance-principle charts, Case studies, Lecture notes, Laptop, Projector, etc.	• Interpret agricultural insurance policy clauses using practical cases. • Apply insurance principles to agricultural loss scenarios. • Determine proximate causes of agricultural losses from claim cases. • Assess the application of indemnity in agricultural claim settlements. • Prepare agricultural insurance case analysis reports.	• Provide agricultural insurance policy documents. • Demonstrate application of insurance principles. • Guide students in analysing agricultural loss cases. • Explain interpretation of policy conditions and exclusions. • Assess case analysis reports	Proposal forms, Policy wordings, Risk registers, Farm survey forms, Claims files, Loss reports, Rating manuals, Valuation guides, Case studies, Computer Systems etc.

	claims. 3.6 Explain the principles of index-based and parametric agricultural insurance. 3.7 Describe the application of climate insurance in agricultural risk protection.					
General Objective 4.0: Know agricultural insurance underwriting and rating procedures.						
8-10	4.1 Explain agricultural insurance underwriting principles and procedures. 4.2 Describe agricultural proposal information requirements. 4.3 Explain agricultural risk survey and inspection procedures. 4.4 Describe factors influencing agricultural insurance rating decisions.	• Discuss agricultural insurance underwriting principles and procedures. • Explain agricultural proposal information requirements. • Discuss agricultural risk survey and inspection procedures. • Explain factors influencing agricultural insurance rating decisions. • Discuss policy terms, conditions, warranties and exclusions applicable to agricultural insurance. • Discuss agricultural risk information for underwriting purposes • Discuss the use of satellite	Proposal forms, Farm-survey checklists, Farm maps, Risk-inspection forms, Underwriting guides, Rating manuals, Report templates, Laptop, Projector, etc.	• Complete agricultural insurance proposal forms. • Conduct simulated agricultural risk surveys. • Prepare farm inspection reports. • Analyse agricultural risk information for underwriting decisions. • Determine appropriate policy terms, conditions and risk controls. • Prepare agricultural	• Demonstrate agricultural proposal completion procedures. • Provide farm survey templates. • Guide students in conducting simulated risk inspections. • Explain underwriting assessment criteria. • Supervise preparation of underwriting	Proposal forms, Policy wordings, Risk registers, Farm survey forms, Claims files, Loss reports, Rating manuals, Valuation guides, Case studies, Computers.

	4.5 Explain policy terms, conditions, warranties and exclusions applicable to agricultural insurance. 4.6 Analyse agricultural risk information for underwriting purposes 4.7 Explain the use of satellite information and remote sensing data in agricultural risk assessment.	information and remote sensing data in agricultural risk assessment.		underwriting reports	reports.	
General Objective 5.0: Apply underwriting and rating to agricultural insurance						
11-12	5.1 Describe agricultural risk assessment procedures to crop, livestock, fisheries and farm-property risks. 5.2 Explain suitable sums insured for agricultural assets and production activities. 5.3 Describe	• Explain agricultural risk assessment procedures to crop, livestock, fisheries and farm-property risks. • Explain suitable sums insured for agricultural assets and production activities. • Explain agricultural insurance premiums using applicable rating factors. • Explain deductibles, excesses, average conditions and policy	Valuation guides, Rating tables, Premium worksheets, Calculators, Policy schedules, Quotation forms, Endorsement samples, Laptop, Projector, etc.	•Determine appropriate valuation methods for agricultural assets. •Calculate sums insured for crops, livestock and farm property. •Compute agricultural insurance premiums using rating information.	• Demonstrate valuation procedures for agricultural assets. • Guide students through premium calculations. • Provide rating exercises using agricultural	Proposal forms, Policy wordings, Risk registers, Farm survey forms, Claims files, Loss reports, Rating manuals, Valuation guides, Case studies, Computers.

	agricultural insurance premiums using applicable rating factors. 5.4 Explain deductibles, excesses, average conditions and policy adjustments in agricultural insurance. 5.5 Describe agricultural insurance quotations and underwriting documents. 5.6 Evaluate underwriting decisions based on agricultural risk characteristics. 5.7 Describe premium determination approaches for index-based and parametric agricultural insurance products.	adjustments in agricultural insurance. • Outline agricultural insurance quotations and underwriting documents. • Discuss underwriting decisions based on agricultural risk characteristics. • Explain premium determination approaches for index-based and parametric agricultural insurance products.		• Apply deductibles, excesses and underinsurance conditions in loss calculations. • Prepare agricultural insurance quotations and policy documents. • Evaluate underwriting decisions based on risk characteristics.	cases. • Explain application of policy adjustments. • Supervise preparation of quotations and underwriting documents	

General Objective 6.0: Process agricultural insurance claims						
13-15	6.1 Explain agricultural insurance claims procedures. 6.2 Describe requirements for agricultural claim notification and documentation. 6.3 Analyse causes and evidence of agricultural losses. 6.4 Evaluate crop, livestock, fisheries and farm-property losses.	• Discuss agricultural insurance claims procedures. • Explain requirements for agricultural claim notification and documentation. • Discuss causes and evidence of agricultural losses. • Discuss crop, livestock, fisheries and farm-property losses. • Explain agricultural claim settlements using applicable policy provisions. • Outline agricultural insurance loss-adjustment reports.	Claim forms, Policy schedules, Loss-assessment guides, Claims documents, Farm records, Settlement worksheets, Report templates, Laptop, Projector, etc.	• Complete agricultural insurance claim notification documents. • Verify policy coverage and claim eligibility. • Investigate agricultural losses using available evidence. • Assess crop, livestock, fisheries and farm-property losses. • Calculate agricultural claim settlement amounts. • Prepare agricultural loss-adjustment reports.	• Demonstrate agricultural claims registration procedures. • Provide simulated agricultural claim cases. • Guide students in evaluating claim evidence. • Explain agricultural loss assessment methods. • Supervise preparation of loss-adjustment reports	Proposal forms, Policy wordings, Risk registers, Farm survey forms, Claims files, Loss reports, Rating manuals, Valuation guides, Case studies, Computers.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Loss Adjusting and Claims Investigation Practice

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: LOSS ADJUSTING AND CLAIMS INVESTIGATION PRACTICE	**COURSE CODE: INS 326**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: NIL**	**PRACTICAL: 0**
GOAL: This course is designed to equip the students with knowledge and skills required to apply loss-adjusting principles, investigate insurance claims, assess insured losses and determine appropriate claims settlements.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the scope and development of loss adjusting and claims investigation; 2.0 Know the regulatory framework governing insurance claims and loss-adjusting practice; 3.0 Understand insurance principles in claims settlement; 4.0 Know the procedures for claims management; 5.0 Understand the principles and methods of claims payment.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: LOSS ADJUSTING AND CLAIMS INVESTIGATION PRACTICE			COURSE CODE: INS 326		CONTACT HOURS: 2 HOURS/WEEK	
			CREDIT UNIT: 2		THEORETICAL: 2 HOURS/WEEK	
YEAR: I SEMESTER: II			PRE-REQUISITE: NIL		PRACTICAL: 0	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to apply loss-adjusting principles, investigate insurance claims, assess insured losses and determine appropriate claims settlements.						
General Objective 1.0: Understand the scope and development of loss adjusting and claims investigation.						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Define loss adjusting, claims investigation and loss assessment. 1.2 Explain the purpose of loss adjusting in insurance claims administration. 1.3 Describe the scope of claims investigation and loss-adjusting practice. 1.4 Distinguish between a loss adjuster, claims investigator, claims assessor and claims officer. 1.5 Trace the development of loss-adjusting practice in Nigeria. 1.6 Identify the parties involved in insurance	• Explain loss adjusting, claims investigation and loss assessment. • Discuss the purpose of loss adjusting in claims administration. • Explain the scope of claims investigation and adjustment practice. • Describe comparison of claims-related professional roles. • Discuss the development of loss-adjusting practice in Nigeria. • Describe parties involved in claims	Loss-adjusting textbooks, Claims manuals, Professional practice guides, Industry reports, Case studies, Lecture notes, Laptop, Projector.			

	claims investigation and adjustment.	investigation and adjustment.				
General Objective 2.0: Know the regulatory framework governing insurance claims and loss-adjusting practice.						
4-6	2.1 Identify the major laws and regulations governing insurance claims and loss-adjusting practice. 2.2 Explain the regulatory responsibilities of relevant insurance institutions. 2.3 Describe the licensing and professional requirements for loss-adjusting practitioners. 2.4 Interpret the legal duties of insurers, insured persons and loss adjusters during claims administration. 2.5 Apply ethical principles to claims investigation and loss-adjusting situations. 2.6 Identify conflicts of interest and other forms of professional misconduct. 2.7 Evaluate the consequences of non-compliance with legal, regulatory and professional requirements.	• Describe laws and regulations governing claims and loss adjusting. • Discuss the responsibilities of relevant regulatory institutions. • Explain licensing and professional requirements for practitioners. • Discuss interpretation of legal duties during claims administration. • Discuss ethical principles in claims investigation. • Describe cases involving conflicts of interest and misconduct. • Discuss evaluation of non-compliance consequences.	Insurance legislation, Regulatory guidelines, Licensing requirements, Professional codes, Ethics manuals, Case reports, Laptop, Projector.			

General Objective 3.0: Understand insurance principles in claims settlement.						
7-9	3.1 Establish the existence of insurable interest in an insurance claim. 3.2 Apply utmost good faith to claims disclosure and investigation. 3.3 Determine the proximate cause of an insured loss. 3.4 Apply the principle of indemnity in calculating claim settlements. 3.5 Describe the application of contribution and subrogation to insurance claims. 3.6 Interpret policy terms, warranties, conditions, limits and exclusions. 3.7 Determine the validity of a claim using relevant insurance principles and policy provisions.	• Explain verification of insurable interest in claims. • Explain utmost good faith in disclosure and investigation. • Explain determination of proximate cause. • Explain application of indemnity to claim calculations. • Explain contribution and subrogation in claims. • Discuss interpretation of policy provisions. • Explain cases for determining claim validity.	Insurance policy documents, Claims files, Policy schedules, Claims calculation worksheets, Case studies, Insurance principles texts, Laptop, Projector.			
General Objective 4.0: Know the procedures for claims management.						
10-12	4.1 Describe the procedures for insurance claims notification and registration. 4.2 Explain the principles	• Explain claims notification and registration procedures. • Describe the stages of claims	Claims notification forms, Claims registers, Investigation checklists, Inspection reports,			

	and stages of claims investigation. 4.3 Identify the documents and information required for claims investigation. 4.4 Explain the procedures for inspecting accident scenes and damaged property. 4.5 Describe the role of evidence in claims investigation. 4.6 Explain the principles of assessing the nature, cause and extent of insured losses.	investigation. • Describe documents required for claims investigation. • Discuss procedures for scene and property inspection. • Discuss the role and handling of claims evidence. • Discuss assessment of the nature, cause and extent of losses.	Photographic evidence, Sample claims files, Laptop, Projector.			
General Objective 5.0: Understand the principles and methods of claims payment.						
13-15	5.1 Explain the principles of loss measurement and indemnity. 5.2 Describe the methods of valuing insured losses and assessing damage. 5.3 Explain the basis for settling partial and total losses under property insurance. 5.4 Discuss the application of average, depreciation, deductibles, excesses	• Discuss loss measurement and indemnity principles. • Explain methods of loss valuation and damage assessment. • Discuss settlement of partial and total property losses. • Explain average, depreciation, deductibles, excesses and policy	Valuation guides, Claims calculation templates, Policy schedules, Loss-adjustment reports, Business interruption worksheets, Case studies, Calculator, Laptop.			

	and policy limits in claims settlement. 5.5 Explain the principles of claims settlement under major classes of insurance. 5.6 Describe the principles of business interruption and consequential loss claims. 5.7 Explain the factors influencing the final amount payable in claims settlement.	limits. • Discuss settlement principles under major insurance classes. • Explain business interruption and consequential loss claims. • Discuss determination of the final amount payable.				

COURSE ASSESSMENT:

Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100%

Insurance Accounting II

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: INSURANCE ACCOUNTING II	COURSE CODE: INS 327	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: II	PRE-REQUISITE: INS 317	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to apply insurance accounting principles, interpret IFRS 17 requirements, prepare insurance financial statements and support regulatory reporting.		
GENERAL OBJECTIVES: On completion of this course, the students should be able to: 1.0 Understand the accounting framework and concepts applicable to insurance business; 2.0 Know the accounting treatment of premiums, commissions, claims and insurance operating expenses; 3.0 Understand the accounting treatment of insurance contract liabilities under IFRS 17; 4.0 Know the accounting procedures for reinsurance contracts and related recoveries; 5.0 Understand the accounting treatment of insurance investments and financial instruments; 6.0 Know the preparation and interpretation of insurance financial statements and regulatory returns; 7.0 Understand taxation, solvency, internal control, ethics and digital systems in insurance accounting.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: INSURANCE ACCOUNTING II	**COURSE CODE: INS 327**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: INS 317**	**PRACTICAL: 1 HOUR/WEEK**
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to apply insurance accounting principles, interpret IFRS 17 requirements, prepare insurance financial statements and support regulatory reporting.		
General Objective 1.0: Understand the accounting framework and concepts applicable to insurance business.		

	THEORETICAL CONTENT			**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-2	1.1 Identify the users of insurance accounting information and their information needs. 1.2 Describe the distinctive features of insurance company accounts. 1.3 Describe accounting equation and double-entry principles to insurance transactions. 1.4 Distinguish between cash-basis and accrual-basis accounting. 1.5 Describe the major accounting standards applicable to insurance business.	• Explain the information needs of insurance accounting users. • Explain the distinctive features of insurance company accounts. • Explain double-entry treatment of insurance transactions. • Compare cash-basis and accrual-basis accounting. • Discuss interpretation of relevant accounting standards.	Insurance accounting textbooks, Accounting standards, Sample insurance accounts, Ledger templates, Lecture notes, Laptop, Projector.	• Prepare journal entries for basic insurance transactions. • Post insurance transactions into ledger accounts. • Apply accounting equation and double-entry principles to insurance records. • Prepare simple insurance accounting worksheets. • Identify accounting information from sample insurance financial records.	• Provide sample insurance transactions. • Demonstrate preparation of journal entries. • Guide students in posting transactions into ledger accounts. • Supervise preparation of accounting worksheets. • Review students' practical outputs.	Transaction documents Journal templates Ledger templates Accounting worksheets Insurance accounting textbooks Calculator Laptop Spreadsheet software Projector.

General Objective 2.0: Know the accounting treatment of premiums, commissions, claims and insurance operating expenses.						
3-5	2.1 Explain the accounting treatment of insurance premium transactions. 2.2 Distinguish between written, collected, earned and unearned premiums. 2.3 Describe the preparation of premium receivable and premium income accounts. 2.4 Explain the accounting treatment of agency, brokerage and reinsurance commissions. 2.5 Explain the accounting treatment of claims and claims-handling expenses. 2.6 Explain the concept of claims incurred during an accounting period. 2.7 Describe the preparation of schedules for premiums, commissions, claims and operating expenses.	• Discuss the accounting treatment of premium transactions. • Discuss written, collected, earned and unearned premiums. • Explain preparation of premium receivable and income accounts. • Discuss accounting for agency, brokerage and reinsurance commissions. • Discuss accounting treatment of claims and handling expenses. • Discuss claims incurred within an accounting period. • Explain preparation of supporting accounting schedules.	Premium registers, Commission statements, Claims registers, Expense schedules, Journal templates, Spreadsheet software, Laptop, Projector.	• Prepare premium income schedules. • Calculate written, collected, earned and unearned premiums. • Prepare premium receivable accounts. • Prepare commission schedules for agents, brokers and reinsurers. • Prepare claims payment schedules. • Calculate claims incurred during an accounting period. • Prepare insurance operating expense schedules.	• Provide premium registers and claims records. • Demonstrate premium calculations. • Guide preparation of premium and claims schedules. • Supervise commission accounting exercises. • Assess completed accounting schedules.	Premium registers Policy records Commission statements Claims registers Expense schedules Journal templates Spreadsheet software Laptop Projector.

General Objective 3.0: Understand the accounting treatment of insurance contract liabilities under IFRS 17.						
6-8	3.1 Explain the purpose and scope of IFRS 17. 3.2 Identify insurance contracts that qualify under IFRS 17. 3.3 Explain the classification of insurance contracts into portfolios and groups. 3.4 Describe the components of fulfilment cash flows and the contractual service margin. 3.5 Distinguish between the General Measurement Model, Premium Allocation Approach and Variable Fee Approach. 3.6 Explain the principles for measuring insurance contract assets and liabilities under IFRS 17. 3.7 Describe the basic disclosure requirements for insurance contract balances under IFRS	• Discuss the purpose and scope of IFRS 17. • Describe examples of qualifying insurance contracts. • Discuss portfolio and group classification requirements. • Explain fulfilment cash flows and contractual service margin. • Compare the major IFRS 17 measurement approaches. • Discuss basic measurement of insurance contract balances. • Discuss disclosure requirements under IFRS 17.	IFRS 17 standard, Implementation guides, Measurement templates, Illustrative financial statements, Case studies, Spreadsheet software, Laptop, Projector.	• Classify insurance contracts under IFRS 17 requirements. • Prepare insurance contract grouping schedules. • Complete basic IFRS 17 measurement templates. • Calculate simplified insurance contract balances. • Interpret IFRS 17 disclosure information from financial statements.	• Provide IFRS 17 case scenarios. • Demonstrate contract classification procedures. • Guide students in completing measurement templates. • Explain interpretation of IFRS 17 financial disclosures. • Review students' calculations.	IFRS 17 Standard IFRS 17 implementation guides Measurement templates Case studies Illustrative financial statements Spreadsheet software Laptop Projector.

