



Singapore College  
of Insurance

# NURTURING ASIA'S **BEST**



# 2023

**ADVANCED DIPLOMA IN  
GENERAL INSURANCE  
AND RISK MANAGEMENT  
(ADGIRM) – *Self-Study***



## PROGRAMME HIGHLIGHTS

Offered on a self-study basis, the Advanced Diploma in General Insurance and Risk Management (ADGIRM) programme is developed and awarded by the Singapore College of Insurance (SCI) as a professional qualification for insurance industry practitioners. It provides candidates with advanced insights into general insurance especially from a claim, risks management, business and economics perspective. It is also suitable for those who wish to augment their existing general academic qualifications by obtaining an industry-specific Advanced Diploma qualification.

*For Whom*

- Supervisors, team leaders and those aspiring to achieve managerial positions;
- Insurance staff employed in support functions wishing to develop their knowledge of the business; and
- Those wanting to pursue a pathway towards achieving the ACII qualification.

## ENTRY REQUIREMENTS

In order to be registered for the Programme / Examination, the candidate:

- (a) must be at least 18 years of age; and
- (b) should preferably be engaged in financial services activities; and
- (c) must have successfully completed the SCI Certification in General Insurance (CGI) examinations, having passed the Basic Insurance Concepts and Principles (BCP), Personal General Insurance (PGI) and Commercial General Insurance (ComGI) examinations; or having any qualification deemed equivalent and acceptable by SCI; and
- (d) should satisfy any ONE of the following:
  - (i) should possess a minimum of 10 years of formal education; or
  - (ii) should have obtained any academic qualification deemed equivalent and acceptable by SCI; or
  - (iii) should have successfully attained any one of the SCI Advanced Certificates; or
  - (iv) should possess at least two years of work experience in the insurance industry.

## OVERVIEW OF MODULES

### **ADGI05 Claims Management**

It aims to evaluate claims strategy within an organisation, the Claims environment and the management of the Claim operation. It evaluates internal communication within a Claims function, the principles of Claims service and Claims handling principles. Furthermore, it evaluates technical claims principles and practices as well as evaluating policy wording application. Finally, it evaluates relevant key financial issues.

### **ADGI06 Risk Management in Insurance\***

It aims to provide the knowledge on the application of key risk management principles and practices in insurance organisations i.e. insurance companies and insurance brokers. It highlights the risk identification and the prioritisation processes, as well as the methods of risk assessment and analysis. Concepts such as risk controlling techniques, risk transfer as well as methods of risk monitoring and review, will also provide the candidate with a better understanding of risk management in insurance organisations.

### **ADGI07 Business and Economics**

It aims to equip candidates with a deeper understanding of the interconnectivity between insurance and economics. The study text begins with an introduction to fundamental economic principles and the role insurance plays in the global economy and Singapore in particular. The study text continues by reviewing economic theories and concepts such as demand and supply; competition; unemployment, inflation; monetary and fiscal policies, balance of payments, and exchange rates. In addition to discussing the general application of these theories and concepts, the study text will highlight their importance and application in the context of insurance. In addition, the study text will highlight topical business issues, such as business ethics, corporate social responsibility, corporate governance, and risk management, as well as some of the financial aspects of business, such as financing, budgetary controls, and management accounting.

For the overview of modules for DGI01 to DGI04, please refer to the DGIRM brochure.

\*Prior to 1 July 2020, ADGI06 was known as Risk Management.

# EXAMINATION FEES

(INCLUSIVE OF GST#)

Fee Per Module	First Attempt	Each Subsequent Attempt
	Fee Per Module (S\$)	Fee Per Module (S\$)
Member Company	S\$388.80	S\$226.80
Non Member Company	S\$427.68	S\$291.60

**ONE-TIME NON-REFUNDABLE REGISTRATION FEE OF S\$32.40 IS APPLICABLE FOR FIRST ADMISSION INTO THE ADGIRM PROGRAMME AS A NEW REGISTRANT.**

## PAYMENT OF EXAMINATION FEES

Payment must be made at the time of registering for the examination(s) at the SCI website at: <https://www.scicollege.org.sg> via credit card. Access to eBooks and eMock examination papers will be released only upon receipt of payment.

