

# 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: 10001591597**

## 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
<b>310</b>	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
<ul style="list-style-type: none"> <li>Structured learning delivery led by experienced lecturers or industry trainers</li> <li>Includes access to a comprehensive digital textbook (eBook) and practice exam for each subject</li> <li>Scheduled weekday evening or weekend classes for flexibility</li> <li>Encourages peer-to-peer interaction and collaborative learning</li> <li>Suitable for learners who prefer guidance and group engagement</li> </ul>	<ul style="list-style-type: none"> <li>Self-paced learning with no fixed schedule</li> <li>Includes access to a comprehensive digital textbook (eBook) and practice exam for each subject</li> <li>Supported by a responsive course management team throughout the journey</li> <li>Ideal for independent learners or working professionals seeking maximum flexibility</li> </ul>

## 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

<b>Credit Exemption</b>	Credits of subject exemptions may be awarded by submitting the exemption form with the necessary supporting documents.
<b>Completion Award</b>	<ol style="list-style-type: none"> <li>1. LAMP certificate awarded upon completion</li> <li>2. CertAii post-nominal designation awarded upon membership upgrade</li> </ol>
<b>Progression Plan</b>	Associateship of Life Administration & Management Programme Level 1

## FEES

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



## ALIGNMENT TO THE FUTURE SKILLS FRAMEWORK



13 Prime Skills  
7 Power Skills  
**Proficiency Level: Novice**

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



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