	17.					
General Objective 4.0: Know the accounting procedures for reinsurance contracts and related recoveries.						
9-10	4.1 Distinguish between inward and outward reinsurance transactions. 4.2 Explain the accounting treatment of reinsurance premiums ceded and accepted. 4.3 Explain the accounting treatment of reinsurance and profit commissions. 4.4 Describe the principles of reinsurance claims recoveries under different arrangements. 4.5 Explain the accounting treatment of facultative and treaty reinsurance transactions. 4.6 Describe the procedures for reconciling balances due to and from reinsurers. 4.7 Explain the accounting treatment of reinsurance contracts held under IFRS 17.	• Compare inward and outward reinsurance transactions. • Discuss accounting for premiums ceded and accepted. • Discuss treatment of reinsurance and profit commissions. • Explain claims recoveries under reinsurance arrangements. • Discuss facultative and treaty transaction accounting. • Explain reconciliation of reinsurance balances. • Discuss IFRS 17 treatment of reinsurance contracts held.	Reinsurance statements, Treaty accounts, Facultative slips, Recovery schedules, Reconciliation templates, IFRS 17 guides, Laptop, Projector.	• Record inward and outward reinsurance transactions. • Prepare reinsurance premium schedules. • Prepare reinsurance commission schedules. • Calculate reinsurance claims recoveries. • Reconcile balances between insurers and reinsurers. • Prepare simple reinsurance accounting reports.	• Provide reinsurance transaction records. • Demonstrate accounting entries for reinsurance contracts. • Guide preparation of recovery schedules. • Supervise reconciliation exercises. • Review students' reinsurance reports	Reinsurance statements Treaty accounts Facultative slips Recovery schedules Reconciliation templates IFRS 17 reinsurance guides Spreadsheet software Laptop Projector.

General Objective 5.0: Know the preparation and interpretation of insurance financial statements and regulatory returns.						
11-13	5.1 Explain the preparation of an adjusted trial balance for an insurance company. 5.2 Describe the preparation of insurance financial statements. 5.3 Explain the components of the statement of profit or loss, statement of financial position, statement of cash flows and statement of changes in equity. 5.4 Describe the preparation of supporting schedules for premiums, claims, reinsurance, investments and expenses. 5.5 Explain the purpose and content of insurance regulatory and statutory returns. 5.6 Describe the key regulatory reporting requirements for insurance companies. 5.7 Describe insurance	• Discuss preparation of an adjusted trial balance. • Explain the preparation of insurance financial statements. • Discuss the components of the major financial statements. • Explain preparation of supporting accounting schedules. • Discuss the purpose and content of regulatory returns. • Explain key insurance reporting requirements. • Discuss interpretation using financial and underwriting ratios.	Adjusted trial balances, Insurance financial statements, Regulatory return templates, Supporting schedules, Ratio analysis worksheets, Spreadsheet software, Laptop, Projector.	• Prepare an adjusted trial balance for an insurance company. • Prepare insurance financial statements. • Prepare supporting schedules for premiums, claims, reinsurance, investments and expenses. • Complete simplified insurance regulatory return templates. • Calculate insurance financial ratios. • Interpret insurance financial performance indicators.	• Provide insurance accounting records. • Demonstrate preparation of trial balances. • Guide preparation of financial statements. • Supervise regulatory reporting exercises. • Demonstrate ratio calculations and interpretation.	trial balance formats Insurance financial statements Regulatory return templates Supporting schedules Ratio analysis worksheets Spreadsheet software Laptop Projector.

	financial statements using relevant financial and underwriting ratios.					
General Objective 6.0: Understand taxation, solvency, internal control, ethics and digital systems in insurance accounting.						
14-15	6.1 Explain the major taxes and statutory levies applicable to insurance companies. 6.2 Describe the principles of tax computation for insurance companies. 6.3 Explain the concepts of solvency and capital adequacy in insurance. 6.4 Identify internal controls for premiums, claims, investments, reinsurance and cash transactions. 6.5 Explain common errors, fraud risks and irregularities in insurance accounting. 6.6 Describe ethical principles in insurance accounting and financial reporting. 6.7 Explain the role of	• Discuss taxes and statutory levies applicable to insurers. • Explain basic insurance tax-computation principles. • Discuss solvency and capital adequacy concepts. • Discuss internal controls over major insurance transactions. • Discuss common accounting errors, fraud risks and irregularities. • Explain ethical principles in financial reporting. • Discuss spreadsheet and digital accounting applications.	Tax regulations, Solvency guidelines, Internal control checklists, Ethics codes, Fraud case studies, Accounting software, Spreadsheet software, Laptop.	• Prepare basic insurance tax computation schedules. • Prepare simple solvency and capital adequacy assessment summaries. • Apply internal control checklists to insurance transactions. • Identify accounting errors and fraud indicators from insurance records. • Prepare insurance accounting reports using spreadsheet applications. • Use digital accounting tools for insurance reporting.	• Provide tax computation examples. • Guide solvency assessment exercises. • Demonstrate internal control review procedures. • Present fraud and error case studies. • Supervise spreadsheet-based reporting exercises.	Tax regulations Solvency guidelines Internal control checklists Fraud case studies Ethics codes Accounting software Spreadsheet software Laptop Projector.

	spreadsheets and digital accounting systems in insurance accounting and reporting.					

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Business Research Methods for Insurance

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: BUSINESS RESEARCH METHODS FOR INSURANCE	COURSE CODE: INS 328	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: II	PRE-REQUISITE: INS 217	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to plan, design, conduct, analyse and present business research for insurance and related business decisions.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the nature, purpose and process of business research; 2.0 Apply research approaches and designs in business investigations; 3.0 Understand sources of information and methods of literature review; 4.0 Understand measurement concepts and research variables; 5.0 Apply data collection methods and research instruments; 6.0 Understand statistical principles and their application in business research; 7.0 Prepare acceptable business research reports.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: BUSINESS RESEARCH METHODS FOR INSURANCE			**COURSE CODE: INS 328**		**CONTACT HOURS: 3 HOURS/WEEK**	
			CREDIT UNIT: 3		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: I SEMESTER: II			**PRE-REQUISITE: INS 217**		**PRACTICAL: 1 HOUR/WEEK**	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to plan, design, conduct, analyse and present business research for insurance and related business decisions.						
General Objective 1.0: Understand the nature, purpose and process of business research.						
	THEORETICAL CONTENT			**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-2	1.1 Explain the concept and meaning of business research. 1.2 Describe the purpose and importance of research in business decision-making. 1.3 Explain the characteristics of effective research. 1.4 Describe the major stages involved in the research process. 1.5 Differentiate between basic and applied research. 1.6 Explain ethical considerations in conducting business research.	• Discuss the concept and meaning of business research. • Discuss the importance of research in business decisions. • Describe the characteristics of effective research. • Explain the major stages of the research process. • Compare basic and applied research. • Discuss ethical requirements in business research.	Research methods textbooks, Lecture notes, Research process charts, Ethics guidelines, Sample studies, Laptop, Projector.	• Identify business problems suitable for research investigation. • Develop research topics based on identified business problems. • Prepare research objectives, questions and hypotheses for selected topics. • Develop a basic research proposal structure. • Apply ethical principles in planning business research activities.	• Provide examples of business research problems. • Demonstrate topic-selection procedures. • Guide development of research objectives and questions. • Review draft research proposals. • Explain ethical requirements in research.	Research proposals, Sample projects, Research guidelines, Case studies, Computers.
General Objective 2.0: Apply research approaches and designs in business investigations.						
3-4	2.1 Explain major	• Discuss major	Research	• Select appropriate	• Demonstrate	Research

	research approaches used in business studies. 2.2 Describe historical research methods and their applications. 2.3 Explain case study research approaches. 2.4 Describe descriptive research designs and their applications. 2.5 Explain experimental research approaches and procedures. 2.6 Differentiate between qualitative and quantitative research approaches.	approaches used in business research. • Explain historical research methods and applications. • Discuss case study research approaches. • Discuss descriptive research designs. • Discuss experimental research procedures. • Compare qualitative and quantitative approaches. • Discuss selection of designs for business problems.	design textbooks, Methodology guides, Research articles, Case studies, Design templates, Laptop, Projector.	research designs for identified business problems. • Develop research frameworks using suitable approaches. • Prepare case study research plans. • Design descriptive research approaches for business investigations. • Differentiate qualitative and quantitative approaches in research applications. • Justify the selection of research methods for a business study.	selection of research designs. • Provide business research scenarios. • Guide development of research frameworks. • Supervise preparation of research-design documents. • Assess the suitability of selected approaches.	articles, Research templates, Case studies, Methodology guides, Computers.
General Objective 3.0: Understand sources of information and methods of literature review.						
5-6	3.1 Identify sources of information for business research. 3.2 Differentiate between primary and secondary sources of information. 3.3 Explain procedures for searching and reviewing relevant literature. 3.4 Describe methods of evaluating	• Outline major information sources for business research. • Compare primary and secondary information sources. • Describe literature-search and review procedures. • Explain methods for evaluating	Journal articles, Textbooks, Online databases, Referencing manuals, Sample literature reviews, Laptop, Projector.	• Highlight relevant sources of information for business research. • Conduct literature searches using academic databases and information sources. • Prepare literature review summaries. • Organise research materials using	• Demonstrate literature-search procedures. • Guide students in evaluating sources. • Explain referencing techniques. • Supervise preparation of literature-review summaries. • Review information-	Journal articles, Textbooks, Online databases, Referencing guides, Computers.

	information sources. 3.5 Explain the role of literature review in business research. 3.6 Describe research information using appropriate referencing methods.	information sources. • Discuss the role of literature review. • Explain referencing methods for organising research information.		referencing tools (Google Scholar and other approved academic databases). • Evaluate the relevance and credibility of information sources.	organisation methods.	
General Objective 4.0: Understand measurement concepts and research variables.						
7-8	4.1 Explain the concept and importance of measurement in research. 4.2 Describe types and levels of measurement scales. 4.3 Explain research variables and their classifications. 4.4 Differentiate between dependent, independent and intervening variables. 4.5 Explain reliability and validity of research instruments. 4.6 Describe measurement principles in developing research frameworks.	• Describe measurement concepts in research. • Explain types and levels of measurement scales. • Discuss research variables and classifications. • Compare dependent, independent and intervening variables. • Discuss reliability and validity of instruments. • Explain application of measurement principles to research frameworks.	Measurement-scale guides, Research models, Instrument samples, Conceptual frameworks, Research articles, Laptop, Projector.	• Identify variables in business research problems. • Develop conceptual frameworks for research studies. • Classify variables according to research objectives. • Develop measurement indicators for research variables. • Assess reliability and validity considerations for research instruments.	• Demonstrate identification of research variables. • Guide development of conceptual frameworks. • Explain measurement-scale selection. • Review research measurement approaches. • Discuss students' research frameworks.	Research models, Conceptual framework examples, Measurement scales, Research articles, Computers.

General Objective 5.0: Apply data collection methods and research instruments.						
9-10	5.1 Explain major methods of data collection in business research. 5.2 Describe questionnaire design and administration procedures. 5.3 Explain interview and observation techniques. 5.4 Describe sampling procedures used in business research. 5.5 Develop appropriate research instruments for data collection. 5.6 Evaluate the suitability of data collection methods for specific research problems.	• Discuss major business-research data collection methods. • Explain questionnaire design and administration. • Discuss interview and observation techniques. • Explain sampling procedures in business research. • Outline development of research instruments. • Discuss evaluation of data collection methods.	Questionnaire templates, Interview guides, Observation checklists, Sampling tables, Survey manuals, Laptop, Projector.	• Select appropriate data collection methods for research problems. • Design questionnaires for business research. • Prepare interview guides and observation checklists. • Determine appropriate sampling procedures. • Conduct pilot testing of research instruments. • Administer research instruments and organise collected data.	• Demonstrate questionnaire development. • Guide sampling procedures. • Supervise preparation of research instruments. • Explain pilot-testing procedures. • Assess completed instruments.	Questionnaire templates, Interview guides, Sampling tables, Survey tools, Computers.
General Objective 6.0: Understand statistical principles and their application in business research.						
11-13	6.1 Explain the nature and functions of statistics in research. 6.2 Describe the role of descriptive and inferential statistics in business studies. 6.3 Explain measures of central tendency and dispersion. 6.4 Describe methods of	• Discuss the nature and functions of statistics. • Explain descriptive and inferential statistics. • Discuss measures of central tendency and dispersion. • Explain data presentation using	Statistical textbooks, Data sets, Calculators, Spreadsheet applications, Statistical software, Laptop, Projector.	• Organise collected research data into appropriate formats. • Code questionnaire responses for analysis. • Present research data using tables, charts and graphs. • Calculate basic descriptive	• Demonstrate data-coding procedures. • Guide data entry and organisation. • Explain statistical calculations. • Demonstrate use of statistical software. • Discuss sample research outputs.	Statistical software, Spreadsheet applications, Data sets, Calculators, Computers.

	presenting research data using tables and charts. 6.5 Explain basic principles of hypothesis testing. 6.6 Interpret statistical results for business decision-making.	tables and charts. • Discuss basic hypothesis-testing principles. • Discuss interpretation of statistical results.		statistics. • Interpret statistical outputs for business decisions. • Apply basic statistical techniques using spreadsheet or statistical software like SPSS		
General Objective 7.0: Prepare acceptable business research reports.						
14-15	7.1 Explain the structure and format of an acceptable research report. 7.2 Describe the components of research proposals and research reports. 7.3 Explain the principles of organising research findings using appropriate academic conventions. 7.4 Explain the principles of referencing and citation in academic writing. 7.5 Describe appropriate methods for presenting research findings. 7.6 Evaluate the quality and effectiveness of a business research report.	• Discuss the structure and format of research reports. • Explain components of proposals and reports. • Discuss organisation of research findings. • Discuss referencing and citation procedures. • Explain methods of presenting research findings. • Discuss evaluation of completed research reports.	Research report templates, Sample projects, Referencing manuals, Presentation slides, Assessment rubrics, Laptop, Projector.	• Prepare research reports using acceptable formats. • Organise research findings into appropriate sections. • Present research results using tables and visual aids. • Apply referencing and citation requirements in research reports. • Deliver oral presentations of research findings. • Evaluate the quality of completed research reports.	• Demonstrate research-report structure. • Guide organisation of findings. • Review draft research reports. • Supervise research presentations. • Provide feedback on research quality.	Research report templates, Presentation slides, Referencing manuals, Sample projects, Computers.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

YEAR II SEMESTER I

Marine Insurance

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: MARINE INSURANCE	COURSE CODE: INS 411	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: II SEMESTER: I	PRE-REQUISITE: INS 215	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to interpret international trade documentation, assess marine risks, evaluate marine insurance covers, underwrite marine risks, manage marine claims and apply reinsurance arrangements.		

GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand commercial practices and documentation in international trade;
2.0 Know marine operations and risk exposures;
3.0 Understand marine insurance covers and policy structures;
4.0 Know marine insurance underwriting and rating procedures;
5.0 Know marine claims management and recovery procedures;
6.0 Understand marine insurance portfolio management and risk control;
7.0 Understand reinsurance arrangements for marine risks.

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: MARINE INSURANCE			**COURSE CODE: INS 411**		**CONTACT HOURS: 3 HOURS/WEEK**	
			CREDIT UNIT: 3		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: II SEMESTER: I			**PRE-REQUISITE: INS 215**		**PRACTICAL: 1 HOUR/WEEK**	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to interpret international trade documentation, assess marine risks, evaluate marine insurance covers, underwrite marine risks, manage marine claims and apply reinsurance arrangements.						
General Objective 1.0: Understand commercial practices and documentation in international trade.						
	THEORETICAL CONTENT			**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-2	1.1 Explain the concept, nature and importance of international trade. 1.2 Describe the major parties involved in international trade transactions. 1.3 Explain international trade contracts and responsibilities of contracting parties. 1.4 Describe common international trade terms used in marine transactions. 1.5 Identify shipping and commercial documents used in international trade. 1.6 Analyse the	• Discuss the concept, nature and importance of international trade. • Explain the major parties involved in international trade transactions. • Discuss international trade contracts and responsibilities of contracting parties. • Explain common international trade terms used in marine transactions. • Describe shipping and commercial documents used in international trade. • Discuss the	International trade textbooks, Trade contracts, Bills of lading, Commercial invoices, Certificates of origin, Insurance certificates, Lecture notes, Laptop, Projector.	• Identify documents used in international marine trade transactions. • Interpret basic shipping and commercial documents relevant to marine insurance. • Analyse trade scenarios to determine marine insurance requirements. • Prepare a basic marine insurance information checklist from trade documents.	• Demonstrate common marine trade documents. • Guide students in interpreting shipping documents. • Provide trade transaction scenarios. • Supervise preparation of insurance information checklists.	Bill of lading, Commercial invoices, Certificates of origin, Insurance certificates, Trade contracts, Case studies.

	relationship between international trade activities and marine insurance requirements.	relationship between international trade activities and marine insurance requirements.				
General Objective 2.0: Know marine operations and risk exposures.						
3-4	2.1 Explain the nature, scope and importance of marine insurance. 2.2 Describe marine transportation systems and shipping operations. 2.3 Identify risks associated with marine cargo, vessels and offshore activities. 2.4 Classify marine risks into cargo, hull, liability and related exposures. 2.5 Explain causes of marine losses and their impact on commercial activities. 2.6 Analyse factors influencing marine risk exposure and loss potential.	• Discuss the nature, scope and importance of marine insurance. • Explain marine transportation systems and shipping operations. • Describe risks associated with marine cargo, vessels and offshore activities. • Describe marine risks into cargo, hull, liability and related exposures. • Discuss causes of marine losses and their impact on commercial activities. • Discuss factors influencing marine risk exposure and loss potential.	Marine insurance textbooks, Vessel profiles, Cargo descriptions, Shipping operation charts, Marine loss reports, Risk survey reports, Lecture notes, Laptop, Projector.	• Identify marine risk exposures from shipping and cargo scenarios. • Prepare marine risk assessment reports. • Classify cargo, vessel and liability risks. • Analyse causes of marine losses using case studies.	• Provide marine loss scenarios. • Demonstrate marine risk classification. • Guide preparation of risk assessment reports. • Discuss causes of marine accidents.	Marine risk survey reports, Vessel profiles, Cargo descriptions, Loss reports, Risk assessment templates.
General Objective 3.0: Understand marine insurance covers and policy structures.						

