

Certificate of Life Administration & Management Programme

(Certificate of LAMP)



Life Administration
And Management
Programme (LAMP)

PROFICIENCY LEVEL:
Beginner

INTAKE:
Open Intake (Every Month)

LEARNING OPTION:
Class-Based (Virtual) or
Self-Study



13 Prime Skills
7 Power Skills



Contact Us

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Training Programme No: XXXXXXXXXXXX

OVERVIEW

The Certificate of LAMP is the foundation of the Life Administration and Management Programme (LAMP), designed for those beginning their journey in life insurance and family takaful. This tier introduces essential concepts, terminology, and processes that underpin the insurance industry, preparing learners to understand how insurance markets work, how policies are constructed, and how basic underwriting and claims operations function.

LEARNING OUTCOME

Graduates of Certificate of LAMP will be able to:

1. Understand how the insurance market operates
2. Understand risk and insurance in the context of the insurance market
3. Understand insurance legal principles and its application to insurance policies
4. Understand life insurance underwriting procedures
5. Understand life insurance procedures for claims
6. Understand the conduct of life insurance business

PROGRAMME STRUCTURE

Subject Code	Subjects	Credit Awarded	Learning Hours
310	Insurance Principles and Market Practice (Life)	3 Credits	36 Hours

ASSESSMENT STRUCTURE

Format	Passing Rate	Grade
100% Multiple Choice Questions	70%	Pass/Non-Pass

LEARNING MODE

Class-Based (Virtual/Physical)	Self-Study
- Structured learning delivery led by experienced lecturers or industry trainers - Includes access to a comprehensive digital textbook (eBook) and practice exam for each subject - Scheduled weekday evening or weekend classes for flexibility - Encourages peer-to-peer interaction and collaborative learning - Suitable for learners who prefer guidance and group engagement	- Self-paced learning with no fixed schedule - Includes access to a comprehensive digital textbook (eBook) and practice exam for each subject - Supported by a responsive course management team throughout the journey - Ideal for independent learners or working professionals seeking maximum flexibility

COURSE CONTENT

Contents
• Risk and Insurance
• The Insurance Marketplace
• Principles of Insurance (Conventional and Takaful)
• Insurance Regulations and Consumer Protection
• Medical and Health Insurance
• Life Insurance Provisions in FSA 2013
• Life Insurance Products
• Life Insurance Premium Rating
• Life Insurance Underwriting and Documents
• Life Insurance Claims

MINIMUM ENTRY REQUIREMENT

Entry is open to individuals who meet any one of the following:

- SPM / SVM / UEC (Unified Examination Certificate – Senior Middle level for Chinese Independent Schools) or equivalent or higher; OR
- SAP with a minimum of 5 passes and a recommendation letter from the employing company; OR
- At least 12 months of working experience in the insurance or takaful industry, supported by a company recommendation letter

OTHER ADDITIONAL INFORMATION

Credit Exemption	Credits of subject exemptions may be awarded by submitting the exemption form with the necessary supporting documents.
Completion Award	1. LAMP certificate awarded upon completion 2. CertAii post-nominal designation awarded upon membership upgrade
Progression Plan	Associateship of Life Administration & Management Programme Level 1

FEES

Fee Category	Class-Based	Self-Study
Subject Fee	RM1,620 per subject* *Fee is inclusive of 4% HRD service fee and 8% SST	RM500 per subject** **Fee is inclusive of 8% SST
Registration Fee	RM100	RM100
Membership Fee (one-year)	RM100	RM100
Resit Fee	RM150	RM150

ALIGNMENT TO THE FUTURE SKILLS FRAMEWORK



13 Prime Skills
7 Power Skills
Proficiency Level: Novice

13 Prime Skills	7 Power Skills
Customer Experience Management: 1. Customer Profiling Digital & Data Integration: 2. Data Governance 3. Data Protection Financial Products and Services: 4. Marketing 5. Personal Finance Advisory 6. Product Advisory 7. Quality Assurance 8. Underwriting Management Risk Management, Governance & Regulatory Compliance: 9. Anti-Money Laundering 10. Regulatory Compliance 11. Risk Management Investment and Financial Management: 12. Financial Planning 13. Insurance Claims Processing	Innovation & Delivery: 1. Adaptability and Resiliency 2. Innovative Thinking 3. Learning Agility 4. Business Acumen Social Intelligence: 5. Collaboration 6. Communication 7. Empathy

WHO SHOULD ATTEND

It is ideal for entry-level staff, new joiners to the industry, or professionals from other disciplines transitioning into life insurance or takaful.

REGISTER NOW

Limited to 30 aspiring participants



Asian Institute of Insurance

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