

## PROFESSIONAL CERTIFICATION

# BASIC CERTIFICATE COURSE IN INSURANCE LOSS ADJUSTING (BCCILA)

Part A - Fundamentals  
of Insurance &  
Loss Adjusting  
(e - Learning)

## COURSE OVERVIEW

Our licensing course is meticulously crafted to equip professionals engaged in insurance loss adjusting with the essential knowledge and expertise required to enhance and streamline their roles within the field. We understand the critical importance of a well-prepared loss adjusting operation in the insurance sector, and our program is designed to elevate your competence in this crucial domain; not only with theoretical understanding but also the technical expertise in performing loss adjusting process and activities.

Completing BCCILA Part A - **Fundamentals of Insurance & Loss Adjusting** is compulsory before you can continue your preferred stream of Motor or Non Motor adjusting.

## COURSE OBJECTIVE

- Understand the fundamental concepts of insurance, including principles and market practices.
- Develop a comprehensive knowledge of the legal and regulatory frameworks that govern the insurance industry.
- Acquire an in-depth understanding of how legal principles impact insurance claims and settlements.
- Gain insight into the core principles of loss adjusting & explore the ethical considerations and professional code of conduct that guide loss adjusters in their practice.
- Master the art of negotiation to achieve efficient and fair claim settlements.
- Understand the importance of client satisfaction in the insurance industry.

## COURSE OUTLINE

1. Introduction to Insurance, Insurance Principles and Market Practices
2. Insurance Legislation, Law and Contract
3. Introduction to Loss Adjusting, Business Ethics and Code of Conduct
4. Negotiating Effective Settlement
5. Customer Service Excellence
6. Planning, Organising and Problem-solving Skills
7. Evidence and Data Analysis Techniques and Procedures

## CLASS SCHEDULE

| Month     | Class Registration Closing Date   | Examination Date   |
|-----------|---|--|
| July      | 20 June 2024<br>4 July 2024<br>11 July 2024<br>18 July 2024                                     | 1 July 2024<br>15 July 2024<br>22 July 2024<br>29 July 2024                                    |
| August    | 25 July 2024<br>1 August 2024<br>8 August 2024<br>15 August 2024                                | 5 August 2024<br>12 August 2024<br>19 August 2024<br>26 August 2024                            |
| September | 22 August 2024<br>29 August 2024<br>12 September 2024<br>19 September 2024                      | 2 September 2024<br>9 September 2024<br>23 September 2024<br>30 September 2024                 |
| October   | 26 September 2024<br>3 October 2024<br>10 October 2024<br>17 October 2024                       | 7 October 2024<br>14 October 2024<br>21 October 2024<br>28 October 2024                        |
| November  | 24 October 2024<br>30 October 2024<br>7 November 2024<br>14 November 2024                       | 4 November 2024<br>11 November 2024<br>18 November 2024<br>25 November 2024                    |
| December  | 21 November 2024<br>28 November 2024<br>5 December 2024<br>12 December 2024<br>19 December 2024 | 2 December 2024<br>9 December 2024<br>16 December 2024<br>23 December 2024<br>30 December 2024 |

- **Learning Duration:** 14 hours. Duration of access to eLearning is for 60 days.
- **Exam Format:** 50 multiple choice questions for Part A and the passing mark is 50%.
- **Target Audience:** Anyone who intends to pursue a career as an insurance loss adjuster.
- **Exam Mode:** Virtual Based Examination (VCBE) & Computer Based Examination Centre Kuala Lumpur (CBE-KL)

Whether you're new to the field or seeking refresher to enhance your existing expertise, our course offers the ideal platform for you to embark on or advance in this dynamic profession.

## ADMISSION REQUIREMENTS

1. SPM/SVM/UEC (Unified Examination Certificate-Senior Middle level for Chinese Independent high schools) or its equivalent OR
2. 2 years certified skill based training (Technical/Vocational schools) OR
3. For those who do not have any of the above qualifications, they must have at least 12 months work experience in the automotive, crash repair or relevant industry.
4. A copy of the following **MUST** be attached with each registration form:
  - >> Certified certificate for entry requirement (1) or (2)
  - >> Confirmation letter from Company for entry requirement (3)
  - >> MII reserves the right to request the original certificate for verification as and when necessary
5. Written and oral proficiency of the English language.

## REGISTRATION DETAILS

| Fee              | Remarks   |
|------------------|---|
| RM 306 / USD 100 | <ul style="list-style-type: none"> <li>• Receive access to eLearning lessons for 60 days</li> <li>• Receive access to eBook BCCILA full course for 365 days Select date of examination for Virtual Computer Based Examination or Computer Based Examination Kuala Lumpur centre only</li> </ul> |
| RM 150 / USD 50  | Select date of examination for Virtual Computer Based Examination or Computer Based Examination Kuala Lumpur centre only  |

*\*After completed and passed assessment for Part A, candidates may choose to register and pay for part B or C.*

*\*After 365 days, access to eBook may be purchased separately at RM10 for 365 days.*

1. Registration can be done via at [www.mii4u.org/ilms/user/login](http://www.mii4u.org/ilms/user/login).
2. A **FULL FEE** is chargeable if no written notice of cancellation is received after the closing date or if the participant fails to report for the course.
3. Cancellation after the closing date **WILL NOT BE ENTERTAINED**. However, substitute participant(s) is/ are always welcome.
4. The organiser reserves the right to reschedule or cancel the course due to unforeseen circumstances and will notify the contact person accordingly.
5. Confirmation of the course will be notified to the contact person/registered participant(s).

## REFUND POLICY

1. **Refund applies only for:** Rejected applications or Class not commencing on the stated date and time due to unforeseen circumstances. Take note that administrative charges apply.
2. **No Refund:** Aii will not refund any fees for programme withdrawal after the registration closing date.

# 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/skim-bantuan-latihan-khas-sbl-khas-2/>

### Important Notice

- Effective **1<sup>st</sup> 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

For more information and updates on HRDC, please refer to its official webpage at [www.hrdcorp.gov.my](http://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](mailto:ithelpdesk@hrdcorp.gov.my)

## Application Process