5-6	3.1 Explain the principles and scope of marine insurance coverage. 3.2 Describe marine cargo insurance covers and protection provided. 3.3 Explain marine hull insurance covers and vessel-related protection. 3.4 Describe freight, liability and other specialised marine insurance covers. 3.5 Interpret marine insurance policy wordings, clauses and warranties. 3.6 Explain marine insurance exclusions, conditions and limitations. 3.7 Evaluate the suitability of marine insurance covers for different risk exposures.	• Discuss the principles and scope of marine insurance coverage. • Explain marine cargo insurance covers and protection provided. • Discuss marine hull insurance covers and vessel-related protection. • Explain freight, liability and other specialised marine insurance covers. • Discuss marine insurance policy wordings, clauses and warranties. • Discuss marine insurance exclusions, conditions and limitations. • Discuss the suitability of marine insurance covers for different risk exposures.	Marine cargo policy forms, Hull policy documents, Institute Cargo Clauses, Policy schedules, Policy wordings, Case studies, Lecture notes, Laptop, Projector.	• Interpret marine insurance policy wordings and clauses. • Match marine risks with appropriate insurance covers. • Identify policy exclusions, warranties and conditions. • Analyse marine insurance coverage using practical cases.	• Provide marine policy documents. • Demonstrate interpretation of policy clauses. • Guide comparison of marine covers. • Assess students' policy analysis exercises.	Marine cargo policy forms, Hull policy documents, Institute Cargo Clauses, Policy schedules, Case studies.
General Objective 4.0: Know marine insurance underwriting and rating procedures.						
7-8	4.1 Explain the role and functions of marine insurance	• Discuss the role and functions of marine insurance	Marine proposal forms, Rating guides, Risk survey reports,	• Complete marine insurance proposal	• Demonstrate marine proposal	Marine proposal forms, Rating guides,

	market participants. 4.2 Describe marine insurance proposal requirements and documentation procedures. 4.3 Identify factors considered in marine risk assessment and underwriting. 4.4 Explain marine insurance rating factors and premium determination. 4.5 Describe policy terms, conditions and risk management requirements. 4.6 Analyse marine underwriting decisions based on risk characteristics. 4.7 Evaluate the acceptability of marine risks for insurance purposes.	market participants. • Explain marine insurance proposal requirements and documentation procedures. • Describe factors considered in marine risk assessment and underwriting. • Discuss marine insurance rating factors and premium determination. • Explain policy terms, conditions and risk management requirements. • Discuss marine underwriting decisions based on risk characteristics. • Discuss the acceptability of marine risks for insurance purposes.	Underwriting manuals, Policy schedules, Calculators, Lecture notes, Laptop, Projector.	information requirements. • Assess marine risks using underwriting criteria. • Determine factors influencing marine premium rating. • Prepare a basic marine underwriting recommendation.	assessment. • Provide underwriting case files. • Guide risk evaluation exercises. • Supervise underwriting reports.	Risk survey reports, Underwriting templates, Calculators.
General Objective 5.0: Know marine claims management and recovery procedures.						
9-10	5.1 Explain marine insurance claims notification	• Discuss marine insurance claims notification	Marine claim forms, Survey reports, Loss-adjustment	• Process marine claim notification documents.	• Provide marine claim files. • Demonstrate	Marine claim forms, Survey reports,

	procedures. 5.2 Describe documents required for marine claims processing. 5.3 Explain marine loss investigation and survey procedures. 5.4 Describe methods of assessing cargo, hull and liability losses. 5.5 Explain salvage, recovery and abandonment procedures in marine claims. 5.6 Apply marine insurance principles in claim settlement decisions. 5.7 Evaluate marine claims outcomes and recovery options.	procedures. • Explain documents required for marine claims processing. • Discuss marine loss investigation and survey procedures. • Explain methods of assessing cargo, hull and liability losses. • Discuss salvage, recovery and abandonment procedures in marine claims. • Explain marine insurance principles in claim settlement decisions. • Discuss marine claims outcomes and recovery options.	reports, Settlement worksheets, Claim files, Salvage documents, Lecture notes, Laptop, Projector.	• Examine evidence required for marine claims assessment. • Calculate basic marine claim settlements. • Prepare marine loss-adjustment reports.	claim investigation procedures. • Guide loss assessment exercises. • Supervise preparation of claim reports.	Loss-adjustment reports, Settlement worksheets, Claim files.
General Objective 6.0: Understand marine insurance portfolio management and risk control.						
11-12	6.1 Explain principles of marine insurance portfolio management. 6.2 Describe accumulation risks affecting marine insurance	• Discuss principles of marine insurance portfolio management. • Explain accumulation risks affecting marine insurance	Portfolio reports, Claims statistics, Risk control checklists, Loss prevention guides, Underwriting performance reports, Spreadsheet software, Laptop,	• Analyse marine insurance portfolio performance data. • Identify accumulation risks within marine portfolios.	• Provide portfolio performance data. • Demonstrate claims trend analysis. • Guide risk	Portfolio reports, Claims statistics, Risk control checklists, Spreadsheet software.

	portfolios. 6.3 Explain marine loss prevention and risk control measures. 6.4 Describe methods of monitoring marine underwriting performance. 6.5 Analyse marine claims trends and portfolio experience. 6.6 Evaluate strategies for improving marine insurance portfolio performance.	portfolios. • Discuss marine loss prevention and risk control measures. • Explain methods of monitoring marine underwriting performance. • Discuss marine claims trends and portfolio experience. • Discuss strategies for improving marine insurance portfolio performance.	Projector.	• Prepare basic marine risk control recommendations. • Interpret marine claims trend information.	control assessment. • Review portfolio reports.	
General Objective 7.0: Understand reinsurance arrangements for marine risks.						
13-15	7.1 Explain the purpose and importance of reinsurance in marine insurance. 7.2 Describe types of reinsurance arrangements applicable to marine risks. 7.3 Explain facultative and treaty reinsurance applications in marine insurance.	• Discuss the purpose and importance of reinsurance in marine insurance. • Explain types of reinsurance arrangements applicable to marine risks. • Discuss facultative and treaty reinsurance applications in marine insurance.	Reinsurance slips, Treaty documents, Facultative arrangements, Recovery statements, Portfolio summaries, Case studies, Lecture notes, Laptop, Projector.	• Identify marine risks requiring reinsurance support. • Analyse facultative and treaty reinsurance arrangement. • Calculate basic reinsurance recoveries. • Prepare simple marine reinsurance analysis reports.	• Provide reinsurance examples. • Demonstrate risk transfer arrangements. • Guide recovery calculations. • Supervise reinsurance reports.	Reinsurance slips, Treaty documents, Facultative arrangements, Recovery statements, Case studies.

	7.4 Describe procedures for ceding marine risks to reinsurers. 7.5 Explain marine reinsurance claims recovery procedures. 7.6 Analyse the role of reinsurance in managing marine capacity and accumulation risks.	• Explain procedures for ceding marine risks to reinsurers. • Discuss marine reinsurance claims recovery procedures. • Discuss the role of reinsurance in managing marine capacity and accumulation risks.				

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Life Assurance Underwriting and Claims

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: LIFE ASSURANCE UNDERWRITING AND CLAIMS	**COURSE CODE: INS 412**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: I	**PRE-REQUISITE: INS 211**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip the students with knowledge and skills required to assess life assurance proposals, life risks, underwriting decisions, life assurance claims and risk management.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand life assurance products, markets and risk exposures; 2.0 Analyse life assurance proposal information and underwriting procedures; 3.0 Understand life risk classification and mortality assessment; 4.0 Understand life assurance claims assessment and settlement procedures; 5.0 Evaluate life assurance administration, governance and risk management.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: LIFE ASSURANCE UNDERWRITING AND CLAIMS			**COURSE CODE: INS 412**		**CONTACT HOURS: 3 HOURS/WEEK**	
			CREDIT UNIT: 3		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: II SEMESTER: I			**PRE-REQUISITE: INS 211**		**PRACTICAL: 1 HOUR/WEEK**	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to assess life assurance proposals, life risks, underwriting decisions, life assurance claims and risk management.						
General Objective 1.0: Understand life assurance products, markets and risk exposures.						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the concept, nature and importance of life assurance. 1.2 Describe the structure and operation of the life assurance market. 1.3 Identify the major participants in the life assurance market, including insurers, agents, brokers and other intermediaries. 1.4 Describe individual and group life assurance products and their features. 1.5 Explain the benefits, conditions and exclusions applicable to life assurance policies. 1.6 Analyse customer	• Discuss the concept, nature and importance of life assurance. • Explain the structure and operation of the life assurance market. • Describe the major participants in the life assurance market, including insurers, agents, brokers and other intermediaries. • Explain individual and group life assurance products and their features. • Discuss the benefits, conditions and exclusions applicable to life	Life assurance textbooks, Policy documents, Product brochures, Policy schedules, Market reports, Case studies, Laptop, Projector.	• Identify different life assurance products from sample policy documents. • Analyse customer needs and recommend suitable life assurance products. • Interpret policy benefits, conditions and exclusions from life assurance contracts. • Classify life assurance risks associated with different customer profiles. • Prepare a basic life assurance product recommendation report.	• Provide samples of life assurance policy documents. • Demonstrate comparison of life assurance products. • Guide students in analysing customer profiles. • Supervise preparation of product recommendation reports. • Assess students' understanding of policy features.	Life assurance policy documents, Product brochures, Customer profile forms, Policy schedules, Case studies, Laptop, Projector.

	needs and factors influencing the selection of life assurance products. 1.7 Explain the relationship between life assurance products and associated risks.	assurance policies. • Discuss customer needs and factors influencing the selection of life assurance products. • Discuss the relationship between life assurance products and associated risks.				
General Objective 2.0: Analyse life assurance proposal information and underwriting procedures.						
4-6	2.1 Explain the purpose and importance of life assurance underwriting. 2.2 Identify the information requirements contained in life assurance proposal forms. 2.3 Describe sources of underwriting information, including medical, financial, occupational and lifestyle evidence. 2.4 Explain the principle of utmost good faith and duty of disclosure in life assurance contracts. 2.5 Identify material circumstances that may influence life	• Discuss the purpose and importance of life assurance underwriting. • Describe the information requirements contained in life assurance proposal forms. • Explain sources of underwriting information, including medical, financial, occupational and lifestyle evidence. • Discuss the principle of utmost good faith and duty of disclosure in life assurance contracts. • Describe material	Life assurance proposal forms, Medical questionnaires, Financial statements, Occupational information forms, Underwriting manuals, Disclosure case files, Laptop, Projector.	• Complete life assurance proposal forms using customer information. • Identify underwriting information requirements from proposal documents. • Analyse medical, financial, occupational and lifestyle information provided by proposers. • Identify material circumstances affecting life assurance underwriting decisions. • Assess cases involving disclosure, non-disclosure and	• Demonstrate completion of life assurance proposal forms. • Provide sample proposal cases. • Guide identification of material circumstances. • Explain underwriting decision-making procedures. • Supervise assessment of disclosure cases. • Review students' underwriting reports.	Life assurance proposal forms, Medical questionnaires, Financial statements, Occupational information forms, Underwriting manuals, Case files, Laptop.

	assurance underwriting decisions. 2.6 Explain the limitations of disclosure and circumstances where disclosure requirements may not apply. 2.7 Analyse the consequences of non-disclosure, concealment or misrepresentation of material circumstances. 2.8 Evaluate life assurance underwriting decisions based on available risk information.	circumstances that may influence life assurance underwriting decisions. • Discuss the limitations of disclosure and circumstances where disclosure requirements may not apply. • Discuss the consequences of non-disclosure, concealment or misrepresentation of material circumstances. • Discuss life assurance underwriting decisions based on available risk information.		misrepresentation. • Prepare a basic life assurance underwriting recommendation.		
General Objective 3.0: Understand life risk classification and mortality assessment.						
7-9	3.1 Explain the concept of mortality and its relevance to life assurance underwriting. 3.2 Describe factors affecting life expectancy and mortality risk.	• Discuss the concept of mortality and its relevance to life assurance underwriting. • Explain factors affecting life expectancy and mortality risk.	Mortality tables, Medical reports, Risk classification guides, Underwriting manuals, Health questionnaires,	• Classify life assurance risks using underwriting information. • Analyse medical and lifestyle factors affecting mortality risk. • Interpret medical	• Provide sample medical and risk assessment cases. • Demonstrate risk classification procedures. • Guide interpretation of medical evidence.	Medical reports, Mortality tables, Risk classification guides, Underwriting manuals,

	3.3 Describe medical factors influencing life assurance risk classification. 3.4 Analyse lifestyle, occupational and environmental factors affecting life risks. 3.5 Explain standard, sub-standard and declined life risks. 3.6 Describe the use of medical reports and mortality evidence in underwriting decisions. 3.7 Evaluate life risk classification outcomes and their implications for policy terms.	• Describe medical factors influencing life assurance risk classification. • Discuss lifestyle, occupational and environmental factors affecting life risks. • Discuss standard, sub-standard and declined life risks. • Explain the use of medical reports and mortality evidence in underwriting decisions. • Discuss life risk classification outcomes and their implications for policy terms.	Case studies, Laptop, Projector.	reports and underwriting evidence. • Determine standard, sub-standard and declined risks. • Recommend appropriate underwriting actions for different risk categories.	• Supervise mortality risk assessment exercises. • Assess students' underwriting decisions.	Health questionnaires, Case studies, Laptop.
General Objective 4.0: Understand life assurance claims assessment and settlement procedures.						
10-12	4.1 Explain the nature and types of life assurance claims. 4.2 Describe procedures for notification and registration of life assurance claims. 4.3 Outline documents required for processing life assurance claims. 4.4 Explain procedures for	• Discuss the nature and types of life assurance claims. • Explain procedures for notification and registration of life assurance claims. • Describe documents required for processing life assurance claims. • Discuss procedures	Life assurance claim forms, Policy documents, Death certificates, Medical reports, Claims investigation reports, Settlement worksheets,	• Register life assurance claims. • Verify policy validity and coverage before claim assessment. • Examine documents required for death, disability and maturity claims. • Investigate claim circumstances using available evidence.	• Demonstrate life claim processing procedures. • Provide sample claim files. • Guide verification of policy documents. • Explain claims investigation procedures. • Supervise claim	Life assurance claim forms, Policy documents, Death certificates, Medical reports, Claims investigation reports, Settlement

	investigating death, disability and maturity claims. 4.5 Analyse policy conditions affecting life assurance claim decisions. 4.6 Evaluate life assurance claims decisions based on policy terms and available evidence.	for investigating death, disability and maturity claims. • Discuss policy conditions affecting life assurance claim decisions. • Discuss life assurance claims decisions based on policy terms and available evidence.	Case files, Calculator.	• Determine claim eligibility based on policy terms and conditions. • Prepare a basic life assurance claims assessment report.	eligibility assessment. • Review students' claims reports.	worksheets, Case files.
General Objective 5.0: Evaluate life assurance administration, governance and risk management.						
13-15	5.1 Explain procedures involved in life assurance policy administration. 5.2 Describe premium management, policy servicing and customer record maintenance procedures. 5.3 Explain the role of digital systems and data management in life assurance operations. 5.4 Describe regulatory and governance requirements affecting life assurance practice. 5.5 Explain ethical principles guiding life assurance underwriting and	• Discuss life assurance policy administration procedures. • Explain premium management and policy servicing. • Discuss digital systems used in life assurance operations. • Discuss regulatory and governance requirements. • Discuss ethical principles in underwriting and claims. • Explain life assurance reinsurance arrangements.	Policy administration manuals, Customer databases, Regulatory guidelines, Compliance checklists, Ethics case studies, Reinsurance documents, Spreadsheet software, Laptop.	• Process basic life assurance policy administration activities. • Prepare premium and policy servicing records. • Use digital systems for maintaining life assurance records. • Identify governance and compliance requirements affecting life assurance operations. • Analyse ethical issues arising from underwriting and claims decisions. • Evaluate life assurance reinsurance arrangements for risk	• Demonstrate policy administration procedures. • Guide students in maintaining policy records. • Demonstrate digital insurance systems. • Provide governance and compliance scenarios. • Discuss ethical cases in underwriting and claims. • Guide evaluation of reinsurance arrangements. • Supervise	Policy administration software, Customer databases, Regulatory guidelines, Compliance checklists, Ethics case studies, Reinsurance documents, Spreadsheet software.

	claims decisions. 5.6 Describe the purpose and methods of life assurance reinsurance arrangements. 5.7 Evaluate risk management and governance practices in life assurance operations.	• Explain risk management and governance practices.		transfer. • Prepare a basic life assurance risk management report.	preparation of risk management reports.	

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Risk Management

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: RISK MANAGEMENT	COURSE CODE: INS 413	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: II SEMESTER: I	PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to identify, assess, treat, finance, monitor and report risks.		
GENERAL OBJECTIVES: On completion of this course, the students should be able to: 1.0 Understand risk management concepts, classifications and processes; 2.0 Analyse risk identification, hazards and risk assessment; 3.0 Understand risk treatment and financing; 4.0 Understand risk governance and culture; 5.0 Evaluate risk monitoring and reporting.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: RISK MANAGEMENT	COURSE CODE: INS 413	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: II SEMESTER: I	PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to identify, assess, treat, finance, monitor and report risks.		
General Objective 1.0: Understand risk management concepts, classifications and processes.		

