

Apprenticeship Standard: Insurance Practitioner Level 3 Advanced Apprenticeship

Overview

This new Apprenticeship Standard has been created by leading financial services and insurance employers, the Chartered Insurance Institute (CII) and training providers for the financial services and insurance professions to ensure an apprentice develops the relevant Knowledge, Skills and Behaviours to succeed and progress in their roles and your business.

The Standard will align to a Level 3 professional qualification with the Chartered Insurance Institute and uses a much more innovative and flexible approach to demonstrating competency. The ambition of the new Standard is to encourage access to the insurance profession through the delivery of a high quality programme which is fit for purpose for performance in the workplace.

Trailblazer Group

The employer Trailblazer Group that created this Standard included: Aon, Aviva, AXA, Barbican Insurance Group, Bluefin Group, Chaucer, Covéa, Lloyd's, RSA and Willis with the Association of British Insurers (ABI), British Insurance Brokers Association (BIBA) and Chartered Insurance Institute (CII).

Key Facts:	
Duration	<p>Standard guideline: 18 to 24 months (min. 12 months)</p> <p>Timeframes are flexible depending on the employer and/or the apprentice's ability to be successful on the programme.</p>
Study Mode	<p>BPP Professional Education can provide flexible study methods towards these qualifications including:</p> <ul style="list-style-type: none"> • Online Classroom (recorded) • Online Classroom Live (real time) or a mix of both <p>All BPP programmes are supported by our award winning Virtual Learning Environment.</p> <p>All programmes are delivered using BPP Momentum, at the heart of which is the Achievement Ladder, enabling BPP to provide unrivalled levels of proactive support to all of our learners.</p>
Entry Requirements	<p>Eligibility Criteria Standard Guideline:</p> <p>Level 2 Maths and English (equivalent to GCSE grade C or above), ideally as part of 5 GCSE A-C grades or other comparable qualifications.</p> <p>Apprentices without English or Maths at Level 2 must achieve this prior to the completion of the Level 3 Apprenticeship.</p> <p>Employers have the flexibility to set their own minimum entry requirements and may want to increase their criteria.</p>
Costs	£9,000

Role Suitability

Duties that this role could be asked to perform in line with the employer's needs include (but are not limited to):

- Provide support in the acquisition of new clients
- Provide support in the retention of existing clients through the renewal process
- Handle client queries on products, services and accounting
- Process and analyse data to support business objectives
- Accurately prepare and issue documentation
- Prepare reports and market research
- General office administration
- Participate in meetings, both internally and externally
- Maintain and develop relationships both internally and externally
- Comply with internal and external regulatory requirements.