## MISCELLANEOUS FEES (INCLUSIVE OF GST#)

Purpose of Fee	Amount Payable
(A) To apply for a SMART Letter of Certification	S\$23.70 for each application (Self)
	S\$33.80 for each application (on behalf)
(B) To apply for an Exemption	S\$216.00 for each module applied for exemption A non-refundable administrative fee of S\$54.00 is also payable for each exemption application submitted.

To apply for any of the above items, please visit the SCI website at <https://www.scicollege.org.sg> to submit an online application with payment.

## EXAMINATION DETAILS

Qualification	Modules	Examination Format	Passing Mark	Distinction	Duration of Examination
Advanced Diploma in General Insurance and Risk Management (ADGIRM)	ADGI05 Claims Management	Part I: 1 compulsory question (80 marks)	Minimum of 80 marks out of a total of 160 marks (that is 50%)	Minimum of 136 marks out of a total of 160 marks (that is 85%)	3 hours
	ADGI06 Risk Management in Insurance				
	ADGI07 Business and Economics	Part II: 2 compulsory questions (80 marks)			

## 2023 EXAMINATION SCHEDULE

ADGIRM Module	Opening Registration Date	Closing Registration Date	Date of Examination	Examination Time (3 Hours)	SMART Result Slips Released via email - by 5pm
ADGI05 Claims Management	1 Nov 2022, Tue	1 Mar 2023, Wed	17 Mar 2023, Fri	2:00pm to 5:00pm	17 Apr 2023, Mon
	27 Mar 2023, Mon	11 Jul 2023, Tue	25 Jul 2023, Tue		29 Aug 2023, Tue
	31 Jul 2023, Mon	7 Nov 2023, Tue	21 Nov 2023, Tue		26 Dec 2023, Tue
ADGI06 Risk Management in Insurance	26 Oct 2022, Wed	17 Feb 2023, Fri	24 Feb 2023, Fri	2:00 pm to 5:00 pm	22 Mar 2023, Wed
	27 Mar 2023, Mon	11 Jul 2023, Tue	26 Jul 2023, Wed		30 Aug 2023, Wed
	31 Jul 2023, Mon	7 Nov 2023, Tue	22 Nov 2023, Tue		27 Dec 2023, Wed
ADGI07 Business and Economics	1 Nov 2022, Tue	1 Mar 2023, Wed	24 Mar 2023, Fri	2:00pm to 5:00pm	24 Apr 2023, Thu
	27 Mar 2023, Mon	11 Jul 2023, Tue	27 Jul 2023, Thu		31 Aug 2023, Thu
	31 Jul 2023, Mon	7 Nov 2023, Tue	23 Nov 2023, Thu		28 Dec 2023, Thu

# Mode of Examination

Examinations will be held at SCI, unless otherwise advised. Candidates will type out the answers directly onto an answer script appearing on the computer screen as Computer-Screen Examinations.

## SEQUENCE OF EXAMINATION ATTEMPTS

The modules of the Advanced Diploma in General Insurance and Risk Management (ADGIRM) programme can be taken in any order. However, the SCI recommends that they should be taken in the sequential order. There is no limit on the numbers of attempts that the candidate can make to complete each module, subject to the examination schedule and the time bar period for completion.

## ACCESS TO E-BOOKS/ E-MOCK EXAMINATIONS

Candidates will be given access to the relevant eBooks and eMock examination papers via the Canvas platform.



### HOW TO ACCESS CANVAS PLATFORM

Candidates will receive an acknowledgement email with the Canvas platform link (<https://scicollege.instructure.com>) after the examination is registered and paid. Click on the link in the email to login using the same login credential used for the SCI user account. The access to the Canvas platform will be ceased 6 months after the actual day of examination.