	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the concept, nature and importance of risk management. 1.2 Describe the relationship between risk, uncertainty, loss and exposure. 1.3 Explain the concepts of peril, hazard and risk. 1.4 State the classes of risk 1.5 Describe insurable risks relating to persons, property, liability and bonds. 1.6 Explain the characteristics of insurable risks. 1.7 Distinguish between insurable and uninsurable risks. 1.8 Describe the major	• Discuss the concept, nature and importance of risk management. • Explain the relationship between risk, uncertainty, loss and exposure. • Discuss the concepts of peril, hazard and risk. • Explain the classes of risk • Explain insurable risks relating to persons, property, liability and bonds. • Discuss the characteristics of insurable risks. • Distinguish between insurable	Risk management textbooks, Insurance policy documents, Risk classification guides, Organisational profiles, Risk registers, Case studies, Laptop, Projector.	• Identify different categories of risks affecting individuals and organisations. • Classify risks into personal, property, liability and financial risks. • Identify insurable and uninsurable risks from practical scenarios. • Identify the differences among perils, hazards and risks using case examples. • Prepare a basic risk profile for an organisation.	• Provide organisational and insurance risk scenarios. • Demonstrate risk classification procedures. • Guide students in identifying perils and hazards. • Supervise preparation of risk profiles. • Assess students' risk classification exercises.	Risk case studies, Insurance policy documents, Risk classification templates, Organisational profiles, Risk registers, Laptop, Projector.

	stages involved in the risk management process.	and uninsurable risks. • Explain the major stages involved in the risk management process.				
General Objective 2.0: Analyse risk identification, hazards and risk assessment.						
4-6	3.1 Explain the concept and importance of risk identification. 3.2 Identify internal and external sources of organisational risks. 3.3 Identify physical, moral, morale and legal hazards affecting risks. 3.4 Classify different types of perils, including natural, human, economic and technological perils. 3.5 Describe risk identification techniques and procedures. 3.6 Explain risk assessment methods and approaches. 3.7 Apply risk assessment tools, including risk matrices and risk registers. 3.8 Analyse risks based on frequency, severity,	• Discuss the concept and importance of risk identification. • Describe internal and external sources of organisational risks. • Describe physical, moral, morale and legal hazards affecting risks. • Describe different types of perils, including natural, human, economic and technological perils. • Explain risk identification techniques and procedures. • Discuss risk assessment methods and approaches. • Explain risk	Risk assessment forms, Risk registers, Risk matrix templates, Survey checklists, Loss records, Case studies, Spreadsheet software, Projector.	• Conduct risk identification exercises using appropriate techniques. • Identify physical, moral, morale and legal hazards affecting organisational risks. • Prepare risk registers for identified exposures. • Apply risk assessment tools such as risk matrices and scoring systems. • Assess risks based on frequency, severity and potential impact. • Prioritise risks requiring immediate management attention.	• Demonstrate risk identification methods. • Provide organisational risk scenarios. • Guide students in preparing risk registers. • Explain application of risk matrices. • Review risk assessment results. • Guide prioritisation of material risks.	Risk assessment forms, Risk registers, Risk matrix templates, Survey checklists, Loss records, Case studies, Spreadsheet software.

	likelihood and potential impact.	assessment tools, including risk matrices and risk registers. • Discuss risks based on frequency, severity, likelihood and potential impact.				
General Objective 3.0: Understand risk treatment and financing.						
7-9	3.1 Explain risk treatment strategies and their applications. 3.2 Describe risk avoidance, risk reduction, risk retention and risk transfer methods. 3.3 Explain the role of insurance as a risk transfer mechanism. 3.4 Describe alternative risk financing techniques. 3.5 Explain the relationship between risk control measures and financing decisions. 3.6 Analyse appropriate risk treatment options for different risk exposures. 3.7 Evaluate risk financing arrangements based on	• Discuss risk treatment strategies and their applications. • Explain risk avoidance, risk reduction, risk retention and risk transfer methods. • Discuss the role of insurance as a risk transfer mechanism. • Explain alternative risk financing techniques. • Discuss the relationship between risk control measures and financing decisions. • Discuss appropriate risk	Risk treatment templates, Insurance policy wordings, Risk control guidelines, Cost-benefit worksheets, Financing case studies, Spreadsheet software, Laptop, Projector.	• Select appropriate risk treatment options for identified risks. • Develop risk control recommendations. • Determine risks suitable for insurance transfer. • Compare risk retention and risk transfer options. • Prepare a basic risk treatment plan. • Evaluate alternative risk financing methods.	• Provide risk treatment scenarios. • Demonstrate selection of risk control measures. • Guide students in developing treatment plans. • Explain insurance as a risk transfer mechanism. • Assess risk financing recommendations. • Review alternative financing evaluations.	Risk treatment templates, Insurance policy wordings, Risk control guidelines, Cost-benefit analysis worksheets, Case studies, Spreadsheet software.

	organisational requirements.	treatment options for different risk exposures. • Discuss risk financing arrangements based on organisational requirements.				
General Objective 4.0: Understand risk governance and culture.						
10-12	4.1 Explain the concept and importance of risk governance. 4.2 Describe the roles and responsibilities of boards, management and employees in risk management. 4.3 Explain enterprise risk management principles and frameworks. 4.4 Describe organisational risk culture and its influence on risk decisions. 4.5 Explain regulatory, ethical and professional considerations in risk management. 4.6 Analyse the relationship between corporate governance and effective risk	• Discuss the concept and importance of risk governance. • Explain the roles and responsibilities of boards, management and employees in risk management. • Discuss enterprise risk management principles and frameworks. • Explain organisational risk culture and its influence on risk decisions. • Discuss regulatory, ethical and professional considerations in risk management.	Corporate governance frameworks, Risk policies, Compliance checklists, Ethical guidelines, Organisational reports, Case studies, Laptop, Projector.	• Identify roles and responsibilities of stakeholders in risk management. • Assess organisational risk governance structures. • Evaluate risk culture practices within an organisation. • Prepare a basic risk governance checklist. • Analyse ethical and regulatory issues affecting risk decisions.	• Provide governance case studies. • Demonstrate risk responsibility mapping. • Guide assessment of organisational risk culture. • Explain ethical risk management practices. • Review governance checklist outputs.	Corporate governance frameworks, Risk policies, Compliance checklists, Ethical guidelines, Organisational reports, Case studies.

	management. 4.7 Evaluate organisational risk management practices.	• Discuss the relationship between corporate governance and effective risk management. • Discuss organisational risk management practices.				
General Objective 5.0: Evaluate risk monitoring and reporting.						
13-15	5.1 Explain the purpose and importance of risk monitoring and review. 5.2 Describe risk indicators and risk performance measures. 5.3 Explain procedures for maintaining and updating risk registers. 5.4 Describe risk reporting processes and communication requirements. 5.5 Analyse risk reports for management decision-making. 5.6 Evaluate the effectiveness of risk controls and mitigation measures.	• Discuss the purpose and importance of risk monitoring and review. • Explain risk indicators and risk performance measures. • Discuss procedures for maintaining and updating risk registers. • Explain risk reporting processes and communication requirements. • Discuss risk reports for management decision-making. • Discuss the	Risk monitoring templates, Risk registers, Performance reports, Dashboards, Spreadsheet software, Presentation tools, Laptop, Projector.	• Update risk registers based on changing risk conditions. • Develop basic risk indicators for monitoring exposures. • Prepare risk monitoring reports. • Analyse risk performance information. • Evaluate effectiveness of existing risk controls. • Present risk management findings to stakeholders.	• Demonstrate risk monitoring procedures. • Guide preparation of risk reports. • Provide sample risk data for analysis. • Supervise presentation of risk findings. • Assess students' reporting skills. • Review evaluations of existing risk controls.	Risk monitoring templates, Risk registers, Performance reports, Spreadsheet software, Dashboards, Presentation tools.

		effectiveness of risk controls and mitigation measures.				

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Financial Aspects of Pension Business

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: FINANCIAL ASPECTS OF PENSION BUSINESS</td><td>COURSE CODE: INS 414</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: I</td><td>PRE-REQUISITE: INS 322</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to apply financial concepts to pension funding, contribution and benefit costing, investment management, actuarial valuation, accounting and financial reporting.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand pension financial concepts, flows and fund structures;
2.0 Understand pension funding methods and financial sustainability;
3.0 Analyse pension contribution and benefit costs;
4.0 Understand pension investment finance and fund management;
5.0 Evaluate pension valuation, financial reporting and accounting.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: FINANCIAL ASPECTS OF PENSION BUSINESS	COURSE CODE: INS 414	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: II SEMESTER: I	PRE-REQUISITE: INS 322	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to apply financial concepts to pension funding, contribution and benefit costing, investment management, actuarial valuation, accounting and financial reporting.		
General Objective 1.0: Understand pension financial concepts, flows and fund structures.		

THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain pension financial concepts, time value of money and their application in pension business. 1.2 Describe financial mathematics, including compound interest, annuity and present value concepts, in pension fund calculations. 1.3 Describe the structure, sources and operations of pension funds. 1.4 Explain the role of probability, mortality and longevity assumptions in pension financial decisions. 1.5 Analyse the	• Discuss pension financial concepts and time value of money. • Explain compound interest, annuity and present value calculations. • Explain pension fund structures, sources and operations. • Discuss probability, mortality and longevity assumptions. • Discuss analysis of fund accumulation and benefit obligations.	Pension finance textbooks, Formula sheets, Contribution records, Benefit schedules, Pension fund statements, Calculators, Spreadsheet software, Laptop, Projector.	• Calculate future values of pension contributions using compound interest principles. • Apply annuity and present value techniques in estimating retirement benefits. • Analyse pension fund cash flows, including contributions, investment income and benefit payments. • Interpret pension fund structures and financial transactions. • Prepare a basic pension fund flow	• Demonstrate time value of money calculations. • Guide compound interest and annuity calculations. • Provide pension fund transaction examples. • Supervise preparation of pension cash flow statements. • Assess students' financial calculations.	Pension calculation worksheets, Formula sheets, Pension contribution records, Benefit schedules, Calculators, Spreadsheet software, Laptop, Projector.

	relationship between pension fund accumulation, investment growth and future benefit obligations.			statement.		
General Objective 2.0: Understand pension funding methods and financial sustainability.						
4-6	2.1 Explain pension funding concepts, objectives and methods. 2.2 Describe funded and unfunded pension arrangements and their financial implications. 2.3 Explain employer, employee and pension administrator responsibilities in pension funding. 2.4 Analyse factors affecting pension fund adequacy, sustainability and funding requirements. 2.5 Evaluate the impact of economic and demographic factors on pension funding decisions.	• Discuss pension funding concepts, objectives and methods. • Compare funded and unfunded pension arrangements. • Discuss funding responsibilities of relevant parties. • Discuss analysis of fund adequacy and sustainability. • Discuss evaluation of economic and demographic influences.	Pension scheme reports, Funding statements, Actuarial summaries, Pension regulations, Case studies, Funding templates, Spreadsheet software, Laptop.	• Identify different pension funding arrangements from practical cases. • Analyse pension funding requirements using available financial information. • Prepare basic pension funding assessments. • Evaluate factors affecting pension scheme sustainability. • Recommend appropriate funding approaches for pension schemes.	• Provide pension funding case studies. • Demonstrate funded and unfunded scheme analysis. • Guide students in assessing funding adequacy. • Supervise preparation of funding reports. • Review students' recommendation s.	Pension scheme reports, Funding statements, Actuarial summaries, Case studies, Funding assessment templates, Spreadsheet software.
General Objective 3.0: Analyse pension contribution and benefit costs.						
7-9	3.1 Explain pension contribution structures and benefit	• Discuss contribution structures and benefit determination	Pension contribution tables,	• Calculate employee and employer pension	• Demonstrate pension contribution	Pension contribution tables,

	determination methods. 3.2 Describe pension contributions and retirement benefit costs. 3.3 Analyse factors affecting pension contribution levels and benefit obligations. 3.4 Describe present value concepts in estimating pension benefit costs. 3.5 Evaluate the effect of interest rates, inflation, mortality and longevity changes on pension costs.	methods. • Explain pension contributions and retirement benefit costs. • Discuss analysis of factors affecting contribution and benefit levels. • Explain present value applications in benefit costing. • Discuss evaluation of financial and demographic changes.	Salary records, Benefit calculation templates, Pension regulations, Assumption schedules, Calculators, Spreadsheet software, Laptop.	contributions. • Determine retirement benefit amounts using applicable pension rules. • Analyse factors influencing pension contribution and benefit costs. • Apply financial assumptions in estimating pension obligations. • Prepare contribution and benefit cost schedules.	calculations. • Provide contribution and benefit scenarios. • Guide students in preparing cost schedules. • Explain the impact of financial assumptions. • Assess calculation accuracy.	Salary records, Benefit calculation templates, Pension regulations, Calculators, Spreadsheet software.
General Objective 4.0: Understand pension investment finance and fund management.						
10-12	4.1 Explain pension fund investment principles, objectives and constraints. 4.2 Identify investment instruments suitable for pension fund investment. 4.3 Describe asset allocation, diversification and risk-return considerations in pension investment. 4.4 Analyse factors	• Discuss pension investment principles, objectives and constraints. • Describe suitable pension investment instruments. • Explain asset allocation, diversification and risk-return considerations. • Discuss analysis of pension investment	Pension investment guidelines, Portfolio statements, Market reports, Financial newspapers, Return templates, Regulatory guidelines, Spreadsheet software, Laptop.	• Identify investment instruments suitable for pension funds. • Analyse pension investment portfolios based on risk and return. • Prepare basic pension fund asset allocation reports. • Calculate investment returns on pension fund assets. • Evaluate pension	• Introduce pension investment instruments. • Demonstrate investment return calculations. • Provide sample pension portfolios. • Guide asset allocation exercises. • Supervise	Pension investment guidelines, Investment portfolio statements, Market reports, Financial newspapers, Return calculation templates, Spreadsheet software.

	influencing pension fund investment performance. 4.5 Evaluate pension investment decisions based on risk, return and regulatory requirements.	performance. • Discuss evaluation of investment decisions.		investment decisions using financial information.	investment performance analysis.	
General Objective 5.0: Evaluate pension valuation, financial reporting and accounting.						
13-15	5.1 Explain the purpose, processes and importance of pension scheme valuation. 5.2 Describe actuarial assumptions and valuation approaches used in pension scheme assessment. 5.3 Explain pension valuation techniques and actuarial cost methods, including relevant specialised methods. 5.4 Describe actuarial valuation reports and assess pension liabilities and funding positions. 5.5 Explain pension fund accounting procedures, financial statements and regulatory reporting requirements. 5.6 Analyse pension audit	• Discuss the purpose and processes of pension valuation. • Explain actuarial assumptions and valuation approaches. • Discuss pension valuation techniques and actuarial cost methods. • Explain interpretation of valuation reports and funding positions. • Discuss pension accounting and regulatory reporting requirements. • Discuss audit reports and financial information.	Actuarial valuation reports, Pension financial statements, Audit reports, Pension accounting templates, Valuation worksheets, Regulatory returns, Spreadsheet software, Laptop.	• Apply basic pension valuation techniques using relevant assumptions. • Analyse pension liabilities and funding positions. • Interpret actuarial valuation reports and recommendations. • Prepare basic pension fund accounting records. • Analyse pension financial statements and audit reports. • Prepare basic pension financial reporting schedules.	• Demonstrate pension valuation procedures. • Provide actuarial valuation examples. • Guide interpretation of actuarial and audit reports. • Demonstrate pension fund accounting entries. • Supervise preparation of financial reports. • Assess completed reporting schedules.	Actuarial valuation reports, Pension financial statements, Audit reports, Pension accounting templates, Valuation worksheets, Spreadsheet software, Laptop.

	reports and financial information for decision-making.					

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Quantitative Techniques in Insurance

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: QUANTITATIVE TECHNIQUES IN INSURANCE	COURSE CODE: INS 415	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: II SEMESTER: I	PRE-REQUISITE: NIL	PRACTICAL: 1 HOUR/WEEK
GOAL: This course is designed to equip the students with knowledge and skills required to organise and analyse insurance data, quantitative techniques in underwriting, claims, risk assessment and insurance decision-making.		
GENERAL OBJECTIVES: On completion of this course, the students should be able to: 1.0 Understand insurance data and descriptive statistics; 2.0 Understand probability and distributions; 3.0 Apply estimation and relationship analysis; 4.0 Understand forecasting and decision methods; 5.0 Evaluate quantitative applications in insurance.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: QUANTITATIVE TECHNIQUES IN INSURANCE			COURSE CODE: INS 415		CONTACT HOURS: 3 HOURS/WEEK	
			CREDIT UNIT: 3		THEORETICAL: 2 HOURS/WEEK	
YEAR: II SEMESTER: I			PRE-REQUISITE: NIL		PRACTICAL: 1 HOUR/WEEK	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to organise and analyse insurance data, quantitative techniques in underwriting, claims, risk assessment and insurance decision-making.						
General Objective 1.0: Understand insurance data and descriptive statistics.						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain the concept and nature of insurance data. 1.2 Describe the different types and sources of insurance data. 1.3 Explain methods of classifying and organising insurance data. 1.4 Describe measures of central tendency used in insurance analysis. 1.5 Explain measures of dispersion and their relevance in insurance data interpretation. 1.6 Describe statistical tools used in analysing insurance	• Discuss the concept and nature of insurance data. • Explain the different types and sources of insurance data. • Discuss methods of classifying and organising insurance data. • Explain measures of central tendency used in insurance analysis. • Discuss measures of dispersion and their relevance in insurance data interpretation. • Explain statistical tools used in analysing insurance data.	Insurance data sets, Policy records, Premium records, Claims records, Statistical textbooks, Calculators, Spreadsheet software, Laptop, Projector.	• Identify relevant insurance data from policy, premium and claims records. • Classify insurance data according to type, source and purpose. • Organise insurance data using tables, charts and spreadsheet applications. • Calculate measures of central tendency from insurance datasets. • Calculate measures of dispersion from insurance datasets. • Generate descriptive statistical summaries using appropriate	• Provide policy, premium and claims datasets. • Demonstrate data classification and organisation. • Guide preparation of tables and charts. • Demonstrate central tendency calculations. • Demonstrate dispersion calculations. • Supervise production of statistical summaries.	Insurance datasets, Policy records, Premium records, Claims records, Calculators, Spreadsheet software, Statistical software, Computers.