Employer Requirements

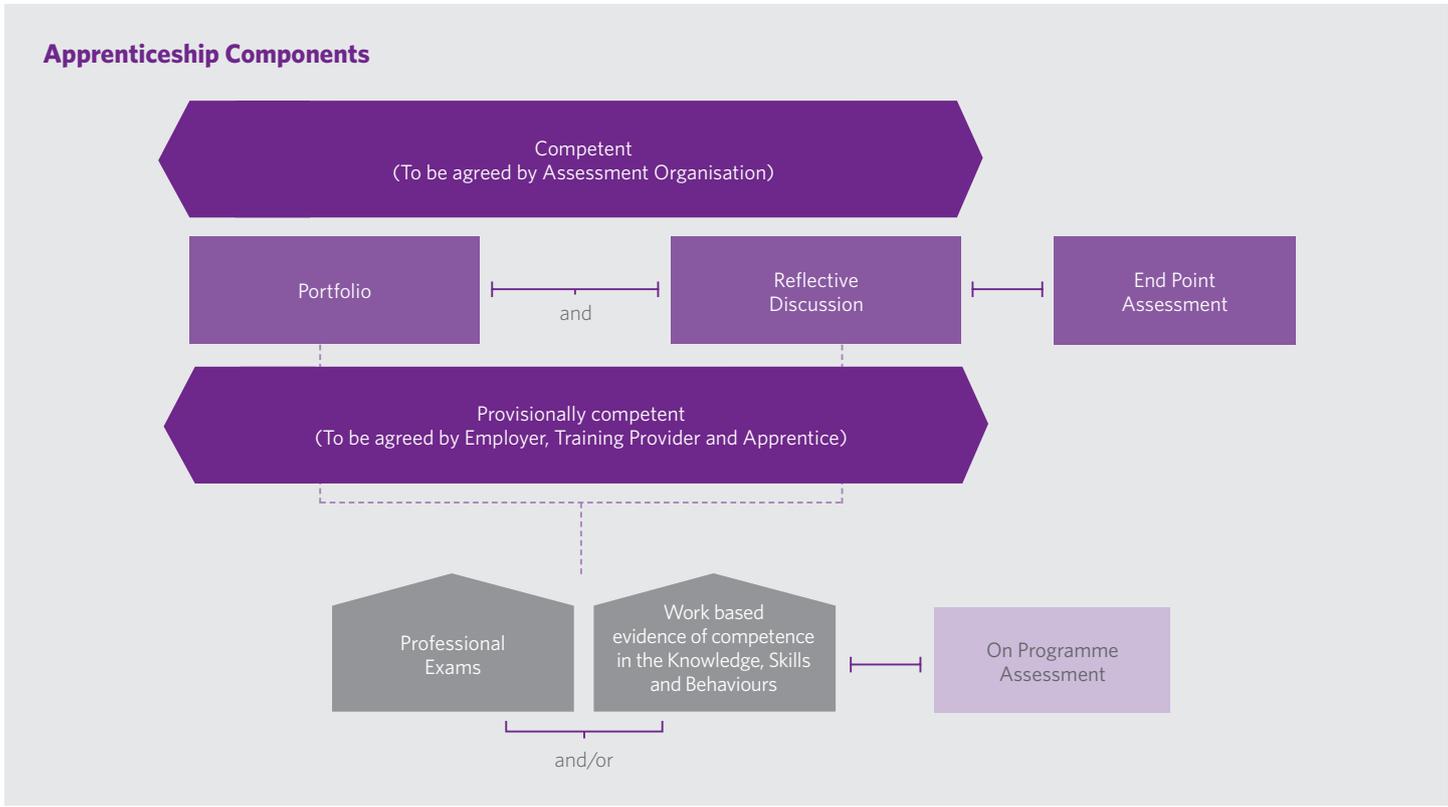
- Provide the apprentice with full-time paid employment and an employment contract (30 hours+ per week).
- Ensure that this apprenticeship is an appropriate programme for the learner. The apprentice must be either a) new to role, or b) in an existing role but where significant new knowledge and skills are needed.
- Ensure the job allows the apprentice to gain the wider employment experience necessary as part of the Apprenticeship Standard, including providing the apprentice with paid time to attend off-the-job training and to complete all aspects their apprenticeship.

Key Facts:			
Knowledge	<p>The professional qualification included is:</p> <ul style="list-style-type: none"> Certificate in Insurance (Cert CII0 Chartered Insurance Institute) 		
Skills and Behaviours	<p>Apprentices needs to be able to demonstrate the following Skills and Behaviours to meet the Standard:</p> <table border="0"> <tr> <td> <p>Skills</p> <ul style="list-style-type: none"> Technical Ability Relationship Development Effective Working Governance </td> <td> <p>Behaviours</p> <ul style="list-style-type: none"> Drive to Excel Communication Personal Accountability Innovation Professionalism </td> </tr> </table>	<p>Skills</p> <ul style="list-style-type: none"> Technical Ability Relationship Development Effective Working Governance 	<p>Behaviours</p> <ul style="list-style-type: none"> Drive to Excel Communication Personal Accountability Innovation Professionalism
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- Apprentice Requirements**
- Work in a relevant role for a minimum of 30 hours per week.
 - Must not hold an existing Level 3 (or above) qualification or must demonstrate that the prior qualification is sufficiently different, that the learner has started a new role, that this apprenticeship is required and that a significant amount of new learning is needed.
 - Must satisfy all other eligibility criteria as defined in the Apprenticeship Funding Rules and the entry criteria set by the employer.