### STUDY TEXTS

SCI would like to remind all candidates that they should refer to the correct editions of the Study Texts when preparing for the examinations.

**Please take note of the current editions of the study texts that are used for the examinations.**

Examination Code	Examination Title	Current Edition
ADGI05	Claims Management	4th Edition (Version 1.3)
ADGI06	Risk Management in Insurance	1st Edition (Version 1.4)
ADGI07	Business and Economics	4th Edition (Version 1.4)

## ADVISORY NOTE, STUDENT CONTRACT & WITHDRAWAL POLICY DURING AND AFTER COOLING-OFF PERIOD

All candidates are required to sign an Advisory Note as well as an electronic Student Contract with the SCI before registering for the first module of the ADGIRM. The SCI offers a Cooling-Off Period of 7 working days from the date of signing the Student Contract. Should a candidate decide to withdraw from the module registered for, within the Cooling-Off Period, he must notify the SCI by way of

electronic mail (email). A full refund of examination fee paid including one-time registration fee of S\$32.40 (inclusive of GST#), if any, will be made within 14 days from the day of withdrawal in such instance. The date of withdrawal must fall within the 7 working days from the date of the Student Contract duly signed. No withdrawal is allowed after the cooling-off period.

## HOW TO REGISTER

Candidates are required to sign the Advisory Note and Student Contract before registration for examination of the first ADGIRM module. Please provide the SCI with the following information to prepare the Student Contract and send it to your registered email address via DocuSign:-

1. Examination module: (insert the title of your first examination module)
2. Examination date: (insert the examination date of the module above)

Once the Student Contract signing process is complete, candidates can register for the examinations. New candidates are required to sign one Student Contract for the entire ADGIRM programme. For subsequent examinations, please check the examination schedule and register for them on the SCI website.

To be eligible for the member's rate upon registration for the ADGIRM examinations, candidates are required to ensure their company's email address in "User's Email Address" field is updated, and reflect the correct name of the company in "Name of Employer" field. You can update the email address and employer's name in "Update Personal Particulars" on the Dashboard after logging in to the SCI's user account.

## START AND END DATE OF QUALIFICATION

Qualification start date shall be the date of the first registered examination date and the end date shall be the date that the candidate passes his last module, which may be 84 months or earlier. The programme is offered on a part-time basis.

## MINIMUM STUDY HOURS

Candidates are recommended to study at least 150 hours for each Advanced Diploma module. However, the study hours vary according to each candidate's experience and ability.

## QUALIFYING REQUIREMENTS

To qualify for the Advanced Diploma in General Insurance and Risk Management (ADGIRM) award, candidates are given 7 consecutive years (or 84 months) from the date of first registered examination date to pass all the 7 modules comprising:

- DGI01 Legal Aspects of Insurance;
- DGI02 Insurance Company Operations;
- DGI03 Commercial Property and Business Interruption Underwriting;
- DGI04 Liability Insurance Underwriting;
- ADGI05 Claims Management;
- ADGI06 Risk Management in Insurance; and
- ADGI07 Business and Economics.

## TIME BAR FOR COMPLETION

Candidates are given 7 consecutive years (or 84 months) from the date of first registered examination date to pass all the above-mentioned 7 modules. Should the candidate be absent or decide to transfer his first registered examination date to another date, the time bar will still start from the first registered examination date. Modules passed or exempted exceeding 7 years (or 84 months) from the date of first registered examination date are considered outdated passes and will not count towards meeting the ADGIRM qualifying requirements. If the candidate does not complete all the modules within this time limit, the modules previously passed or exempted will no longer be valid and the candidate will be required to restart the ADGIRM programme and sit for all the modules.

It is the candidate's responsibility to monitor his own time bar for the examination completion of the ADGIRM programme. The SCI will not send any notification to remind the candidate in this respect.

If there are any changes to the modules, the SCI will make every effort to ensure that the candidate is not disadvantaged by such changes. There will be a proper transitional arrangement for the candidate.