	data.			statistical tools.		
General Objective 2.0: Understand probability and distributions.						
4-6	2.1 Explain the basic concepts and principles of probability. 2.2 Describe probability rules applicable to insurance risk analysis. 2.3 Explain the concept of conditional probability. 2.4 Describe discrete probability distributions used in insurance analysis. 2.5 Explain continuous probability distributions used in insurance loss modelling. 2.6 Describe the importance of probability distributions in measuring insurance risks.	• Discuss the basic concepts and principles of probability. • Explain probability rules applicable to insurance risk analysis. • Discuss the concept of conditional probability. • Explain discrete probability distributions used in insurance analysis. • Discuss continuous probability distributions used in insurance loss modelling. • Explain the importance of probability distributions in measuring insurance risks.	Probability textbooks, Insurance claims data, Probability tables, Distribution charts, Formula sheets, Calculators, Spreadsheet software, Laptop.	• Apply probability rules to insurance risk situations. • Calculate probabilities from insurance claim data. • Construct probability distributions from insurance datasets. • Analyse claim frequency and severity patterns. • Prepare basic insurance loss distribution models. • Interpret probability results for insurance risk analysis.	• Provide insurance probability scenarios. • Demonstrate probability calculations. • Guide construction of probability distributions. • Supervise frequency and severity analysis. • Demonstrate basic loss distribution modelling. • Guide interpretation of probability results.	Claims datasets, Probability tables, Distribution templates, Formula sheets, Calculators, Spreadsheet software, Statistical software, Computers.
General Objective 3.0: Apply estimation and relationship analysis.						
7-9	3.1 Explain the concept of sampling and sampling distributions. 3.2 Describe estimation principles used in	• Discuss the concept of sampling and sampling distributions. • Explain estimation principles used in	Insurance datasets, Sampling tables, Formula sheets, Correlation	• Select samples from insurance datasets. • Calculate estimates from insurance sample information. • Prepare confidence	• Demonstrate sampling procedures. • Guide calculation of statistical estimates.	Insurance datasets, Sampling tables, Estimation worksheets,

	statistical analysis. 3.3 Explain confidence interval concepts and their importance in insurance studies. 3.4 Describe correlation analysis and its application in insurance data interpretation. 3.5 Explain simple regression analysis and its relevance to insurance forecasting. 3.6 Describe the importance of statistical relationships in insurance decision-making.	statistical analysis. • Discuss confidence interval concepts and their importance in insurance studies. • Explain correlation analysis and its application in insurance data interpretation. • Discuss simple regression analysis and its relevance to insurance forecasting. • Explain the importance of statistical relationships in insurance decision-making.	worksheets, Regression templates, Calculators, Statistical software, Laptop.	interval estimates using insurance data. • Determine relationships between insurance variables using correlation analysis. • Develop simple regression models from insurance datasets. • Interpret statistical outputs for insurance analysis.	• Demonstrate confidence interval estimation. • Guide correlation analysis. • Supervise development of regression models. • Guide interpretation of statistical outputs.	Correlation templates, Regression templates, Spreadsheet software, Statistical software, Computers.
General Objective 4.0: Understand forecasting and decision methods.						
10-12	4.1 Explain the concept and importance of forecasting in insurance operations. 4.2 Describe the components of time series data. 4.3 Explain trend analysis methods used in insurance forecasting. 4.4 Describe quantitative decision-making methods in	• Discuss the concept and importance of forecasting in insurance operations. • Explain the components of time series data. • Discuss trend analysis methods used in insurance forecasting. • Explain quantitative decision-making	Time series datasets, Forecasting worksheets, Decision tree templates, Expected value tables, Formula sheets, Calculators, Spreadsheet software, Laptop.	• Prepare insurance data for forecasting exercises. • Identify trends in insurance records. • Develop basic forecasts using insurance data. • Construct decision trees for insurance decisions. • Calculate expected values for alternative	• Provide insurance time series data. • Demonstrate trend identification. • Guide preparation of basic forecasts. • Demonstrate construction of decision trees. • Guide expected value calculations. • Supervise interpretation of	Insurance time series data, Forecast templates, Decision tree worksheets, Expected value tables, Calculators, Spreadsheet software, Statistical software, Computers.

	insurance. 4.5 Explain the principles of decision tree analysis. 4.6 Describe expected value methods and their relevance to insurance decisions.	methods in insurance. • Discuss the principles of decision tree analysis. • Explain expected value methods and their relevance to insurance decisions.		insurance decisions. • Interpret forecasting and decision models.	decision models.	
General Objective 5.0: Evaluate quantitative applications in insurance.						
13-15	5.1 Explain the concepts of claim frequency and claim severity analysis. 5.2 Describe quantitative approaches used in insurance premium estimation. 5.3 Explain statistical methods used in claims forecasting. 5.4 Describe quantitative measures used in insurance portfolio analysis. 5.5 Explain the application of quantitative techniques in underwriting, claims management and risk assessment. 5.6 Describe the importance of quantitative reports in insurance	• Discuss the concepts of claim frequency and claim severity analysis. • Explain quantitative approaches used in insurance premium estimation. • Discuss statistical methods used in claims forecasting. • Explain quantitative measures used in insurance portfolio analysis. • Discuss the application of quantitative techniques in underwriting, claims management and risk assessment. • Explain the importance of quantitative reports in	Claims statistics, Premium rating data, Portfolio reports, Underwriting records, Claims forecasts, Quantitative report samples, Spreadsheet software, Laptop.	• Analyse claim frequency and severity data. • Estimate insurance premiums using quantitative information. • Analyse claims trends for insurance planning. • Prepare quantitative reports for underwriting and claims decisions. • Evaluate insurance portfolio performance using quantitative measures. • Present quantitative findings for insurance decision-making.	• Provide claim frequency and severity datasets. • Demonstrate quantitative premium estimation. • Guide analysis of claims trends. • Supervise preparation of quantitative reports. • Guide evaluation of portfolio performance. • Assess presentation of quantitative findings.	Claims datasets, Premium calculation templates, Portfolio reports, Underwriting records, Spreadsheet software, Statistical software, Presentation tools, Computers.

	planning and decision-making.	insurance planning and decision-making.				

COURSE ASSESSMENT:

Course work: 10%
Test/Assignments: 10%
Practical: 40%
Examination: 40%
Total: 100%

Management of Insurance Institutions

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: MANAGEMENT OF INSURANCE INSTITUTIONS	**COURSE CODE: INS 416**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: I	**PRE-REQUISITE: NIL**	**PRACTICAL: 0**
GOAL: This course is designed to equip the students with knowledge and skills required to manage insurance.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand insurance institutional structures and management principles; 2.0 Understand insurance strategy and operations; 3.0 Analyse people and leadership management; 4.0 Understand financial and service performance; 5.0 Evaluate governance, risk controls and organisational change.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: MANAGEMENT OF INSURANCE INSTITUTIONS			COURSE CODE: INS 416		CONTACT HOURS: 2 HOURS/WEEK	
			CREDIT UNIT: 2		THEORETICAL: 2 HOURS/WEEK	
YEAR: II SEMESTER: I			PRE-REQUISITE: NIL		PRACTICAL: 0	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to manage insurance institutions.						
General Objective 1.0: Understand insurance institutional structures and management principles.						
	THEORETICAL CONTENT			PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain the concept and nature of insurance institutions. 1.2 Describe the different types of insurance institutions and their functions. 1.3 Explain the organisational structures of insurance institutions. 1.4 Describe the roles and responsibilities of major departments within insurance institutions. 1.5 Explain the principles of management applicable to insurance institutions. 1.6 Describe the roles and responsibilities of insurance managers. 1.7 Explain the importance	• Discuss the concept and nature of insurance institutions. • Discuss the types and functions of insurance institutions. • Discuss common organisational structures used by insurance institutions. • Explain the responsibilities of major insurance departments. • Discuss management principles applicable to insurance institutions. • Explain the roles and responsibilities of insurance managers. • Discuss discussion on the importance of effective	Insurance management textbooks, Insurance company profiles, Organisational charts, Annual reports, Corporate publications, Regulatory documents, Case studies, Laptop, Projector.			

	of effective organisational structures in insurance operations.	organisational structures.				
General Objective 2.0: Understand insurance strategy and operations.						
4-6	2.1 Explain the concept and importance of strategic management in insurance institutions. 2.2 Describe the strategic planning process in insurance organisations. 2.3 Explain operational planning and its importance in insurance management. 2.4 Describe the management of underwriting operations in insurance institutions. 2.5 Explain the management of claims operations in insurance institutions. 2.6 Describe the relationship between strategic decisions and insurance operational performance.	• Discuss strategic management and its importance in insurance institutions. • Explain the strategic planning process. • Discuss operational planning in insurance management. • Explain the management of underwriting operations. • Discuss the management of claims operations. • Explain analysis of strategy and operational performance.	Strategic plans, Operational manuals, Underwriting procedures, Claims procedures, Insurance reports, Case studies, Laptop, Projector.			
General Objective 3.0: Analyse people and leadership management.						
7-9	3.1 Explain the concept of	• Discuss human	Human resource			

	human resource management in insurance institutions. 3.2 Describe workforce planning and employee management practices. 3.3 Explain different leadership styles applicable to insurance institutions. 3.4 Describe the importance of motivation and communication in insurance management. 3.5 Explain employee performance management methods. 3.6 Describe professional development and training requirements in insurance organisations. 3.7 Explain the influence of organizational behaviour on insurance operations.	resource management in insurance institutions. • Explain workforce planning and employee management practices. • Discuss leadership styles applicable to insurance institutions. • Explain motivation and communication in insurance management. • Describe employee performance management methods. • Discuss professional development and training requirements. • Discuss the influence of organizational behaviour on operations.	policies, Staff appraisal forms, Training plans, Leadership case studies, Employee management reports, Organisationalbehaviour texts, Laptop, Projector.			
General Objective 4.0: Understand financial and service performance.						
10-12	4.1 Explain financial performance management in insurance institutions. 4.2 Describe budgeting principles applicable	• Discuss financial performance management in insurance institutions. • Explain budgeting principles applicable to insurance organisations.	Insurance annual reports, Financial statements, Budget documents, Performance dashboards, Service evaluation			

	to insurance organisations. 4.3 Explain cost control methods in insurance operations. 4.4 Describe performance indicators used in evaluating insurance institutions. 4.5 Explain service quality management in insurance organisations. 4.6 Describe the relationship between financial performance and organisational sustainability.	• Discuss cost control methods in insurance operations. • Explain performance indicators used in evaluating insurers. • Discuss service quality management. • Explain the relationship between performance and sustainability.	reports, Case studies, Spreadsheet software, Laptop.			
General Objective 5.0: Evaluate governance, risk controls and organisational change.						
13-15	5.1 Explain the concept and principles of corporate governance in insurance institutions. 5.2 Describe the roles and responsibilities of boards and management in insurance organisations. 5.3 Explain regulatory compliance	• Discuss corporate governance principles in insurance institutions. • Explain the responsibilities of boards and management. • Discuss regulatory compliance requirements. • Explain operational risk control practices. • Discuss ethical practices in insurance	Corporate governance frameworks, Regulatory guidelines, Compliance checklists, Risk management reports, Ethics codes, Digital transformation case studies, Strategic documents,			

	requirements affecting insurance institutions. 5.4 Describe operational risk control practices in insurance management. 5.5 Explain the importance of ethical practices in insurance organisations. 5.6 Describe technology change management in insurance institutions. 5.7 Explain the importance of organisational change in improving insurance performance.	organisations. • Explain technology change management. • Discuss evaluation of organisational change and performance.	Laptop, Projector.			

COURSE ASSESSMENT:

Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100%

Financial Management

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: FINANCIAL MANAGEMENT</td><td>COURSE CODE: INS 417</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: I</td><td>PRE-REQUISITE: NIL</td><td>PRACTICAL: 0</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to plan, control, and evaluate the financial resources of insurance institutions.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand financial management in insurance;
2.0 Understand working capital and cash flow;
3.0 Apply budgeting and financial forecasting;
4.0 Understand financing and investment decisions;
5.0 Evaluate financial performance and governance.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: FINANCIAL MANAGEMENT			**COURSE CODE: INS 417**		**CONTACT HOURS: 2 HOURS/WEEK**	
			CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: II SEMESTER: I			**PRE-REQUISITE: NIL**		**PRACTICAL: 0**	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to plan, control, and evaluate the financial resources of insurance institutions.						
General Objective 1.0: Understand financial management in insurance.						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain financial management objectives. 1.2 Describe finance functions in insurance. 1.3 Explain financial planning principles. 1.4 Describe financial control systems. 1.5 Evaluate a finance management decision.	• Discuss financial management objectives. • Explain finance functions in insurance. • Discuss financial planning principles. • Explain financial control systems. • Discuss a finance management decision.	Financial statements, Budgets, Cash-flow templates, Investment appraisal sheets, Lecture notes, Laptop, Projector, Spreadsheet software.			
General Objective 2.0: Understand working capital and cash flow.						
4-6	2.1 Explain working capital requirements. 2.2 Describe cash-flow management. 2.3 Explain liquidity management. 2.4 Describe receivable control procedures.	• Discuss working capital requirements. • Explain cash-flow management. • Discuss liquidity management.	Financial statements, Budgets, Cash-flow templates, Investment appraisal sheets, Lecture notes, Laptop, Projector,			

	2.5 Evaluate a liquidity position.	• Explain receivable control procedures. • Discuss a liquidity position.	Spreadsheet software.			
General Objective 3.0: Apply budgeting and financial forecasting.						
7-9	3.1 Explain insurance budgeting principles. 3.2 Describe budget preparation procedures. 3.3 Explain variance analysis. 3.4 Describe financial forecasting methods. 3.5 Evaluate a budget performance report.	• Discuss insurance budgeting principles. • Explain budget preparation procedures. • Discuss variance analysis. • Explain financial forecasting methods. • Discuss a budget performance report.	Financial statements, Budgets, Cash-flow templates, Investment appraisal sheets, Lecture notes, Laptop, Projector, Spreadsheet software.			
General Objective 4.0: Understand financing and investment decisions.						
10-12	4.1 Explain sources of business finance. 4.2 Describe cost of capital. 4.3 Explain capital investment appraisal. 4.4 Describe insurer investment constraints. 4.5 Evaluate a financing option.	• Discuss sources of business finance. • Explain cost of capital. • Discuss capital investment appraisal. • Explain insurer investment constraints. • Discuss a financing option.	Financial statements, Budgets, Cash-flow templates, Investment appraisal sheets, Lecture notes, Laptop, Projector, Spreadsheet software.			
General Objective 5.0: Evaluate financial performance and governance.						
13-15	5.1 Explain financial	• Discuss financial	Financial			

	performance indicators. 5.2 Describe profitability measures. 5.3 Explain solvency and capital links. 5.4 Describe financial governance duties. 5.5 Evaluate an insurer financial strategy.	performance indicators. • Explain profitability measures. • Discuss solvency and capital links. • Explain financial governance duties. • Discuss an insurer financial strategy.	statements, Budgets, Cash-flow templates, Investment appraisal sheets, Lecture notes, Laptop, Projector, Spreadsheet software.			

COURSE ASSESSMENT:

Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100%

YEAR II SEMESTER II

Aviation and Space Insurance

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: AVIATION AND SPACE INSURANCE</td><td>COURSE CODE: INS 421</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: II</td><td>PRE-REQUISITE: INS 215</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip students with the knowledge and skills required to understand and apply aviation and space insurance concepts, practices, regulations, and emerging risk arrangements.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand the concepts, nature, scope and importance of aviation and space insurance;
2.0 Understand aviation and space operations, risks and insurance covers;
3.0 Analyse aviation and space underwriting and risk assessment processes;
4.0 Understand aviation and space claims management procedures;
5.0 Evaluate aviation and space regulation, professional practices and risk transfer mechanisms;
6.0 Identify emerging challenges and trends affecting aviation and space insurance.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: AVIATION AND SPACE INSURANCE			COURSE CODE: INS 421		CONTACT HOURS: 3 HOURS/WEEK	
			CREDIT UNIT: 3		THEORETICAL: 2 HOURS/WEEK	
YEAR: II SEMESTER: II			PRE-REQUISITE: INS 215		PRACTICAL: 1 HOUR/WEEK	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip students with the knowledge and skills required to understand and apply aviation and space insurance concepts, practices, regulations, and emerging risk arrangements.						
General Objective 1.0: Understand the concepts, nature, scope and importance of aviation and space insurance.						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-2	1.1 Explain the concepts and principles of aviation and space insurance. 1.2 Describe the nature and characteristics of aviation and space insurance. 1.3 Explain the development and importance of aviation and space insurance. 1.4 Describe the parties involved in aviation and space insurance contracts. 1.5 Explain the major risks associated with aviation and space activities. 1.6 Describe the role of aviation and space insurance in managing	• Discuss the concepts and principles of aviation and space insurance. • Explain the nature and characteristics of aviation and space insurance. • Discuss the development and importance of aviation and space insurance. • Explain the parties involved in aviation and space insurance contracts. • Discuss the major risks associated with aviation and space activities. • Explain the role of	Aviation insurance textbooks, Space insurance reports, Aircraft operation reports, Insurance policy documents, Industry publications, Case studies, Laptop, Projector.	• Identify major aviation and space insurance risks from industry case studies. • Classify aviation risks according to aircraft, operational and liability exposures. • Create infographic to examine the roles of parties involved in aviation and space insurance contracts. • Prepare a summary report on the importance of aviation and space insurance to industry operations.	• Provide aviation and space insurance case studies. • Guide students in identifying different risk exposures. • Demonstrate the relationship between aviation activities and insurance protection. • Supervise preparation of industry reports.	Aviation insurance case studies, Aircraft operation reports, Insurance policy documents, Industry publications, Laptop, Projector.

