

Programme Guide Agency Management Training Course (AMTC)

SIC Claimable Programme Workflow

1. Enrolment
 - 1.1 PIC submits a training request to Asian Institute of Insurance (Aii).
 - 1.2 Upon confirmation of the training engagement, PIC downloads the **Registration** template from Aii's iLMS and completes it with the required details: name, IC number, email address, agent code, agency unit and contact number. (Appendix 1)
 - 1.3 PIC uploads the completed Registration template into Aii's iLMS within **T+3 business days**.
 - 1.4 PIC will receive a notification email attached with **payment invoice** (Appendix 2).
 - 1.5 The life insurance company shall make full payment based on the invoice issued by Aii.
 - 1.6 Aii will send email reminders to participants **10 business days** and **3 business days** prior to the training date to confirm and welcome their attendance. (Appendix 3a/3b)
 - 1.7 The training programme shall be conducted as scheduled.
 - 1.8 Within **T+3 business day** from the last date in the scheduled series of training sessions, PIC uploads the **AMTC Launch and Gradebook Roster** (Appendix 4a/4b) to iLMS.
2. Acknowledgement and Notification
 - 2.1 Within **T+10 business days** from the date of submission of AMTC Launch and Grade Book Roster, PIC will be able to download the **Post-Training Attendance Record** (Appendix 5) and the consolidated **SIC Claim Submission Report** (Appendix 6) from iLMS.

The following reports are available for download:

Appendix 5	Post-Training Attendance Record
Appendix 6	SIC Claim Submission Report

2.2 All downloadable reports are in PDF file format with Aii logo as watermark.

3. Course Work Requirements

- 3.1 Participants are required to complete and submit action projects and planning projects as part of the course completion requirements.
- 3.2 Participant guides, handouts and reading materials will be distributed prior to the training and during the class for reading and reference.
- 3.3 Participant will be required to listen to audio recording or watch video as assigned by the facilitator/trainer.
- 3.4 Attendance at the first training session, namely the Orientation session, is compulsory as the Facilitator/Trainer will brief participants on the course requirements and coursework expectations.
- 3.5 Course work requirements shall also be communicated to participants in the relevant modules to ensure a clear understanding of the expectations and deliverables for each module.
- 3.6 There is a total of 20 action projects, 5 planning projects, 6 participants guides and 130 handout / reading materials.

Table of Participant Course Work:

Module	Action / Planning Project	Participant Guide	Handout / Reading Materials
Orientation	0	1	5
Planning	Action: 2 Planning: 1	1	13
Recruitment	Action: 4 Planning: 1	1	24
Selection	Action: 6 Planning: 1	1	36
Training	Action: 3 Planning: 1	1	17
Performance Management	Action: 5 Planning: 1	1	35
TOTAL	25	6	130

4. Training Duration

- 4.1 The programme start date is defined as the first date in the scheduled series of training sessions.

4.2 Standard Programme Duration

- i. 23 weeks, with one 3-hour session per week

4.3 Alternative formats (subject to agreement):

- i. 13 full training days (6 hours each), or
- ii. Modular sessions (2-3 days per module), or
- iii. Other agreed formats

5. Other Training Delivery

5.1 AMTC series of training sessions can be conducted within life insurance company's own premises upon mutual agreement between life insurance company and Aii.

5.2 Life insurance company shall:

- i. Identify internally AMTC-certified trainer(s) to conduct the training or select from Aii's pool of AMTC-certified trainers.
- ii. Decide the mode of training i.e., physical, virtual, hybrid mode
- iii. Prepare and arrange i.e., training venue, meals and tea breaks and training equipment

Programme Guide

Agency Management Training Course (AMTC)

Appendixes

Appendix 1 – Registration Template

[illegible]

Appendix 2 – Email Notification on Invoice

Subject: Invoice – "Programme Name"

Dear PIC Name,

Thank you for your trust in our "Programme Name". Attached is the invoice to complete the registration process.

We are committed to support your team in this learning journey. Should you have any questions, please do not hesitate to reach out to us at FacultyLife@aiaasia.org

Appendix 3a – Email Reminder 1 to Participants

Subject: Programme Participation – “Programme Name”

Dear Participant Name,

Congratulations for registering for the upcoming “Programme Name”. We are delighted to have you join us. Please find below the programme details:

Programme Name: “Programme Name”

Programme Date: “Programme Duration”

Programme Time: 09:00 – 17:00

Programme Venue: “Programme Venue”

We look forward to welcoming you and appreciate your punctual arrival to ensure a smooth start to the programme.

This letter is auto generated and requires no signature

Appendix 3b – Email Reminder 2 to Participants

Subject: Reminder to attend "Programme Name"

Dear Participant Name,

Hi, it's us again.

This is a friendly reminder of your upcoming participation in "Programme Name". We are excited to have you join us and look forward to an engaging and productive session.

Programme Name: "Programme Name"

Programme Date: "Programme Duration"

Programme Time: 09:00 – 17:00

Programme Venue: "Programme Venue"

In just **three more days**, you will be embarking on a learning journey that will potentially propel your agency business to the next level.

As traffic to the programme venue can be unpredictable, please plan your journey accordingly to ensure a prompt start as per the programme schedule.

This letter is auto generated and requires no signature

Appendix 4a – AMTC Launch and Gradebook Roster


LIMRA Talent Solutions International

AMTC Launch and Roster Form

Prepopulated based on roster submission

Select Course/Form Name: Agency Management Training Course (AMTC)

Modules Completed:

Company Name:

Moderator/s Names:

Country:

Month Day Year

Course Start Date:

Course End Date:

Moderator Conference: No

Number of Certificates to be Issued: 0

Number of MC Certificates to be Issued:

Please note that most LIMRA courses have a maximum enrollment of 30 participants. Please confirm the course size prior to trainings and LIMRA if you have a course that exceeds the limit noted in your contract.

#	Full Name	English Last Name (Family Name)	English First Name (Given Name)	Work/Company Email	Company Name
Roster Submission AMTC Gradebook Shipping MC Gradebook					

Appendix 4b – Acknowledgement of AMTC Launch and Gradebook Roster Submission

Subject: Acknowledged Received of AMTC Launch and Gradebook Roster

Dear **PIC Name**,

We are pleased to confirm received of the AMTC Launch and Gradebook Roster.

We will review and validate the document. We will contact you if any additional information or clarification is required.

The following reports will be available for download from iLMS within **T+10 business days**.

1. Post-Training Attendance Record
2. SIC Claim Submission Report

This letter is auto generated and requires no signature

Appendix 5 – Post-Training Attendance Record

Post-Training Attendance Record

Life Insurance Company :

Programme :

Start Date :

End Date :

No	Name	NRIC	Email	Agent Code	Agency Unit (Unit Mgr / Agency Mgr)	Date 1	Date 2	for total 23 dates	
1									
2									
3									
4									
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Appendix 6 – SIC Claim Submission Report

SIC Claim Submission Report

Name of Life Insurance Company: _____

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