

Foundation in General Insurance

DATE:

24 & 25 June 2026

TIME:

9.00 am - 5.00 pm

VENUE:

Virtual

CPD HOURS:

14 Hours

PROFICIENCY LEVEL:

Novice



7 Prime Skills
2 Power Skills



Training Programme No:
10001378850

OVERVIEW

In this course, participants will be introduced to the concept of insurance, and focus on the structure and components of insurance. Participants will also learn about the major General Insurance products available in the market.

LEARNING OUTCOMES

By the end of this course, participants will be able to:

1. Explain the history of insurance.
2. Define the basic concept of risk, risk management, insurance and reinsurance.
3. Outline the basic principles of insurance and its application.
4. Relate insurance laws and contracts in the insurance environment.
5. Recognise the insurance policy format and other relevant documentations.
6. Classify the various General Insurance products in the market.



COURSE CONTENT

No.	Content
1	<ul style="list-style-type: none"> • History of Insurance • Basic Concept of Risk & Risk Management • Basic Concept of Insurance & Reinsurance • Principles of Insurance • Insurance Laws & Contract
2	<ul style="list-style-type: none"> • Insurance Policy Format and Documentation • Major General Insurance Products <ul style="list-style-type: none"> i. Fire & Loss of Profit ii. Miscellaneous iii. Motor iv. Engineering v. Marine vi. Personal Lines

WHO SHOULD ATTEND

This programme is designed for:

- New entrants to the industry
- New entrants to Insurance Service Providers (Brokers, Adjusters and Third-Party Administrator)
- Non-Insurance personnel or any individuals requiring basic knowledge of insurance

REGISTRATION DETAILS



Registration:

[https://aii4u.org/
ilms/user/login](https://aii4u.org/ilms/user/login)

	Aii Member	Non - Member
Normal Fee (Register closing: 8 June 2026)	Single RM 1,200 / USD 275	Single RM 1,400 / USD 320
	Group of 3 RM 1,100 / USD 250	Group of 3 RM 1,300 / USD 295

Note:

Fee is inclusive of 8% SST

ABOUT THE TRAINER



Wong Eng Yew, Joseph

LLB, MBA

Mr Wong Eng Yew graduated from Universiti Malaysia (UM) with a Bachelor of Business Administration and has more than 30 years of experience in insurance. His experiences include Risk Management, Liability and Compliance.

Mr Wong is also an examiner and part-time lecturer at the Asian Institute of Insurance (Aii) for Certificate and Associate subjects since 2008. He lectures on subjects related to Insurance Law, Risk Management, Liability, Claims Practice, and Claims Management.

ALIGNMENT TO THE FUTURE SKILLS FRAMEWORK



7 Prime Skills
2 Power Skills
Proficiency Level:
Novice

Skills Developed by Attending this Programme

Prime Skills

Financial Products and Services	<ol style="list-style-type: none"> 1. Marketing 2. Product Advisory 3. Product Design and Development 4. Underwriting Management
Investment and Financial Management	<ol style="list-style-type: none"> 5. Insurance Claims Processing
Risk Management, Governance and Regulatory Compliance	<ol style="list-style-type: none"> 6. Regulatory Compliance 7. Risk Management

Power Skills

Innovation and Delivery	<ol style="list-style-type: none"> 1. Business Acumen 2. Problem-Solving
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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:

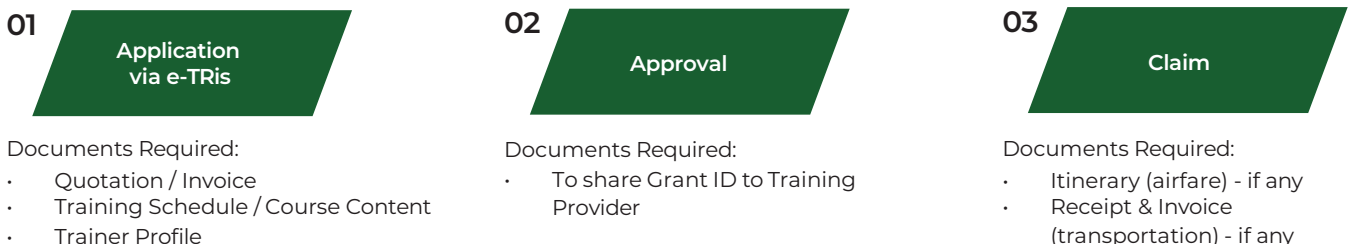
https://hrdcorp.gov.my/wp-content/uploads/2022/07/HRD-Corp_SBL_Grant-Helper.pdf

Important Notice:

- To comply with HRD Corp's revised guidelines, all training applications **must be submitted and fully approved at least 14 calendar days prior** to the training commencement date. Late submissions will not be approved or eligible for levy claims.
- **Key Compliance Points to Note:**
 - **The 14-90 Day Rule:** Training must start within 14 to 90 days after the grant is approved.
 - **No Modifications:** Once a grant is approved, it cannot be modified. If you need to change dates, you must cancel the old grant and submit a new one.
 - **No Appeals:** Rejections are final, so all details must be perfectly aligned before the 14-day cutoff.
- 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:





REGISTER NOW



Asian Institute of Insurance

197701004772 (35445-H),
Level 6, Bangunan AICB,
No. 10 Jalan Dato' Onn,
50480 Kuala Lumpur, Malaysia

For further information, please contact:
Email: sales@aiaasia.org

www.aiaasia.org