

BASIC CERTIFICATE COURSE IN INSURANCE AND TAKAFUL BROKING (BCCITB)

INTAKE:

March, May, July & October 2026

LEARNING DELIVERY:

Class-Based (Virtual)

LEARNING DURATION:

6 Days (42 Hours of Virtual Class)

PROFICIENCY LEVEL:

Novice



16 Prime Skills
6 Power Skill



Training Programme No:
10001106481

PROGRAMME OVERVIEW

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

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

COURSE OBJECTIVE

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

PROGRAMME OUTLINE

PART A	PART B	PART C	PART D
<ul style="list-style-type: none"> • Concept of Risk and Risk Management • Principle of Insurance (Conventional and Takaful) • The Market Place • Legislation and Consumer Protection 	<ul style="list-style-type: none"> • Retakaful and Reinsurance • General Insurance and Takaful Products • Life Insurance Products • Family Takaful Products • Insurance and Takaful Products • Claims Procedures and Process 	<ul style="list-style-type: none"> • Introduction to Shari'ah • Basic Muamalat 	<ul style="list-style-type: none"> • Insurance and Takaful Broking • Broking Business Operation • Soft Skills Requirement • Business Ethics • New Development in the Industry

CLASS SCHEDULE

Intake	Registration Closing Date	Examination Date	Re-Sit Examination Closing Date	Examination Entry Permit
3 - 5, 10 - 12 March 2026	20 February 2026	28 March 2026	9 March 2026	16 March 2026
5 - 7, 12 - 14 May 2026	24 April 2026	23 May 2026	4 May 2026	11 May 2026
7 - 9, 14 - 16 July 2026	26 June 2026	25 July 2026	6 July 2026	13 July 2026
6 - 8, 13 - 15 October 2026	25 September 2026	24 October 2026	5 October 2026	12 October 2026

PROGRAMME DETAILS

Admission Requirements:

- Successfully passed the SPM examination (please attach a certified true copy during registration); and
- Proficient in both written and spoken English.

Learning Methods:

- Learning sessions will include lecture, discussion, and assessment.
- Class attendance is compulsory. Participants must achieve at least 80% attendance to meet HRDC requirements.
- Each class (Virtual Class-Based) runs from 9:00 a.m. to 5:00 p.m.

Assessment Methods:

Examination Mode	Virtual Computer-Based Examination (VCBE)
Examination Structure	Conventional Insurance (50 MCQs) and Takaful (50 MCQs)
Examination Duration	2.5 Hours (9.30 am – 12.00 pm)
Passing Mark	The passing mark is 60%. This includes a combined score comprising at least 50% from the conventional and takaful component.
Grading	Pass and Non-Pass
Final Result	Notification will be immediately after the examination

REGISTRATION DETAILS

Fee Structure:

Local Participant	International Participant	Exam Re-Sit
RM1,272	USD320	RM150 / USD50

Registration Mode:

- Registration can be done via ILMS Portal: <https://aai4u.org/ilms/>
- A **FULL FEE** will be charged if no written notice of cancellation is received after the closing date or if the participant fails to attend the course.
- Cancellations received after the closing date **WILL NOT BE ENTERTAINED.**
- The organiser reserves the right to reschedule or cancel the course due to unforeseen circumstances and will notify the designated contact person accordingly.
- Course confirmation will be sent to the contact person and/or registered participants.

Refund Policy:

1. Refunds are applicable only in the following situations:
 - Applications that are rejected; or
 - Classes that do not commence on the stated date and time due to unforeseen circumstances. Please note that administrative charges will apply.
2. No Refund:
 - Aii will not refund any fees for programme withdrawals made after the registration closing date.