As a rule, no extension to the time bar will be considered and no related appeal will also be entertained. However, only on a case-by-case basis, approvals are granted for candidates who wish to appeal against the time bar rule. The candidates are required to write in to the SCI at [talk2us@scidomain.org.sg](mailto:talk2us@scidomain.org.sg) with supporting reasons and documentary evidence. The SCI will only consider any appeal applications for extension by candidates whose time bar has expired. The candidates may write in to the SCI within 30 days from the time bar's expiry date to seek for an extension of the time bar. In the event the candidate writes in earlier than 30 days before the lapse of the time bar, The SCI will advise him to write in to the SCI again after his time bar has expired. The SCI will also not consider any appeals that are written in 30 days after the time bar's expiry date.

## RELEASE OF SMART RESULT SLIPS AND SMART CERTIFICATE PARCHMENT / TRANSCRIPT

Candidates that have successfully completed the examinations for the respective modules will be issued with SMART Result Slips sent to their email addresses on our records. Those who have been unsuccessful will receive an email notification from the SCI. Please refer to "SMART Result Slips Release Dates" as shown on page 3. Candidates who pass all DGIRM modules and ADGI05-ADGI07 will be issued with a SMART Certificate Parchment for ADGIRM together with a SMART Transcript within a month after all the required modules, DGI01 - DGI04 and ADGI05 - ADGI07 have been completed and passed. No hard copies will be issued.

### CPD HOURS

3 hours per module will be awarded upon passing the examination.

# DESIGNATORY LETTERS UPON ACHIEVING THE QUALIFICATION

Upon successful completion of the all examination modules within the specified time frame, candidates will be eligible to use the certification designation: Adv Dip SCI (GI & RM)

Note:  
The DGIRM is part of the ADGIRM. The Advanced Diploma Certificate will be issued ONLY upon successful completion of the Diploma and Advanced Diploma levels modules (DGI01 to DGI04 and ADGI05 to ADGI07).

## REFUND POLICY

No refund is allowed after the cooling-off period.

## RESCHEDULING POLICY

If Candidates Submit Their Request*:	Administrative Fee Payable
7 or more working days (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"><li>No fee is payable for the first time a request to change the examination date/time is made for a particular examination.</li><li>An administrative fee of S\$32.40 (inclusive of GST#) per request is payable for subsequent request to change the examination date/time for that particular examination.</li></ul>
Less than 7 working days but more than 2 working days (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"><li>An administrative fee of S\$32.40 (inclusive of GST#) per request is payable.</li></ul>
2 working days or less (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"><li>No re-scheduling is allowed</li></ul>

Note: Counting of the days does not include the actual examination date itself.

\*Rescheduling applications must be submitted online with payment via the SCI website. Should the Candidate decide to reschedule to a later examination date, please note that the time bar will remain as of the first registered examination date.

#Note:  
Fees specified in this brochure are inclusive of 8% GST till 31 December 2023. The GST rate will be increased from 8% to 9% with effect from 1 January 2024. Please refer to the IRAS website at: [https://www.iras.gov.sg/taxes/goods-services-tax-\(gst\)](https://www.iras.gov.sg/taxes/goods-services-tax-(gst)) for more details.

## Absence on Day of Examination

SCI will grant a complimentary reschedule for the examination session if the candidate is absent from the examination owing to one of the following reasons:

- Medical grounds (self);
- Bereavement (immediate family member);
- Disabling accident or injury (self);
- Court appearance (self); or
- National Service (self) in accordance with the Enlistment Act (Chapter 93).

This complimentary reschedule will be considered as the Candidate's first reschedule. Any reschedule after, even if they fall into the above categories, will be considered as "Subsequent Rescheduling".

Please email your preferred examination date(s) together with the relevant documentary evidence to the SCI within **three working days** from the date of the examination. Please note that SCI accepts only valid medical certificates issued by registered medical practitioners or hospitals in Singapore.