BPP Support

Both the apprentice and employer will be supported by a team of Programme Advisors and Skills Coaches who will ensure the apprentice completes the Knowledge, Skills and Behaviours required and is ready to sit the End Point Assessment.



Apprenticeship Components

On Programme Assessment:

Ensures the apprentice is making good progress towards achieving competency in the Knowledge, Skills and Behaviours of an Insurance Practitioner. At BPP Professional Education the apprentice will gain a recognised Level 3 qualification and all the examinations must be passed before sitting the End Point Assessment.

End Point Assessment:

Typically taken in the last 2-3 months of the apprenticeship, and should only be attempted when the Employer, Apprentice and BPP Skills Coach decide the apprentice is provisionally competent and prepared for success. The End Point Assessment consists of two elements:

1. A portfolio of work completed during the End Point Assessment stage:

This could be from a range of evidence and will be compiled by the apprentice. The most appropriate types would be identified through discussion with the Employer, Training Provider and Apprentice, taking into account the job role and internal systems and processes.

2. Reflective Discussion:

The reflective discussion will take the form of a structured interview with the Training Provider to explore the content of the portfolio and the learner journey in more detail. The purpose of the discussion is to:

- Clarify any questions about the evidence presented in the portfolio
- Evidence any aspects of the Standard that are not already evidenced in the portfolio through discussion of how the Apprentice performs their role
- Discuss how the Apprentice has progressed in their role, what they have done and their approach to their work.

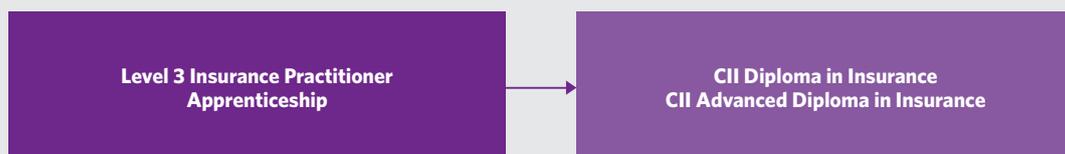
The discussion will be voice recorded and uploaded to the learner's electronic portfolio, for submission, along with the portfolio of work, for final assessment by the independent Assessment Organisation.

Grading:

There will be 2 levels of achievement within this apprenticeship: Pass and Distinction. A Distinction will be awarded using an assessment matrix - based entirely on the End Point Assessment. The apprentice will have to achieve a minimum of 18 distinction marks (from the total of 40 Learning Outcomes), from the Skills and Behaviour competencies with at least 1 distinction mark from each of the 9 competencies. (The knowledge competencies are considered as pass or fail, with no distinction differentiator.)

Progression Route

On completion of this Insurance Practitioner Apprenticeship, that includes the Cert CII qualification, the learner could undertake additional study and that could count towards the completion of the CII's higher qualifications, the Diploma and Advanced Diploma in Insurance.



Business benefits of the new Apprenticeship Standards (created by Trailblazer Groups)



Designed by employers, for employers:

To ensure they meet the needs of your sector/industry.



A simpler approach:

The previous, complex apprenticeship frameworks have been streamlined and employers are able to utilise existing internal systems and processes.



More relevant:

The Knowledge, Skills and Behaviours are more relevant to roles in the sector.



Improving the standard of apprentices:

The new Standards build on the strengths of the old frameworks with Skills, Behaviours and Qualifications that ensure apprentices are well-rounded and able to perform better in their roles.



Flexible:

The assessment format can be flexible based on what is best suited to the individual or most relevant to the job role.



Widening access to the professions:

Giving opportunities to those who may previously not have access to these professions and increasing the diversity in your workforce to provide a more well-rounded client solution.



Talent attraction tool:

The new Standards provide a strong proposition of qualifications and work-based learning to appeal to new talent.

To incorporate apprenticeships into your business, contact our expert team:

☎ 03331 306 251

✉ corporate@bpp.com

🌐 bpp.com/apprenticeships



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