ALIGNMENT TO THE FUTURE SKILLS FRAMEWORK



16 Prime Skills
6 Power Skills
Proficiency Level: Novice

Skills Developed by Attending this Programme

Prime Skills

Customer Experience Management	<ol style="list-style-type: none"> 1. Account Management 2. Customer Acquisition and Retention Management 3. Customer Experience Design 4. Customer Profiling
Financial Products & Services	<ol style="list-style-type: none"> 5. Marketing 6. Product Advisory 7. Quality Assurance 8. Sales Strategy 9. Sales Target Management 10. Underwriting Management
Growth & Partnerships	<ol style="list-style-type: none"> 11. Partnership Management
Investments & Financial Management	<ol style="list-style-type: none"> 12. Insurance Claims Processing
Risk Management, Governance & Regulatory Compliance	<ol style="list-style-type: none"> 13. Regulatory Compliance 14. Risk Governance 15. Risk Management 16. Shariah Compliance

Power Skills

Innovation & Delivery	<ol style="list-style-type: none"> 1. Business Acumen 2. Problem-Solving
Social Intelligence	<ol style="list-style-type: none"> 3. Communication 4. Conflict Management 5. Empathy 6. Influencing and Negotiating

HRD CLAIM APPLICATION

Asian Institute of Insurance (Aii) courses have been granted the status of Approved Training Programme (ATP) under the Human Resources Development Act 1992. Based on Training Providers Circular No. 3/2021, PSMB has imposed a requirement that training providers need to register their training programme under the HRD Corp Claimable Course Scheme to offer training to the employers who are registered under the Human Resource Development Corporation (HRD Corp).

1. What is HRD Corp Claimable Courses?

HRD Corp Claimable Courses formerly known as SBL Khas is a scheme to assist registered employers, especially those with limited resources to train and upskill their employees in line with their operational and business requirements. Under this scheme, HRD Corp will pay the course fee (subjected to 4% service fee from 1st April 2021) directly to the training providers by deducting the amount from the employers' levy account. HRD Corp will also pay other claimable allowances to the employer.

2. How are Training Providers or Employers to submit for HRD Corp Claimable Courses?

Asian Institute of Insurance (Aii) will submit their Courses registration via the HRDC e-Tris system. Once course is approved as Claimable Course (previously known as SBL Khas course), the approved course will appear in the HRDC e-Tris system.

Employers will need to access the e-Tris system to select the course and submit to HRDC for grant approval. The total claimable amount is subject to the approval of each Employer individual grant application, Once HRDC approves Employer grant, the company must provide the approved grant code to Asian Institute of Insurance (Aii).

After the training is conducted, Employers are required to complete HRDC Attendance Reports eg. JD14 and submit necessary documents to ensure HRDC settlement of Asian Institute of Insurance (Aii) invoice.

Asian Institute of Insurance (Aii) will submit the invoice directly to HRDC with the approved grant code for each participant or Employer.

3. How to submit the grant application?

Please click on link for information on training grants application: <https://hrdcorp.gov.my/employer-guidelines/>

4. What are the supporting documents required?

Please click on link for information on training grants application: https://hrdcorp.gov.my/wp-content/uploads/2022/07/HRD-Corp_SBL_Grant-Helper.pdf

Important Notice:

- Effective 1st August 2019, training programmes must commence within six (6) months from the date of training grant applications are made and training claim submissions must be made not more than six (6) months from the date the training programmes are completed.
- Application must be submitted by employers before training date commencement.
- The company shall bear full responsibility for the programme fee balance if the HRDC claim is not approved or claimable for any reason.

For more information and updates on HRDC, please refer to its official webpage at www.hrdcorp.gov.my. Should you have any problem in accessing your e-Tris account, kindly forward the issue to HRDC IT Help Desk at ithelpdesk@hrdcorp.gov.my

Application Process:

01

**Application
via e-TRIs**

Documents Required:

- Quotation / Invoice
- Training Schedule / Course Content
- Trainer Profile

02

Approval

Documents Required:

- To share Grant ID to Training Provider

01

Claim

Documents Required:

- Itinerary (airfare) - if any
- Receipt & Invoice (transportation) - if any



REGISTER NOW



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