	specialised risks. 1.7 Explain the importance of aviation and space insurance to the insurance industry and transportation sector.	aviation and space insurance in managing specialised risks. • Discuss the importance of aviation and space insurance to the insurance industry and transportation sector.				
General Objective 2.0: Understand aviation and space operations, risks and insurance covers.						
3-4	2.1 Explain the nature and structure of aviation and space operations. 2.2 Describe aircraft operations and associated risk exposures. 2.3 Explain the relationship between aviation activities and insurance protection. 2.4 Describe the major types of aviation insurance covers. 2.5 Explain aircraft hull insurance and its applications. 2.6 Describe aviation liability insurance, passenger liability and third-party liability covers. 2.7 Explain the nature and purpose of space	• Discuss the nature and structure of aviation and space operations. • Explain aircraft operations and associated risk exposures. • Discuss the relationship between aviation activities and insurance protection. • Explain the major types of aviation insurance covers. • Discuss aircraft hull insurance and its applications. • Explain aviation liability insurance, passenger liability	Aviation insurance policy wordings, Aircraft information sheets, Airport risk reports, Insurance brochures, Space insurance reports, Case studies, Laptop, Projector.	• Analyse aviation operational risks from aircraft and airport scenarios. • Identify appropriate insurance covers for different aviation risks. • Write assessment report on aviation hull and liability insurance policy documents. • Analyse aviation insurance covers based on risk exposures and protection provided. • Prepare a basic aviation insurance cover recommendation for selected risks.	• Provide examples of aviation insurance policies. • Demonstrate interpretation of policy covers and exclusions. • Guide students in matching risks with appropriate insurance protection. • Supervise comparison of aviation insurance covers. • Review students' cover recommendations.	Aviation insurance policy wordings, Aircraft information sheets, Airport risk reports, Insurance brochures, Case studies, Laptop, Projector.

	insurance covers.	and third-party liability covers. • Discuss the nature and purpose of space insurance covers.				
General Objective 3.0: Analyse aviation and space underwriting and risk assessment processes.						
5-7	3.1 Explain the concept and importance of aviation and space underwriting. 3.2 Describe the information requirements for aviation and space insurance proposals. 3.3 Explain factors considered in assessing aviation and space risks. 3.4 Describe aircraft valuation and its importance in underwriting decisions. 3.5 Explain factors influencing aviation insurance rating decisions. 3.6 Describe policy terms, conditions, warranties and exclusions applicable to aviation and space insurance. 3.7 Explain the relationship between risk assessment and	• Discuss the concept and importance of aviation and space underwriting. • Explain the information requirements for aviation and space insurance proposals. • Discuss factors considered in assessing aviation and space risks. • Explain aircraft valuation and its importance in underwriting decisions. • Discuss factors influencing aviation insurance rating decisions. • Explain policy terms, conditions, warranties and exclusions applicable to aviation and space	Aviation proposal forms, Aircraft specifications, Risk survey reports, Rating guides, Underwriting manuals, Policy wordings, Laptop, Spreadsheet software.	• Analyse aviation insurance proposal information. • Identify underwriting factors affecting aviation risks. • Analyse aircraft and operational information for underwriting purposes. • Prepare a basic aviation risk assessment report. • Determine appropriate rating considerations for aviation insurance risks.	• Provide sample aviation proposal forms. • Demonstrate aviation risk assessment procedures. • Guide students in analysing aircraft and operational information. • Supervise preparation of underwriting reports. • Review rating considerations selected by students.	Aviation proposal forms, Aircraft specifications, Risk survey reports, Rating guides, Underwriting manuals, Laptop, Spreadsheet software.

	premium determination.	insurance. • Discuss the relationship between risk assessment and premium determination.				
General Objective 4.0: Understand aviation and space claims management procedures.						
8-10	4.1 Explain the principles and procedures of aviation and space insurance claims. 4.2 Describe requirements for aviation and space claims notification and documentation. 4.3 Explain the process of aviation loss investigation. 4.4 Describe methods of assessing aircraft and space-related losses. 4.5 Explain the role of loss adjusters in aviation insurance claims. 4.6 Describe claims settlement procedures applicable to aviation and space insurance. 4.7 Explain factors affecting aviation and space claims decisions.	• Discuss the principles and procedures of aviation and space insurance claims. • Explain requirements for aviation and space claims notification and documentation. • Discuss the process of aviation loss investigation. • Explain methods of assessing aircraft and space-related losses. • Discuss the role of loss adjusters in aviation insurance claims. • Explain claims settlement procedures applicable to aviation and space insurance.	Claims forms, Policy schedules, Loss investigation reports, Aircraft damage reports, Claims settlement templates, Case studies, Calculator, Laptop.	• Examine aviation insurance claim documents. • Analyse causes and evidence of aviation losses. • Assess aircraft damage and liability claim scenarios. • Prepare a basic aviation claims assessment report. • Recommend appropriate claims settlement decisions based on policy provisions.	• Provide aviation claims case files. • Demonstrate claims investigation procedures. • Guide analysis of loss evidence. • Supervise preparation of claims assessment reports. • Review students' settlement recommendations.	Claims forms, Policy schedules, Loss investigation reports, Aircraft damage reports, Claims settlement templates, Case studies, Laptop.

		• Discuss factors affecting aviation and space claims decisions.				
General Objective 5.0: Evaluate aviation and space regulation, professional practices and risk transfer mechanisms.						
11-12	5.1 Explain the importance of regulation in aviation and space insurance. 5.2 Describe international conventions and standards affecting aviation insurance practice. 5.3 Explain the liability responsibilities of aircraft owners, operators and aviation service providers. 5.4 Describe the roles of regulatory bodies and professional organisations in aviation insurance. 5.5 Explain compliance and ethical requirements in aviation and space insurance practice. 5.6 Describe reinsurance arrangements applicable to aviation and space risks. 5.7 Explain the role of risk transfer mechanisms in managing aviation and space exposures.	• Discuss the importance of regulation in aviation and space insurance. • Explain international conventions and standards affecting aviation insurance practice. • Discuss the liability responsibilities of aircraft owners, operators and aviation service providers. • Explain the roles of regulatory bodies and professional organisations in aviation insurance. • Discuss compliance and ethical requirements in aviation and space insurance practice. • Explain reinsurance arrangements applicable to	Aviation regulations, International convention materials, Reinsurance documents, Liability case studies, Risk transfer reports, Professional codes, Laptop, Projector.	• Examine regulatory requirements affecting aviation insurance operations. • Analyse liability issues arising from aviation activities. • Identify suitable risk transfer arrangements for aviation risks. • Examine reinsurance arrangements used for aviation risks. • Prepare a basic risk transfer recommendation for aviation exposures.	• Provide aviation regulatory and reinsurance case studies. • Guide students in analysing liability scenarios. • Demonstrate the role of reinsurance in managing aviation risks. • Supervise examination of risk transfer arrangements. • Review students' risk transfer recommendations.	Aviation regulations, International convention materials, Reinsurance documents, Liability case studies, Risk transfer reports, Laptop, Projector.

		aviation and space risks. • Discuss the role of risk transfer mechanisms in managing aviation and space exposures.				
General Objective 6.0: Identify emerging challenges and trends affecting aviation and space insurance.						
13-15	6.1 Explain emerging challenges affecting aviation and space insurance markets. 6.2 Describe the impact of technological developments on aviation insurance. 6.3 Explain the insurance implications of unmanned aerial vehicles (drones). 6.4 Describe climate-related risks affecting aviation insurance. 6.5 Explain emerging risks associated with space activities. 6.6 Describe the influence of digital transformation on aviation and space insurance. 6.7 Explain future trends affecting aviation and space insurance practice.	• Discuss emerging challenges affecting aviation and space insurance markets. • Explain the impact of technological developments on aviation insurance. • Discuss the insurance implications of unmanned aerial vehicles (drones). • Explain climate-related risks affecting aviation insurance. • Discuss emerging risks associated with space activities. • Explain the influence of digital transformation on aviation and space insurance.	Industry reports, Technology risk publications, Drone insurance case studies, Climate risk reports, Space insurance reports, Digital insurance reports, Laptop, Projector.	• Identify emerging risks affecting aviation and space insurance. • Analyse the insurance implications of drones and new aviation technologies. • Examine the impact of climate and technological changes on aviation risks. • Prepare a report on emerging trends affecting aviation and space insurance.	• Provide emerging risk case studies. • Guide analysis of technology-related aviation risks. • Supervise evaluation of climate and technological changes. • Assess students' emerging-trend reports.	Industry reports, Technology risk publications, Drone insurance case studies, Space insurance reports, Laptop, Projector.

		• Discuss future trends affecting aviation and space insurance practice.				

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Life Assurance Law and Taxation

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: LIFE ASSURANCE LAW AND TAXATION</td><td>COURSE CODE: INS 422</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: II</td><td>PRE-REQUISITE: INS 211</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to interpret life assurance law, analyse policy ownership and claims obligations, taxation principles and ethical practice and financial planning.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand legal foundations and principles of life assurance;
2.0 Understand life policy ownership, interests, trusts and settlements;
3.0 Analyse life assurance claims law and benefit obligations;
4.0 Understand taxation principles applicable to life assurance operations;
5.0 Evaluate life assurance compliance, ethical practice and financial planning.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: LIFE ASSURANCE LAW AND TAXATION			COURSE CODE: INS 422 CREDIT UNIT: 3		CONTACT HOURS: 3 HOURS/WEEK THEORETICAL: 2 HOURS/WEEK	
YEAR: II SEMESTER: II			PRE-REQUISITE: INS 211		PRACTICAL: 1 HOUR/WEEK	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to interpret life assurance law, analyse policy ownership and claims obligations, taxation principles and ethical practice and financial planning.						
General Objective 1.0: Understand legal foundations and principles of life assurance.						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain the concept and nature of life assurance law. 1.2 Describe the sources of law applicable to life assurance practice. 1.3 Explain the legal principles governing life assurance contracts. 1.4 Describe the essential elements required for a valid life assurance contract. 1.5 Explain the relationship between legal principles and life assurance operations. 1.6 Describe the importance of legal	• Discuss the concept and nature of life assurance law. • Explain the sources of law applicable to life assurance practice. • Discuss the legal principles governing life assurance contracts. • Explain the essential elements of a valid life assurance contract. • Discuss legal principles to life assurance operations. • Discuss the importance of legal knowledge in practice. • Discuss the role of	Life assurance policy documents, Contract templates, Legal case studies, Insurance law textbooks, Regulatory guidelines, Lecture notes, Laptop, Projector.	• Identify legal principles applicable to life assurance contracts from policy documents and case materials. • Examine the essential elements required for valid life assurance contracts. • Analyse sample life assurance contracts to determine legal rights and obligations. • Interpret policy terms and conditions relating to legal requirements. • Prepare a brief legal review report on a life assurance contract.	• Provide sample life assurance policy documents. • Demonstrate identification of contractual elements. • Guide students in reviewing policy clauses. • Supervise analysis of legal case scenarios. • Assess students' legal interpretation reports.	Life assurance policy documents, Contract templates, Legal case studies, Insurance law textbooks, Regulatory guidelines, Laptop, Projector.

	knowledge in life assurance practice. 1.7 Explain the role of legislation in regulating life assurance activities.	legislation in regulating life assurance activities.				
General Objective 2.0: Understand life policy ownership, interests, trusts and settlements.						
4-6	2.1 Explain the concept of ownership in life assurance policies. 2.2 Describe the rights and interests of policyholders under life assurance contracts. 2.3 Explain the roles of beneficiaries and other parties involved in life assurance policies. 2.4 Describe the principles governing assignment and transfer of life assurance policies. 2.5 Explain the nature and purpose of trusts and settlements in life assurance. 2.6 Describe the appointment, powers and duties of trustees in life assurance arrangements. 2.7 Explain the legal implications of	• Discuss ownership in life assurance policies. • Explain policyholder rights and interests. • Discuss the roles of beneficiaries and other parties. • Explain assignment and transfer principles. • Describe trusts and settlements in life assurance. • Explain the appointment, powers and duties of trustees. • Discuss legal implications of ownership and beneficiary changes.	Life policy schedules, Assignment forms, Trust documents, Beneficiary nomination forms, Insurance law textbooks, Case studies, Laptop, Projector.	• Identify ownership rights and interests in life assurance policies. • Examine policy assignment and beneficiary arrangements. • Analyse trust arrangements used in life assurance policies. • Prepare simple beneficiary and ownership documentation. • Interpret trustee responsibilities in life assurance arrangements.	• Provide examples of life policy ownership structures. • Demonstrate assignment and beneficiary documentation. • Guide students in analysing trust arrangements. • Supervise preparation of ownership-related documents. • Assess students' interpretation of trust responsibilities.	Life policy schedules, Assignment forms, Trust documents, Beneficiary nomination forms, Case studies, Laptop, Projector.

	policy ownership changes and beneficiary arrangements.					
General Objective 3.0: Analyse life assurance claims law and benefit obligations.						
7-9	3.1 Explain the legal principles governing life assurance claims. 3.2 Describe the obligations of insurers in the settlement of life assurance claims. 3.3 Explain the rights of policyholders and beneficiaries during claims processes. 3.4 Describe the legal requirements relating to life assurance benefit payments. 3.5 Explain the importance of disclosure and utmost good faith in life assurance claims. 3.6 Describe the causes of disputes arising from life assurance claims. 3.7 Explain the role of legal procedures in resolving life assurance claim disputes.	• Discuss legal principles governing life assurance claims. • Explain insurer obligations in claim settlement. • Discuss the rights of policyholders and beneficiaries. • Explain legal requirements for benefit payments. • Discuss disclosure and utmost good faith in claims. • Explain causes of life assurance claim disputes. • Discuss legal procedures for resolving claim disputes.	Claims forms, Death certificates, Policy contracts, Claims investigation reports, Settlement templates, Legal case studies, Laptop, Projector.	• Examine life assurance claims documents and supporting evidence. • Analyse legal issues arising from life assurance claims. • Interpret policy conditions affecting claim payment decisions. • Prepare a basic life assurance claims assessment report. • Recommend appropriate claim settlement actions based on policy provisions.	• Provide sample life assurance claim files. • Demonstrate claim documentation requirements. • Guide students in analysing claim disputes. • Supervise preparation of claim assessment reports. • Evaluate students' recommendations.	Claims forms, Death certificates and supporting documents, Policy contracts, Claims investigation reports, Settlement templates, Case studies, Laptop.

General Objective 4.0: Understand taxation principles applicable to life assurance operations.						
10-12	4.1 Explain the concept and importance of taxation in life assurance. 4.2 Describe the principles of taxation applicable to life assurance transactions. 4.3 Explain the tax treatment of life assurance premiums and policy benefits. 4.4 Describe the taxation implications of life assurance investments. 4.5 Explain the tax obligations of life assurance companies. 4.6 Describe the procedures involved in tax compliance for life assurance operations. 4.7 Explain the importance of effective tax management in life assurance practice.	• Discuss taxation and its importance in life assurance. • Explain taxation principles applicable to life assurance transactions. • Discuss the tax treatment of premiums and policy benefits. • Discuss taxation implications of life assurance investments. • Discuss the tax obligations of life assurance companies. • Explain tax compliance procedures. • Discuss the importance of effective tax management.	Tax regulations, Insurance taxation guidelines, Policy documents, Tax computation templates, Case studies, Spreadsheet software, Laptop, Projector.	• Identify tax-related information contained in life assurance transactions. • Analyse the tax treatment of life assurance premiums and benefits. • Examine taxation implications of different life assurance products. • Prepare simple tax compliance schedules for life assurance transactions. • Interpret tax requirements affecting life assurance operations.	• Provide examples of life assurance tax scenarios. • Demonstrate interpretation of tax provisions. • Guide students in preparing tax schedules. • Supervise analysis of tax implications. • Assess students' tax compliance exercises.	Tax regulations, Insurance taxation guidelines, Policy documents, Tax computation templates, Case studies, Spreadsheet software, Laptop.
General Objective 5.0: Evaluate life assurance compliance, ethical practice and financial planning.						
13-15	5.1 Explain the concept and importance of regulatory	• Discuss regulatory compliance in life assurance.	Regulatory guidelines, Consumer	• Examine regulatory compliance requirements	• Provide compliance and ethical case	Regulatory guidelines, Consumer

	compliance in life assurance. 5.2 Describe the role of regulatory authorities in supervising life assurance business. 5.3 Explain legal and regulatory requirements affecting life assurance operations. 5.4 Describe consumer protection principles applicable to life assurance practice. 5.5 Explain ethical principles guiding life assurance professionals. 5.6 Describe the role of life assurance in personal and financial planning. 5.7 Explain emerging legal and regulatory issues affecting life assurance markets.	• Explain the role of regulatory authorities. • Discuss legal and regulatory requirements affecting operations. • Explain consumer protection principles. • Discuss ethical principles guiding professionals. • Explain life assurance in personal and financial planning. • Discuss emerging legal and regulatory issues.	protection documents, Code of ethics, Compliance checklists, Financial planning templates, Industry reports, Laptop, Projector.	affecting life assurance operations. • Analyse consumer protection issues in life assurance transactions. • Identify ethical challenges in life assurance practice. • Prepare a simple compliance review report for a life assurance institution. • Develop basic life assurance financial planning recommendations. • Evaluate emerging legal and regulatory issues affecting life assurance products.	studies. • Demonstrate regulatory review procedures. • Guide students in identifying consumer protection issues. • Supervise preparation of compliance reports. • Assess financial planning recommendations. • Review evaluation of emerging legal and regulatory issues.	protection documents, Code of ethics, Compliance checklists, Financial planning templates, Industry reports, Laptop, Projector.

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Practice of Reinsurance

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: PRACTICE OF REINSURANCE	**COURSE CODE: INS 423**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: II	**PRE-REQUISITE: INS 225**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip the students with knowledge and skills required to analyse insurance portfolios and evaluate reinsurance strategy and governance.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand reinsurance principles, functions and portfolio analysis; 2.0 Understand facultative and treaty reinsurance arrangements; 3.0 Analyse reinsurance underwriting, terms, rating and pricing; 4.0 Understand reinsurance administration, accounting and claims recoveries; 5.0 Evaluate reinsurance strategy, legal arrangements and governance.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: PRACTICE OF REINSURANCE	COURSE CODE: INS 423	CONTACT HOURS: 3 HOURS/WEEK
	CREDIT UNIT: 3	THEORETICAL: 2 HOURS/WEEK
YEAR: II SEMESTER: II	PRE-REQUISITE: INS 225	PRACTICAL: 1 HOUR/WEEK
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to analyse insurance portfolios and evaluate reinsurance strategy and governance.		
General Objective 1.0: Understand reinsurance principles, functions and portfolio analysis.		

THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	Teacher's Activities	**Resources**	**Specific Learning Outcome**	Teacher's Activities	**Resources**
1-3	1.1 Explain the concept and principles of reinsurance. 1.2 Describe the role and importance of reinsurance in insurance operations. 1.3 Explain the functions of reinsurance in risk spreading and capacity enhancement. 1.4 Describe the relationship between insurers, reinsurers and retrocessionaires. 1.5 Explain the concept of insurance and reinsurance portfolios.	• Discuss the concept and principles of reinsurance. • Discuss the role and importance of reinsurance in insurance operations. • Discuss reinsurance functions in risk spreading and capacity enhancement. • Explain relationships among insurers, reinsurers and retrocessionaires. • Discuss insurance and reinsurance portfolio concepts. • Discuss factors affecting portfolio analysis. • Discuss analysis of	Reinsurance textbooks, Insurance portfolio records, Claims statistics, Risk exposure reports, Reinsurance case studies, Lecture notes, Laptop, Projector.	• Analyse insurance portfolios to identify risks requiring reinsurance protection. • Classify risks according to exposure, severity and accumulation potential. • Prepare a basic reinsurance portfolio analysis report. • Interpret claims experience data to determine reinsurance needs. • Identify the role of reinsurance in managing insurance portfolio exposures.	• Provide sample insurance portfolio data. • Demonstrate methods of analysing risk exposure and claims experience. • Guide students in identifying accumulation risks. • Supervise preparation of portfolio analysis reports. • Assess students' interpretation of reinsurance needs.	Insurance portfolio records, Claims statistics, Risk exposure reports, Reinsurance case studies, Spreadsheet software, Laptop, Projector.

	1.6 Describe factors affecting reinsurance portfolio analysis. 1.7 Explain the importance of portfolio analysis in reinsurance decision-making.	portfolio information for reinsurance decisions.				
General Objective 2.0: Understand facultative and treaty reinsurance arrangements.						
4-6	2.1 Explain the meaning and characteristics of facultative reinsurance. 2.2 Describe the principles and operations of treaty reinsurance. 2.3 Explain the differences between facultative and treaty reinsurance. 2.4 Describe proportional reinsurance arrangements. 2.5 Explain non-proportional reinsurance arrangements. 2.6 Describe the procedures involved in arranging reinsurance	• Discuss facultative reinsurance and its characteristics. • Explain treaty reinsurance principles and operations. • Compare facultative and treaty reinsurance. • Explain proportional reinsurance arrangements. • Discuss non-proportional reinsurance arrangements. • Explain procedures for arranging reinsurance programmes. • Discuss factors influencing arrangement selection.	Facultative slips, Treaty wordings, Reinsurance agreements, Programme placement documents, Reinsurance textbooks, Case studies, Laptop, Projector.	• Identify appropriate reinsurance arrangements for different insurance risks. • Analyse facultative reinsurance documents and arrangements. • Examine treaty reinsurance agreements and conditions. • Compare proportional and non-proportional reinsurance structures. • Prepare a basic reinsurance programme structure for selected risks.	• Provide examples of facultative and treaty contracts. • Demonstrate interpretation of treaty clauses. • Guide students in selecting suitable reinsurance arrangements. • Supervise preparation of reinsurance programme structures. • Evaluate students' recommendations.	Facultative slips, Treaty wordings, Reinsurance agreements, Programme placement documents, Case studies, Laptop, Projector.

	programmes. 2.7 Explain the factors influencing the selection of reinsurance arrangements.					
General Objective 3.0: Analyse reinsurance underwriting, terms, rating and pricing.						
7-9	3.1 Explain the concept and principles of reinsurance underwriting. 3.2 Describe the information required for reinsurance risk assessment. 3.3 Explain factors considered in reinsurance pricing decisions. 3.4 Describe reinsurance rating principles and methods. 3.5 Explain the major terms and conditions contained in reinsurance agreements. 3.6 Describe the factors affecting reinsurance premium determination. 3.7 Explain the use of	• Discuss reinsurance underwriting principles. • Explain information required for reinsurance risk assessment. • Discuss factors considered in reinsurance pricing. • Explain reinsurance rating principles and methods. • Discuss major reinsurance terms and conditions. • Discuss factors affecting premium determination. • Discuss the use of statistical information in underwriting and pricing.	Reinsurance proposal forms, Premium rating tables, Treaty conditions, Pricing worksheets, Statistical data, Spreadsheet software, Calculator, Laptop.	• Examine reinsurance proposal information for underwriting purposes. • Analyse factors influencing reinsurance pricing decisions. • Calculate basic reinsurance premium and commission adjustments. • Interpret reinsurance terms, conditions and exclusions. • Prepare a basic reinsurance underwriting assessment report.	• Provide sample reinsurance proposals. • Demonstrate basic reinsurance pricing procedures. • Guide students in analysing underwriting factors. • Explain interpretation of treaty terms and conditions. • Supervise preparation of underwriting reports.	Reinsurance proposal forms, Premium rating tables, Treaty conditions, Pricing worksheets, Statistical data, Spreadsheet software, Calculator.

	statistical information in reinsurance underwriting and pricing.					
General Objective 4.0: Understand reinsurance administration, accounting and claims recoveries.						
10-12	4.1 Explain the principles of reinsurance administration. 4.2 Describe procedures involved in managing reinsurance treaties. 4.3 Explain the accounting treatment of reinsurance transactions. 4.4 Describe the treatment of reinsurance premiums and commissions. 4.5 Explain the principles of reinsurance claims recoveries. 4.6 Describe the management of outstanding claims and recoveries. 4.7 Explain the importance of accurate	• Discuss reinsurance administration principles. • Explain procedures for managing reinsurance treaties. • Discuss accounting treatment of reinsurance transactions. • Discuss premiums and commission treatment. • Discuss reinsurance claims recovery principles. • Explain management of outstanding claims and recoveries. • Discuss the importance of accurate records and documentation.	Reinsurance accounting templates, Premium statements, Claims recovery schedules, Treaty accounts, Reconciliation worksheets, Spreadsheet software, Laptop, Projector.	• Prepare basic reinsurance transaction records. • Analyse reinsurance premium and commission statements. • Examine claims recovery documentation. • Calculate basic reinsurance recoveries under selected arrangements. • Prepare a reconciliation statement between insurer and reinsurer accounts.	• Demonstrate preparation of reinsurance records. • Provide premium and claims recovery statements. • Guide students in calculating recoveries. • Supervise reconciliation exercises. • Assess accuracy of accounting outputs.	Reinsurance accounting templates, Premium statements, Claims recovery schedules, Treaty accounts, Reconciliation worksheets, Spreadsheet software, Laptop.

	reinsurance records and documentation.					
General Objective 5.0: Evaluate reinsurance strategy, legal arrangements and governance.						
13-15	5.1 Explain the concept of reinsurance strategy and planning. 5.2 Describe factors influencing retention decisions in insurance organisations. 5.3 Explain the relationship between retention levels and reinsurance requirements. 5.4 Describe legal principles governing reinsurance contracts. 5.5 Explain the concept of legal cession in reinsurance arrangements. 5.6 Describe regulatory and governance requirements affecting reinsurance practice. 5.7 Explain the importance of effective	• Discuss reinsurance strategy and planning. • Discuss factors influencing retention decisions. • Discuss the relationship between retention levels and reinsurance requirements. • Explain legal principles governing reinsurance contracts. • Discuss legal cession in reinsurance arrangements. • Discuss regulatory and governance requirements. • Discuss the importance of effective reinsurance governance.	Reinsurance strategy documents, Retention schedules, Reinsurance contracts, Legal case studies, Regulatory guidelines, Governance frameworks, Laptop, Projector.	• Analyse factors influencing retention decisions. • Prepare a basic retention and reinsurance recommendation. • Examine reinsurance contract clauses and legal provisions. • Identify governance issues affecting reinsurance arrangements. • Prepare a reinsurance strategy review report.	• Provide retention and strategy case studies. • Demonstrate analysis of retention and reinsurance requirements. • Guide students in interpreting contract clauses and legal provisions. • Supervise assessment of governance issues. • Assess reinsurance strategy review reports.	Retention schedules, Reinsurance contracts, Legal and regulatory guidelines, Governance checklists, Strategy review templates, Case studies, Laptop, Projector.

	reinsurance governance in insurance institutions.					

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Energy Insurance

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: ENERGY INSURANCE</td><td>COURSE CODE: INS 424</td><td>CONTACT HOURS: 3 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 3</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: II</td><td>PRE-REQUISITE: NIL</td><td>PRACTICAL: 1 HOUR/WEEK</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to assess energy risks, interpret specialist covers, and support energy insurance decisions.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand energy operations and risk exposures;
2.0 Analyse energy hazards and loss potential;
3.0 Understand energy policy structures and coverage;
4.0 Understand the regulatory issues in energy insurance;
5.0 Understand energy risks underwriting principles;
6.0 Evaluate energy risk claims.</td></tr>
</table>

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: ENERGY INSURANCE			**COURSE CODE: INS 424**		**CONTACT HOURS: 3 HOURS/WEEK**	
			CREDIT UNIT: 3		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: II SEMESTER: II			**PRE-REQUISITE: NIL**		**PRACTICAL: 1 HOUR/WEEK**	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to assess energy risks, interpret specialist covers, and support energy insurance decisions.						
General Objective 1.0: Understand energy operations and risk exposures.						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain energy operations 1.2 Describe energy risk exposures: upstream, midstream and downstream. 1.3 Describe power and renewable energy risks.	• Discuss energy operations • Explain energy risk exposures: upstream, midstream and downstream. • Explain power and renewable energy risks.	Energy policy wordings, Risk survey reports, Energy industry diagrams, Loss reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Identify energy operations and assets from industry profiles. • Prepare energy risk exposure schedules for selected facilities. • Map operational activities against associated insurance risks. • Present energy risk findings using case scenarios.	• Demonstrate how energy operations generate different insurance exposures. • Provide industry scenarios for identifying energy assets and activities. • Guide students in preparing energy risk exposure schedules. • Facilitate discussion of operational risks within energy facilities. • Review	Energy policies, Risk surveys, Facility profiles, Hazard checklists, Loss reports, Claim files, Proposal forms, Underwriting guides, Reinsurance documents, Case studies.

					students' risk mapping and presentation outputs.	
General Objective 2.0: Analyse energy hazards and loss potential.						
4-6	2.1 Explain energy hazard identification methods. 2.2 Describe operational hazards in energy facilities. 2.3 Describe probable maximum loss concepts.	• Discuss energy hazard identification methods. • Explain operational hazards in energy facilities. • Explain probable maximum loss concepts.	Energy policy wordings, Risk survey reports, Energy industry diagrams, Loss reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Conduct hazard identification exercises using energy risk information. • Complete energy risk survey checklists. • Estimate potential losses from energy risk scenarios. • Prepare energy hazard assessment reports. • Recommend risk control measures based on identified hazards.	• Demonstrate hazard identification procedures using energy risk cases. • Guide students in completing energy risk survey checklists. • Provide loss scenarios for potential loss estimation exercises. • Supervise preparation of energy hazard assessment reports. • Discuss appropriate risk control measures for identified hazards	Energy policies, Risk surveys, Facility profiles, Hazard checklists, Loss reports, Claim files, Proposal forms, Underwriting guides, Reinsurance documents, Case studies.
General Objective 3.0: Understand energy policy structures and coverage.						
7-9	3.1 Explain the scope of energy insurance. 3.2 Explain energy	• Discuss the scope of energy insurance. • Discuss energy	Energy policy wordings, Risk survey reports,	• Interpret energy insurance policy wordings.	• Provide sample energy insurance policy	Energy policies, Risk surveys, Facility profiles,

	package policy structures. 3.3 Describe property damage cover. 3.4 Explain business interruption cover. 3.5 Describe control of well cover. 3.6 Compare energy policy exclusions. 3.7 Describe insurance for transportation and transit risks in the energy industry.	package policy structures. • Explain property damage cover. • Discuss business interruption cover. • Explain control of well cover. • Discuss energy policy exclusions. • Explain insurance for transportation and transit risks in the energy industry.	Energy industry diagrams, Loss reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Identify policy coverage, exclusions and conditions. • Prepare energy policy review summaries. • Compare coverage options for selected energy risks. • Present policy interpretation reports.	documents for analysis. • Demonstrate procedures for interpreting policy clauses and conditions. • Guide students in identifying coverage limitations and exclusions. • Facilitate comparison of energy insurance covers. • Review students' policy analysis reports.	Hazard checklists, Loss reports, Claim files, Proposal forms, Underwriting guides, Reinsurance documents, Case studies.
General Objective 4.0: Apply energy underwriting principles.						
10-12	4.1 Explain energy underwriting information. 4.2 Describe risk survey requirements. 4.3 Explain energy pricing factors. 4.4 Describe risk accumulation controls. 4.5 Evaluate proposed underwriting terms.	• Discuss energy underwriting information. • Explain risk survey requirements. • Discuss energy pricing factors. • Explain risk accumulation controls. • Discuss proposed underwriting terms.	Energy policy wordings, Risk survey reports, Energy industry diagrams, Loss reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Extract underwriting information from energy proposal documents. • Complete energy risk assessment forms. • Analyse risk survey findings for underwriting decisions. • Calculate basic energy insurance pricing	• Demonstrate the process of reviewing energy insurance proposal documents. • Guide students in completing energy risk assessment forms. • Explain the use of risk survey information in underwriting	Energy policies, Risk surveys, Facility profiles, Hazard checklists, Loss reports, Claim files, Proposal forms, Underwriting guides, Reinsurance documents, Case studies.

				considerations. • Prepare energy underwriting reports. • Recommend suitable underwriting terms for energy risks.	decisions. • Supervise basic energy pricing exercises. • Review underwriting reports and recommendations	
General Objective 5.0: Evaluate energy claims and risk control.						
13-15	5.1 Explain energy claim notification requirements. 5.2 Describe causation evidence in energy losses. 5.3 Explain loss reserving principles. 5.4 Describe energy loss prevention measures. 5.5 Evaluate reinsurance support for energy risks.	• Discuss energy claim notification requirements. • Explain causation evidence in energy losses. • Discuss loss reserving principles. • Explain energy loss prevention measures. • Discuss reinsurance support for energy risks.	Energy policy wordings, Risk survey reports, Energy industry diagrams, Loss reports, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector.	• Process energy claim documentation from loss scenarios. • Examine loss evidence and claim investigation reports. • Calculate estimated claim values from energy losses. • Prepare energy claims assessment reports. • Develop energy loss prevention recommendations. • Prepare reinsurance support summaries for major energy risks	• Provide simulated energy loss cases for claims assessment. • Demonstrate claim documentation and investigation procedures. • Guide students in evaluating loss evidence and claim reports. • Supervise preparation of claims assessment reports. • Discuss risk control strategies and reinsurance	Energy policies, Risk surveys, Facility profiles, Hazard checklists, Loss reports, Claim files, Proposal forms, Underwriting guides, Reinsurance documents, Case studies.

					support arrangements	

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Emerging Risks and Sustainable Insurance

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: EMERGING RISKS AND SUSTAINABLE INSURANCE	**COURSE CODE: INS 425**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: II	**PRE-REQUISITE: INS 214**	**PRACTICAL: 0**
GOAL: This course is designed to equip students with the knowledge and skills required to understand and apply emerging risk concepts in insurance.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand emerging risk concepts, sources and impacts on insurance operations; 2.0 Understand technology-related emerging risks and innovations affecting insurance practice; 3.0 Understand climate, environmental and sustainability-related risks affecting insurance operations; 4.0 Understand sustainable insurance principles, ESG considerations and sustainable insurance products; 5.0 Evaluate insurance responses, innovation and risk management approaches for emerging risks.		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: EMERGING RISKS AND SUSTAINABLE INSURANCE	COURSE CODE: INS 425	CONTACT HOURS: 2 HOURS/WEEK
	CREDIT UNIT: 2	THEORETICAL: 2 HOURS/WEEK
YEAR: II SEMESTER: II	PRE-REQUISITE: INS 214	PRACTICAL: 0
COURSE SPECIFICATION: THEORETICAL		
GOAL: This course is designed to equip students with the knowledge and skills required to understand and apply emerging risk concepts in insurance.		
General Objective 1.0: Understand emerging risk concepts, sources and impacts on insurance operations.		

