Asian Institute of Insurance

Certificate of Life Administration & Management Programme

(Certificate of LAMP)

Life Administration And Management Programme (LAMP)

PROFICIENCY LEVEL:
Novice

INTAKE:
February, May, June, July, August, September, October, November (Every Year)

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

FSF FUTURE SKILLS FRAMEWORK MALAYSIA

13 Prime Skills
7 Power Skills

REGISTERED HRD CORP TRAINING PROVIDER

HRDCORP CLAIMABLE

Training Programme No:
(Refer Programme Structure)

PROFESSIONAL QUALIFICATION

www.aiiasia.org

Asian Institute of Insurance

OVERVIEW

The Certificate of LAMP is the foundation of the Life Administration and Management Programme (LAMP), provides an introduction to the principles, operations, and regulatory environment of the life insurance and family takaful industry in Malaysia. This tier introduces key insurance concepts, market structures, distribution channels, underwriting practices, claims procedures, and the features of major life insurance and family takaful products.

LEARNING OUTCOME

Graduates of Certificate of LAMP will be able to:

1. Explain the fundamental concepts of risk and insurance within the insurance marketplace.
2. Describe how the insurance market operates, including its key participants and distribution structure.
3. Apply core legal principles and regulatory requirements to life insurance and family takaful business practices in Malaysia.
4. Apply standard underwriting and claims procedures in typical insurance scenarios.
5. Describe the features and scope of cover of major life insurance and family takaful products.

PROGRAMME STRUCTURE

Subject Code	Subjects	Credit Awarded	Learning Hours	HRD Programme No:
L101	Life Insurance Principles and Practices (Will be offered in October 2026)	3 Credits	36 Hours	10001768527

ASSESSMENT STRUCTURE

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

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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
• Principles of Life Insurance (Conventional and Takaful)
• Life Insurance Market
• Life Insurance Distribution Channels
• Insurance Regulations and Consumer Protection
• Life Insurance & Family Takaful Products
• Medical and Health Insurance/Takaful
• Life Insurance Underwriting
• Life Insurance Premium Rating
• Life Insurance Claims

MINIMUM ENTRY REQUIREMENT

Admission is open to individuals who meet **ANY ONE** of the following criteria:

- Possession of SPM, SVM, or UEC (Unified Examination Certificate – Senior Middle Level for Chinese Independent Schools), or an equivalent or higher qualification; **OR**
- Completion of SAP with a minimum of five (5) passes, supported by a recommendation letter from the employing organization; **OR**
- A minimum of twelve (12) months of relevant working experience in the insurance or takaful industry, supported by an official recommendation letter from the employer.

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	RM 1,620 per subject (Fee is inclusive of 8% SST)	RM 500 per subject (Fee is inclusive of 8% SST)
Student Registration Fee	RM 100 / USD 34	RM 100 / USD 34
Membership Fee (one-year)	RM 100	RM 100
Resit Fee	RM 150	RM 150

Note:
HRD claims are applicable for virtual and in-house classes only. Self-study mode is not eligible.

ALIGNMENT TO THE FUTURE SKILLS FRAMEWORK

13 Prime Skills
7 Power Skills
Proficiency Level:
Novice

Skills Developed by Attending this Programme	
Prime Skills	
Customer Experience Management	1. Customer Profiling
Digital and 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 and Regulatory Compliance	9. Anti-Money Laundering 10. Regulatory Compliance 11. Risk Management
Investment and Financial Management	12. Financial Planning 13. Insurance Claims Processing
Power Skills	
Innovation and 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.

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REGISTER NOW

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For further information, please contact:
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