

**Short Course
Training**



**Training Programme no:
10001378311**

FOUNDATION IN PERSONAL ACCIDENT

9 - 10 April 2025

9.00 a.m. - 5.00 p.m.

**Aii Training Room,
Level 2, Bangunan
AICB, Kuala Lumpur**

Asian Institute of Insurance 197701004772 (35445-H),
(Formerly known as Malaysian Insurance Institute)

Level 6, Bangunan AICB, No.10 Jalan Dato' Onn, 50480 Kuala Lumpur, Malaysia
For further information, please contact us via Email: sales@aiaasia.org

www.aii.org.my

OBJECTIVE

This comprehensive program is designed to provide participants with a deep understanding of Personal Accident Insurance within the context of Malaysia's insurance landscape. Covering a range of critical topics, the course aims to equip professionals and enthusiasts with the knowledge and skills necessary to navigate the intricacies of personal accident insurance, from its historical development to the intricacies of underwriting and claims processing.

Throughout the program, participants will engage in interactive discussions, case studies, and practical exercises to reinforce their understanding of personal accident insurance concepts. Industry experts and practitioners will be invited to share insights, providing a real-world perspective on the challenges and opportunities in the field. By the end of the program, participants will be well-equipped to navigate the complexities of personal accident insurance, making informed decisions in both underwriting and claims management.

At the end of the programme, participants should be able to:

- Understand the scope, functionality, and importance of Personal Accident Coverage
- Explain the benefits of Personal Accident Insurance
- Understand the various types of common Personal Accident Insurance policies available in the Malaysian insurance market
- Understand the underwriting process of Personal Accident Insurance
- Understand the claims process of Personal Accident Insurance

ABOUT THE TRAINER

CHARAN KAUR A/P KAPAL SINGH

Charan began her insurance career in 1981 after earning a diploma from a local college. Over the years, she gained extensive experience across various departments, including claims, underwriting, reinsurance, and sales. She has served on committees such as the Malaysian Aviation Pool under PIAM and MNRB and held management roles in insurance companies, brokerages, and the Asian Institute of Institute.



She completed her AAii and ACII in 1996 and has since contributed to the industry through lecturing, training, and developing educational materials, including e-learning modules for the Asian Institute of Institute. She has conducted talks for organizations like CTRM, UMW Corporation, and real estate agencies and represents PIDM in speaking engagements for the banking and insurance sectors.

In 2014, she earned a Master's in Business Management to enhance her expertise. With 37 years in the industry and 25 years of lecturing experience, she has trained professionals locally and internationally, including in Jakarta, Maldives, and Cambodia.

Currently, she provides training in Fire, Motor, Medical, Personal Accident, Consequential Loss, Marine Cargo, Underwriting, and Claims. She has taught AMII Level 1 and 2 subjects, covering topics such as Insurance Business, Finance, Claims, Underwriting, and Private Medical Insurance.

WHO SHOULD ATTEND

- New entrants to the industry
- Insurance Service Providers, Brokers, Adjusters, and Third-Party Administrators.
- Non-insurance personnel and any persons requiring basic knowledge of Personal Accident Insurance are also encourage to register.

COURSE CONTENT

Day	Content
1	• Introduction and Development of Personal Accident Insurance in Malaysia • Personal Accident Insurance Coverage, Definitions, conditions, and Exclusions • Types of Personal Accident Policies
2	• Underwriting Personal Accident Insurance • Introduction to Claims Process

REGISTRATION DETAILS

To register, please log in to www.mii4u.org/ilms

	Aii Member	Non - Member
Early Bird Fee (Register before: 18 March 2025)	Single RM 980 / USD 230	Single RM 1080 / USD 250
Normal Fee (Register closing: 2 April 2025)	Single RM 1080 / USD 250	Single RM 1180 / USD 272
	Group of 3 RM 930 / USD 218	Group of 3 RM 1030 / USD 240

FUTURE SKILLS FRAMEWORK



7 Prime Skills
1 Power Skills
Proficiency Level: Novice

Skills Developed by Attending this Programme

Prime Skills

Financial Products and Services	1. Marketing
	2. Product Advisory
	3. Product Design and Development
	4. Underwriting Management
Investment and Financial Management	5. Insurance Claims Processing

Power Skills

Innovation and Delivery	1. Adaptability and Resiliency
	2. Business Acume

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 **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.

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

03

Claim

Documents Required:

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