	THEORETICAL CONTENT			INTEGRATED PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	Teacher's Activities	**Resources**	**Specific Learning Outcome**	Teacher's Activities	**Resources**
1-3	1.1 Explain the concepts of emerging risks and sustainable insurance. 1.2 Describe the characteristics of emerging risks in insurance practice. 1.3 Identify the major drivers of emerging risks in insurance markets. 1.4 Explain the differences between traditional risks and emerging risks. 1.5 Describe the sources of emerging risks affecting insurance institutions. 1.6 Explain the impact of emerging risks on insurance products, underwriting and claims management. 1.7 Describe the importance	• Discuss emerging risk and sustainable insurance concepts. • Explain the characteristics of emerging risks. • Discuss major drivers of emerging risks. • Compare traditional and emerging risks. • Explain sources of emerging risks affecting insurers. • Discuss their impact on products, underwriting and claims.	Emerging risk reports, Insurance market reports, Risk management textbooks, Industry publications, Case studies, Lecture notes, Laptop, Projector.			

	of understanding emerging risks in modern insurance operations.	• Discuss the importance of emerging risk awareness.				
General Objective 2.0: Understand technology-related emerging risks and innovations affecting insurance practice.						
4-6	2.1 Explain the nature of technology-related emerging risks in insurance. 2.2 Describe cyber risks affecting insurance institutions and policyholders. 2.3 Explain the influence of digital transformation on insurance operations. 2.4 Describe the role of artificial intelligence and data technologies in emerging insurance risks. 2.5 Explain the concept and importance of cyber insurance. 2.6 Describe innovations in cyber insurance products and services. 2.7 Explain the role of InsurTech in responding to technology-related risks.	• Discuss technology-related emerging risks. • Explain cyber risks affecting insurers and policyholders. • Discuss digital transformation in insurance operations. • Explain AI and data-related risk implications. • Discuss the concept and importance of cyber insurance. • Explain innovations in cyber insurance products. • Discuss InsurTech responses to technology risks.	Cyber risk reports, Cyber insurance policy wordings, InsurTech case studies, Digital transformation reports, AI risk publications, Industry guidelines, Laptop, Projector.			
General Objective 3.0: Understand climate, environmental and sustainability-related risks affecting insurance operations.						
7-9	3.1 Explain the relationship between climate change	• Discuss the relationship	Climate risk reports,			

	and insurance risks. 3.2 Describe major environmental risks affecting insurance operations. 3.3 Identify climate-related risks affecting individuals, businesses and communities. 3.4 Explain the importance of climate risk assessment in insurance practice. 3.5 Describe the concept and purpose of climate insurance. 3.6 Explain the role of insurance in promoting environmental resilience. 3.7 Describe the importance of green insurance solutions in managing environmental risks.	between climate change and insurance risks. • Explain major environmental risk exposures. • Discuss climate-related risks affecting different stakeholders. • Discuss climate risk assessment in insurance. • Explain climate insurance concepts and purposes. • Discuss insurance and environmental resilience. • Explain green insurance solutions.	Environmental risk studies, Climate insurance policy documents, Disaster loss records, Resilience frameworks, Case studies, Laptop, Projector.			
General Objective 4.0: Understand sustainable insurance principles, ESG considerations and sustainable insurance products.						
10-12	4.1 Explain the principles of sustainable insurance. 4.2 Describe the concept of Environmental, Social and Governance (ESG) considerations in insurance. 4.3 Explain the	• Discuss sustainable insurance principles. • Explain Environmental, Social and Governance considerations.	Sustainable insurance principles, ESG frameworks, Sustainability reports, Governance codes,			

	relationship between ESG factors and insurance decision-making. 4.4 Describe environmental responsibilities in sustainable insurance operations. 4.5 Explain social responsibility practices in insurance institutions. 4.6 Describe governance principles supporting sustainable insurance practice. 4.7 Explain the concept and importance of ESG insurance products and green insurance.	• Discuss ESG factors in insurance decisions. • Explain environmental responsibilities of insurers. • Discuss social responsibility practices. • Explain governance principles supporting sustainability. • Discuss ESG and green insurance products.	Green insurance product examples, Case studies, Laptop, Projector.			
General Objective 5.0: Evaluate insurance responses, innovation and risk management approaches for emerging risks.						
13-15	5.1 Explain approaches used in identifying emerging risks in insurance institutions. 5.2 Describe methods used in assessing emerging risks. 5.3 Explain risk management approaches for uncertain and evolving risks. 5.4 Describe insurance	• Discuss approaches for identifying emerging risks. • Explain methods of emerging risk assessment. • Discuss risk management for uncertain and evolving risks. • Explain insurance	Emerging risk registers, Risk assessment frameworks, Insurance innovation reports, Regulatory guidelines, Product development templates, Future trend			

	responses to climate, cyber and environmental risks. 5.5 Explain the importance of sustainable product innovation in insurance. 5.6 Describe the role of innovation and regulation in managing emerging risks. 5.7 Explain future trends affecting emerging risks and sustainable insurance development.	responses to climate, cyber and environmental risks. • Discuss sustainable insurance product innovation. • Discuss the role of regulation and innovation. • Discuss future trends in sustainable insurance.	reports, Laptop, Projector.			

COURSE ASSESSMENT:

Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100%

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: RISK REGULATION AND CAPITAL ADEQUACY	**COURSE CODE: INS 426**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: II	**PRE-REQUISITE: NIL**	**PRACTICAL: 0**
GOAL: This course is designed to equip the students with knowledge and skills required to understand insurance prudential regulation, assess insurer capital and solvency and interpret capital adequacy requirements.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand insurance prudential regulation, risk management and supervision; 2.0 Understand insurer capital, solvency and financial strength requirements; 3.0 Analyse capital adequacy requirements, risk measurement and capital assessment methods; 4.0 Understand stress testing, scenario analysis and recovery planning; 5.0 Evaluate capital governance, regulatory reporting and compliance practices.		

Risk Regulation and Capital Adequacy

PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: RISK REGULATION AND CAPITAL ADEQUACY			**COURSE CODE: INS 426**		**CONTACT HOURS: 2 HOURS/WEEK**	
			CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: II SEMESTER: II			**PRE-REQUISITE: NIL**		**PRACTICAL: 0**	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to understand insurance prudential regulation, assess insurer capital and solvency and interpret capital adequacy requirements.						
General Objective 1.0: Understand insurance prudential regulation, risk management and supervision.						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	Teacher's Activities	**Resources**	**Specific Learning Outcome**	Teacher's Activities	**Resources**
1-3	1.1 Explain the concept and principles of insurance prudential regulation. 1.2 Describe the objectives of insurance regulation in protecting policyholders and maintaining market stability. 1.3 Explain the relationship between risk management and prudential supervision. 1.4 Identify the major regulatory requirements affecting insurance institutions. 1.5 Describe the role of	• Discuss insurance prudential regulation and its principles. • Discuss policyholder protection and market stability objectives. • Discuss risk management to prudential supervision. • Describe major regulatory requirements affecting insurers. • Explain the supervisory role of regulatory authorities. • Discuss principles	Insurance regulatory frameworks, Prudential guidelines, Risk-based supervision manuals, Insurance legislation, Compliance checklists, Case studies, Laptop, Projector.			

	regulatory authorities in supervising insurance operations. 1.6 Explain the principles of risk-based supervision in insurance practice. 1.7 Describe the importance of regulatory compliance in maintaining insurer financial soundness.	of risk-based supervision. • Explain the importance of compliance to financial soundness.				
General Objective 2.0: Understand insurer capital, solvency and financial strength requirements.						
4-6	2.1 Explain the concept of insurer capital and solvency. 2.2 Describe the importance of capital adequacy in insurance operations. 2.3 Identify the major sources of capital available to insurance institutions. 2.4 Explain the relationship between insurer risks and capital requirements. 2.5 Describe factors affecting the financial strength of insurance companies. 2.6 Explain the importance of solvency	• Discuss insurer capital and solvency concepts. • Discuss the importance of capital adequacy. • Describe major sources of insurer capital. • Discuss insurer risks to capital requirements. • Explain factors affecting insurer financial strength. • Discuss solvency requirements for insurers and reinsurers. • Discuss the consequences of	Insurance financial statements, Solvency reports, Capital adequacy guidelines, Annual reports, Regulatory returns, Case studies, Spreadsheet software, Laptop.			

	requirements for insurers and reinsurers. 2.7 Describe the consequences of inadequate capital on insurance operations.	inadequate capital.				
General Objective 3.0: Analyse capital adequacy requirements, risk measurement and capital assessment methods.						
7-9	3.1 Explain the concept and principles of capital adequacy assessment. 3.2 Describe risk factors considered in determining insurer capital requirements. 3.3 Explain the relationship between underwriting risk, investment risk and capital requirements. 3.4 Describe the role of reinsurance in managing capital requirements. 3.5 Explain the importance of statistical methods in insurance risk estimation. 3.6 Describe the application of probability concepts in measuring insurance risks. 3.7 Explain the	• Discuss capital adequacy assessment principles. • Explain risk factors used in determining capital requirements. • Discuss underwriting and investment risks to capital needs. • Explain the role of reinsurance in capital management. • Discuss statistical methods in insurance risk estimation. • Explain probability applications in risk measurement. • Discuss risk exposure to required capital levels.	Capital adequacy frameworks, Risk exposure reports, Underwriting statistics, Investment risk reports, Reinsurance summaries, Probability tables, Spreadsheet software, Calculators.			

	relationship between risk exposure and required capital levels.					
General Objective 4.0: Understand stress testing, scenario analysis and recovery planning.						
10-12	4.1 Explain the concept and purpose of stress testing in insurance institutions. 4.2 Describe the role of scenario analysis in assessing insurer resilience. 4.3 Identify major risks considered in insurer stress testing. 4.4 Explain the importance of adverse event analysis in insurance planning. 4.5 Describe recovery planning procedures used by insurance institutions. 4.6 Explain the relationship between stress testing and solvency management. 4.7 Describe the importance of financial resilience in insurance operations.	• Discuss stress testing and its purpose. • Explain scenario analysis in insurer resilience assessment. • Describe major risks used in stress tests. • Discuss adverse event analysis in insurance planning. • Explain insurer recovery planning procedures. • Discuss stress testing to solvency management. • Discuss the importance of financial resilience.	Stress-testing guidelines, Scenario analysis templates, Risk event reports, Solvency statements, Recovery plan examples, Case studies, Spreadsheet software, Laptop.			

General Objective 5.0: Evaluate capital governance, regulatory reporting and compliance practices.						
13-15	5.1 Explain the concept and principles of capital governance in insurance institutions. 5.2 Describe the role of boards and management in capital oversight. 5.3 Explain the importance of internal controls in capital management. 5.4 Describe regulatory reporting requirements affecting insurance institutions. 5.5 Explain the importance of accurate financial and risk disclosures. 5.6 Describe the relationship between corporate governance and insurer solvency. 5.7 Explain the importance of effective compliance	• Discuss capital governance principles. • Explain board and management responsibilities for capital oversight. • Discuss internal controls in capital management. • Explain regulatory reporting requirements. • Discuss accurate financial and risk disclosures. • Explain corporate governance to insurer solvency. • Discuss compliance practices supporting financial stability.	Corporate governance frameworks, Capital management policies, Internal control checklists, Regulatory reporting templates, Financial disclosure reports, Compliance manuals, Laptop, Projector.			

	practices in maintaining financial stability.					

COURSE ASSESSMENT:

Course work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Insurance Broking

<table>
<tr><td colspan="3">PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: INSURANCE BROKING</td><td>COURSE CODE: INS 427</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: II</td><td>PRE-REQUISITE: NIL</td><td>PRACTICAL: 0</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to assess clients' risks, support claims, maintain brokerage records and comply with professional requirements.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:
1.0 Understand insurance broking concepts, roles and regulatory requirements;
2.0 Analyse client risks and recommend appropriate insurance solutions;
3.0 Understand insurance placement, negotiation and claims support procedures;
4.0 Understand brokerage documentation, records and financial administration;
5.0 Evaluate brokerage service quality, compliance, ethics and emerging developments.</td></tr>
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PROGRAMME: HIGHER NATIONAL DIPLOMA IN INSURANCE							
COURSE TITLE: INSURANCE BROKING			COURSE CODE: INS 427		CONTACT HOURS: 2 HOURS/WEEK		
			CREDIT UNIT: 2		THEORETICAL: 2 HOURS/WEEK		
YEAR: II SEMESTER: II			PRE-REQUISITE: NIL		PRACTICAL: 0		
COURSE SPECIFICATION: THEORETICAL							
GOAL: This course is designed to equip the students with knowledge and skills required to assess clients' risks, support claims, maintain brokerage records and comply with professional requirements.							
General Objective 1.0: Understand insurance broking concepts, roles and regulatory requirements.							
	THEORETICAL CONTENT			PRACTICAL CONTENT			
Week	**Specific Learning Outcome**	Teacher's Activities	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	
1-3	1.1 Explain the concept and principles of insurance broking. 1.2 Describe the characteristics and functions of insurance brokers. 1.3 Explain the role of insurance brokers within the insurance market. 1.4 Describe the relationship between insurance brokers, insurers and policyholders. 1.5 Explain the importance of insurance broking services to risk management. 1.6 Describe the legal and regulatory	• Discuss insurance broking concepts and principles. • Explain the characteristics and functions of brokers. • Discuss the role of brokers in the insurance market. • Explain relationships among brokers, insurers and policyholders. • Discuss brokerage services in risk management. • Explain legal and regulatory requirements. • Discuss ethical principles guiding brokerage practice.	Insurance brokerage manuals, Regulatory guidelines, Broker organisational structures, Professional codes of conduct, Case studies, Lecture notes, Laptop, Projector.				

	requirements affecting insurance broking practice. 1.7 Explain the ethical principles guiding insurance brokerage operations.					
General Objective 2.0: Analyse client risks and recommend appropriate insurance solutions.						
4-6	2.1 Explain the concept of client risk assessment in insurance broking. 2.2 Describe the process of identifying clients' insurance needs. 2.3 Explain factors considered in analysing client risks. 2.4 Describe the relationship between risk exposure and insurance protection. 2.5 Explain the principles guiding selection of appropriate insurance products. 2.6 Describe the role of brokers in providing insurance advice. 2.7 Explain the importance of risk management solutions in insurance broking.	• Discuss client risk assessment in insurance broking. • Explain procedures for identifying clients' insurance needs. • Discuss factors considered in client risk analysis. • Explain risk exposures to insurance protection. • Discuss principles guiding product selection. • Discuss brokers' insurance advisory responsibilities. • Discuss the importance of risk management solutions.	Client information forms, Risk assessment templates, Insurance product brochures, Proposal forms, Policy documents, Case studies, Spreadsheet software, Laptop.			

General Objective 3.0: Understand insurance placement, negotiation and claims support procedures.						
7-9	3.1 Explain the process involved in insurance placement. 3.2 Describe the role of brokers in presenting risks to insurers. 3.3 Explain the principles of negotiation in insurance placement. 3.4 Describe the factors considered in obtaining suitable insurance terms. 3.5 Explain the procedures involved in policy renewal through brokers. 3.6 Describe the role of brokers in insurance claims notification and settlement. 3.7 Explain the importance of proper documentation in placement and claims processes.	• Discuss the insurance placement process. • Explain brokers' role in presenting risks to insurers. • Discuss negotiation principles in insurance placement. • Explain factors influencing suitable insurance terms. • Describe policy renewal procedures through brokers. • Discuss brokers' claims notification and settlement support. • Discuss documentation requirements for placement and claims.	Insurance proposal forms, Insurer quotations, Policy wordings, Cover notes, Renewal notices, Claims forms, Laptop, Projector.			
General Objective 4.0: Understand brokerage documentation, records and financial administration.						
10-12	4.1 Explain the importance of documentation in insurance broking operations. 4.2 Describe the major	• Discuss the importance of brokerage documentation. • Explain major brokerage transaction	Client files, Policy schedules, Premium records, Brokerage			

	documents used in insurance brokerage transactions. 4.3 Explain the procedures involved in maintaining brokerage records. 4.4 Describe the role of premium documentation in brokerage operations. 4.5 Explain the principles of brokerage financial administration. 4.6 Describe the importance of accurate client and insurer records. 4.7 Explain the relationship between documentation practices and effective brokerage management.	documents. • Discuss procedures for maintaining brokerage records. • Discuss premium documentation requirements. • Discuss brokerage financial administration principles. • Discuss accurate client and insurer record keeping. • Discuss documentation practices to brokerage management.	account templates, Invoice documents, Record management software, Lecture notes, Laptop.			
General Objective 5.0: Evaluate brokerage service quality, compliance, ethics and emerging developments.						
13-15	5.1 Explain the concept and importance of service quality in insurance broking. 5.2 Describe customer relationship management practices in insurance brokerage.	• Discuss the concept and importance of service quality in insurance broking. • Explain customer relationship management practices in insurance brokerage.	Compliance checklists, Ethics case studies, Customer feedback forms, Digital insurance			

	5.3 Explain communication principles applicable to brokerage practice. 5.4 Describe compliance requirements affecting insurance brokerage operations. 5.5 Explain consumer protection principles applicable to insurance broking. 5.6 Describe emerging developments affecting insurance brokerage, including digital transformation. 5.7 Explain entrepreneurial opportunities and challenges in insurance brokerage practice.	• Discuss communication principles applicable to brokerage practice. • Explain compliance requirements affecting insurance brokerage operations. • Discuss consumer protection principles applicable to insurance broking. • Explain emerging developments affecting insurance brokerage, including digital transformation. • Discuss entrepreneurial opportunities and challenges in insurance brokerage practice.	platforms, Business planning templates, Industry reports, Laptop, Projector.			

COURSE ASSESSMENT:

Course work: 10%
Test/Assignments: 10%
Practical: 40%
Examination: 40%
Total: 100%

LIST OF MINIMUM RESOURCES/ PHYSICAL FACILITIES

INSURANCE LABORATORY (FOR BOTH ND AND HND PROGRAMMES)

S/N	ITEMS	QUANTITY
	A. ICT Equipment	
1.	Desktop computers	2
2.	Laptop computers	30
3.	Internet-enabled facilities	1
4.	Microsoft Excel (Spreadsheet software)	1
5.	Statistical software (SPSS, R, STATA)	1
6.	Underwriting software	1
7.	Claims Management Software	1
8.	Customer Relationship Management (CRM) software	1
9.	Risk Management software	1
10.	Risk Modelling software	1
11.	Database Management System (SQL Server/MySQL)	1
	B. Teaching and Presentation Equipment	
1.	Multimedia projector	1
2.	Projector screen	1
3.	Interactive smart board	1
4.	Public address system	1
5.	Wireless microphones	1
6.	Flipcharts	1
7.	Whiteboards	1
	C. Office Equipment	
1.	Multi-function printer	1
2.	Photocopier	1
3.	Scanner	1
4.	Filing cabinets	1
5.	Lockable document safe	1
6.	Telephone system	1
7.	Binding machine	1
8.	Laminating machine	1
	D. Risk Survey and Claims Investigation Equipment	

1.	Digital camera	1
2.	GPS device	1
3.	Measuring tapes	1
4.	Laser distance meter	1
5.	Fire safety inspection kit	1
6.	Digital voice recorder	1
	E. Financial and Actuarial Equipment	
1.	Scientific calculators	10
	F. Power and Safety Equipment	
1.	Alternative power source (Solar/Generator)	1

LIST OF WORKSHOP PARTICIPANTS (REVIEW)

S/N	FULL NAMES	DESIGNATION	EMAIL ADDRESS
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