



Singapore College  
of Insurance



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## Advanced Diploma in General Insurance and Risk Management (ADGIRM)

It provides you with advanced insights into general insurance especially from a claim, risks management, business and economics perspective.

Specifically tailored for

- ✓ 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.

## Programme Highlights

Offered on a full-time basis with face-to-face lectures, 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.

### 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.



### 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.

## Modules Overview

### 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\*)

Module	Fee Per Module (with GST at prevailing rate)	First Attempt Fee Per Module (with GST at prevailing rate)	Clawback Amount Per Module	Retaker Fee Per Module (with GST at prevailing rate)
	Full Fee (Before Funding)	Net Fee payable to SCI (After Funding)		Funding not Applicable
<ul style="list-style-type: none"> <li>ADGI05 Claims Management</li> <li>ADGI07 Business and Economics</li> </ul>	S\$915.60 (per module)	S\$415.60 (For Singapore Citizens aged 40 and above)	S\$500.00 (70% of module fee)	S\$228.90 (member company rate)
		S\$663.60 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$252.00 (30% of module fee)	S\$294.30 (non-member company rate)
<ul style="list-style-type: none"> <li>ADGI06 Risk Management in Insurance</li> </ul>	S\$1,024.60 (per module)	S\$524.60 (For Singapore Citizens aged 40 and above)	S\$500.00 (70% of module fee)	S\$228.90 (member company rate)
		S\$742.60 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$282.00 (30% of module fee)	S\$294.30 (non-member company rate)

**ONE-TIME NON-REFUNDABLE REGISTRATION FEE OF S\$32.70 IS APPLICABLE FOR FIRST ADMISSION INTO THE ADGIRM PROGRAMME AS A NEW REGISTRANT.**

### Funding (only for first examination attempt)

This course is recognised under the Financial Training Scheme (FTS) and is eligible for FTS claims subject to all eligibility criteria being met.

Please note that in no way does this represent an endorsement of the quality of the training provider and course. Participants are advised to assess the suitability of the course and its relevance to his/her business activities or job roles.

The FTS is available to eligible entities based on the prevalent funding eligibility, quantum and caps. FTS provides up to 70% course fee subsidy support for direct training costs subject to a cap of S\$500 per candidate per course subject to all eligibility criteria being met.

Find out more at [www.ibf.org.sg](http://www.ibf.org.sg).

### Miscellaneous Fees (inclusive of GST#)

Purpose of Fee	Amount Payable
(A) To apply for a SMART Letter of Certification	S\$24.00 for each application (Self)
	S\$34.00 for each application (on behalf)
(B) To apply for an Exemption	S\$218.00 for each module applied for exemption A non-refundable administrative fee of S\$54.50 is also payable for each exemption application submitted.

To apply for any of the above items, please visit the [SCI website](#) to submit an online application with payment.

## Examination Details

### Advanced Diploma in General Insurance and Risk Management (ADGIRM)

Modules	Examination Format	Passing Mark	Distinction	Duration of Examination
ADGI05 Claims Management	Part I: 1 compulsory question (80 marks) Part II: 2 compulsory questions (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				



## 2025 Programme Schedule



The ADGIRM programme is taught in the form of lectures which are delivered face-to-face.

Modules	Lecturer	Lectures	Onsite Examination	Examination Result Release Date	CPD Hours*
<b>Advanced Diploma in General Insurance and Risk Management (ADGIRM): 3 months, full time</b>					
<b>ADGI05 Claims Management</b>	Tan Eng Seng Perry	6, 7, 8 9 Jan 2025	24 Jan 2025, 2.00 p.m - 5 p.m	24 Feb 2025	31 Hours
<b>ADGI06 Risk Management in Insurance</b>	Cheung Wai Man Raymond	3, 4, 5, 6, 7 Feb 2025	21 Feb 2025, 2.00 p.m - 5 p.m	21 Mar 2025	38 Hours
<b>ADGI07 Business and Economics</b>	Tan Eng Seng Perry	3, 4, 5, 18 Mar 2025	21 Mar 2025, 2.00 p.m - 5 p.m	21 Apr 2025	31 Hours

\* Includes examination hours

- All lecturers are lecturing on a part-time basis.
- The average lecturer-student ratio of each class is 1:30.
- For the list of lecturers, please refer [here](#).

### Examination Mode

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.

## e-books/e-mock examinations Access



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

#### 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.

#### How to access canvas platform

Candidates will receive an acknowledgement email with the [Canvas platform link](#) 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.

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

Examination Code	Examination Title	Current Edition
<b>ADGI05</b>	Claims Management	4th Edition (Version 1.4)
<b>ADGI06</b>	Risk Management in Insurance	1st Edition (Version 1.4)
<b>ADGI07</b>	Business and Economics	5th Edition (Version 1.0)

## 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\$32.70 (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.



### 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.

## Graduation Requirements



To be eligible for the Advanced Diploma award, the candidate should have passed the 7 modules at Diploma and Advanced Diploma levels by achieving the minimum examination pass mark of 55% or 50% per Diploma or Advanced Diploma module respectively. A Distinction grade is awarded to candidates who achieve at least 85% of the total marks. The Diploma level is part of the Advanced Diploma level. 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).

## 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).

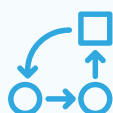
Note:

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



For lectures, candidates are required to adhere to the dates scheduled for lectures. No rescheduling is allowed.

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\$32.70 (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\$32.70 (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 9% GST. For more details on GST, please refer to the [IRAS website](#).



## 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 valid 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](#) for details.

### • Exemption

For exemption of modules, please refer to the [SCI website](#) for details.

### • Grievance Procedure / Dispute Resolution

Please visit the [SCI website](#) for details.

### • SkillsFuture Credit

This programme is not eligible for SkillsFuture Credit.



## Recognition of Prior Learning (RPL) Credits - Awarded by CII

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

Advanced Diploma in General Insurance and Risk Management	Maximum CII recognition of prior learning award
<b>ADGI05 Claims Management</b>	An exemption from (820) Advanced Claims (30 Advanced Diploma-level credits towards CII insurance qualifications) <b>for applications dated until 31 January 2026.</b>
<b>ADGI06 Risk Management</b> or <b>ADGI06 Risk Management in Insurance</b>	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.
<b>ADGI07 Business and Economics</b>	An exemption from (530) Economics and Business (30 Advanced Diploma-level credits towards CII insurance qualifications) <b>for applications dated until 31 January 2026.</b>

Please note that the above-mentioned CII RPL credits are valid until 31 January 2028, except for ADGI05 and ADGI06 which are valid until 31 January 2026.

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 at the [CII website](#) 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](#). 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).

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**Singapore College of Insurance**

PEI Registration No.: 199408491M

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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 participants of such changes on a timely basis.