

## Employee Benefits

# UNDERWRITING & CLAIMS ASPECTS OF GROUP EMPLOYEE BENEFITS INSURANCE **NEW**

## Introductory to Intermediate

### PROGRAMME HIGHLIGHTS

**19 & 20 April 2018**  
**9.00 am to 5.00 pm**  
**14 CPD Hours**

**Carlton Hotel Singapore**

Register Now @ [www.scicollege.org.sg](http://www.scicollege.org.sg)

This 2-day programme aims to provide participants with a firm foundation to underwrite Group Employee Benefits Insurance and to handle claims relating to this class of business. It also aims to enable marketing personnel, brokers and other intermediaries to be more effective in developing and retaining their employee benefits prospects by rendering them the appropriate technical advice and claims handling service. Employers will also find this programme useful in enhancing their understanding of Employee Benefits Insurance.

### FOR WHOM

- Insurance companies' underwriters and claims practitioners in insurance companies who are handling Employee Benefits Insurance.
- All life and/or general insurance intermediaries and company staff members who are involved in advising and or selling Employee Benefits Insurance.
- Human resource executives using Employee Benefits Insurance to cater to the needs of their employees as well as their dependants

### KEY LEARNING OUTCOMES

**At the end of the programme, participants will be able to:**

- Know the environment, benefit design, marketing, plan design, plan administration and renewal processes applicable to Employee Benefits Insurance.
- Understand the detailed coverage and provisions of the various types of Employee Benefits Insurance.
- Understand the key underwriting considerations in Employee Benefits Insurance.
- Understand claims investigation, handling and settlement procedures in Employee Benefits Insurance.
- Know the regulations governing the marketing and sales of Employee Benefits Insurance.
- Understand the need for and benefits arising from Multi-national Pooling arrangements.
- Know the availability of voluntary and flexi benefit/cafeteria employee benefits plans.

### FEE

Member Company	Non-Member Company	Overseas Participant
S\$690.00 (before 7% GST)	S\$759.00 (before 7% GST)	S\$759.00
S\$738.30 (including 7% GST)	S\$812.15 (including 7% GST)	

# ADMINISTRATIVE INFORMATION FOR TECHNICAL TRAINING PROGRAMMES

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## REGISTRATION POLICY

Registrations should be made online at [www.scicollege.org.sg](http://www.scicollege.org.sg). Before registering, participants should refer to the "For Whom" section of the respective Programmes, to ensure that they meet the recommended experience and programme prerequisites. A good command of English language is essential. The SCI reserves the right to reject any participant who does not meet the recommended experience and programme prerequisites.

SCI will only confirm the programme and will send a Programme Confirmation E-mail to participants (at the e-mail address as provided in the Registration Form) once the minimum enrolment for the programme has been met or one month before the programme commencement date, whichever is earlier, and provided that the full payment has been received. If the programme is cancelled or postponed, SCI will notify participants by email one month before the programme commencement date.

SCI reserves the right to make changes to the programme details owing to unforeseen circumstances.

## ACCOMMODATION FOR OVERSEAS PARTICIPANTS

Overseas participants are required to book the accommodation using the hotel booking form (a copy of which can be found in our website and participants are advised to download the correct form according to the hotel of their choice) and make the accommodation payment directly to the hotel.

Overseas participants should book their accommodation and air tickets ONLY after they have received the Programme Confirmation E-mail from the SCI.

## ATTENDANCE POLICY

Participants must attain a minimum 75% attendance for the programme to be awarded with the Certificate of Attendance (COA).

## FINANCIAL TRAINING SCHEME (FTS)

The FTS is available to eligible entities at a 50% funding level of programme fees, subject to all eligibility criteria being met. Singapore Citizens aged 40 years and above are eligible for 90% co-funding of direct training costs, subject to a cap of S\$2,000 per participant per programme, with effect from 1 July 2016. FTS claims may be made only for programmes as listed in the FTS Programme Directory with the specified validity period. For more information, please refer to: <https://www.ibf.org.sg/programmes/Pages/IBF-FTS.aspx>

Note: FTS Funding does not apply to overseas-based participants/delegates, as well as ancillary expenses of participants/delegates, whether they are from Singapore or overseas.

## CPD HOURS

CPD hours awarded by SCI are recognised by GIA for fulfilling the CPD requirements set out under the GIA's Guidelines on Continuing Professional Development.

## WITHDRAWAL / POSTPONEMENT POLICY

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

## CONTACT DETAILS

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CPE Registration No.: 199408491M

Period of CPE Registration: From 26 September 2015 to 25 September 2019