SCI will process your rescheduling application within **four working days** from the date of receipt of the application and complete supporting documentary evidence. If your documentation is in order, an email will be sent to you by the next working day informing that rescheduling for your examination is completed.

## APPEAL POLICY

Please visit the SCI website at <https://www.scicollege.org.sg> for details.

## EXEMPTION

For exemption of modules, please refer to the SCI website at: <https://www.scicollege.org.sg> for details.

## GRIEVANCE PROCEDURE / DISPUTE RESOLUTION

Please refer to the SCI website at <https://www.scicollege.org.sg> for details.

## SKILLSFUTURE CREDIT

This programme is not eligible for SkillsFuture Credit.

## FINANCIAL TRAINING SCHEME (FTS) / IBF STANDARDS TRAINING SCHEME (IBF-STS)

This programme is not eligible for FTS / IBF-STS funding. No other funding scheme is applicable.

# RECOGNITION OF PRIOR LEARNING (RPL) CREDITS - *Awarded by CII*

The SCI ADGIRM examination modules are eligible for the CII RPL credits as tabled below.

<b>Advanced Diploma in General Insurance and Risk Management</b>	<b>Maximum CII recognition of prior learning award</b>
ADGI05 Claims Management	An exemption from (820) Advanced Claims (30 Advanced Diploma-level credits towards CII insurance qualifications)
ADGI06 Risk Management or ADGI06 Risk Management in Insurance	An exemption from (M67) Fundamentals of Risk Management (25 Diploma-level credits towards CII insurance qualifications) for exams passed until 2 August 2020.  An exemption from (992) Risk Management in Insurance (30 Advanced Diploma-level credits towards CII insurance qualifications) for exams passed from 3 August 2020 onwards.
ADGI07 Business and Economics	An exemption from (530) Economics and Business (30 Advanced Diploma-level credits towards CII insurance qualifications)

Please take note that the above-mentioned CII RPL credits are valid until 31 January 2025.

With effect from 1 February 2017, the CII requires that candidates must have fully completed the DGIRM / ADGIRM qualification to apply for CII RPL credits, regardless whether they have registered for the DGIRM / ADGIRM programme on or before 1 February 2017. It is the sole responsibility of the candidate concerned to apply directly to the CII at <https://www.cii.co.uk/learning/accreditation/recognition-of-prior-learning/> for any RPL credit subject to the terms and conditions as specified by the CII.

Candidates must accumulate the relevant credits and satisfy the ACII completion requirements in order to obtain the ACII qualification. Details on ACII completion requirements can be found on CII website at: <https://www.cii.co.uk/> It is the responsibility of the candidates who are pursuing the ACII qualification to apply and pay for the Recognition of Prior Learning (RPL) credits awarded by the Chartered Insurance Institute (CII).

### **Please take note of the following important statement from the CII:**

1. At its sole discretion, the Chartered Insurance Institute reserves the right to make, amend and/or withdraw credit awards for prior learning of the subject of an application at any time, on due notice as it sees fit and without monetary compensation. Under no circumstances will the Chartered Insurance Institute accept any liability for consequential, indirect or special losses or special damages of any kind arising out of or in any way connected with the awarding or withdrawal of credit awards for prior learning.
2. The award of credits for prior learning in the CII's qualification framework is a privilege and it is expressly agreed that there is no intent to bring legal relations into being or otherwise establish a contractual relationship between the parties.

Should you have any further questions with regard to CII RPL credits or application, you may contact the CII Customer Service team at +44 (0) 20 8989 8464 or e-mail to: [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)



## **Singapore College of Insurance**

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Website: <https://www.scicollge.org.sg/>

CPE Registration No.: 199408491M

Period of CPE Registration: From 26 September 2019 to 25 September 2023

Information presented on this marketing material is correct at the time of publishing. However, changes to the programme contents, dates, time, duration and venue can occur owing to unforeseen circumstances. Every effort will be made to inform all candidates of such changes on a timely basis.