

# INSURANCE



## Center for Insurance

### Introduction

#### The nature of our services

The Center for Insurance is dedicated to the advancement of insurance as a professional service in the Gulf, providing world-class professional learning opportunities that improve insurance performance. We work closely with our customers to deliver tailor-made packages that help their staff achieve their company goals – whether our clients seek to improve the quality of their service or increase revenues, we can provide solutions.

#### Our credentials and experience

The courses within the Center for Insurance are accredited by the Chartered Insurance Institute (CII), United Kingdom – world's foremost insurance learning provider. The multinational professional faculty at BIBF is experienced and well qualified. We have the resources to offer our three Diplomas in either Arabic or English, anywhere in the Middle East.

#### Teaching approach

Our teaching style balances theory, practical, where appropriate site visits and the opportunity to work on real insurance claims. Our unique position in the industry gives us access to commercial enterprises in international locations, providing excellent commercially aligned training and awareness. As the market changes, we are able to respond in a timely and relevant manner with targeted courses.

#### Our Courses

We offer the following courses:

**BIBF Insurance Diploma (BID)**

##### (English or Arabic)

- Earns CII Exemptions
- For those new to the industry

**BIBF Advanced Insurance Diploma (BAID)**

##### (English or Arabic)

- Earns more CII Exemptions
- For experienced professionals

**BIBF Insurance Management Diploma (BIMD)**

##### (English or Arabic)

- Earns even more CII Exemptions
- For managers or future managers in insurance

**Professional Insurance Certificate (PIC)**

- Arabic only (distance learning)
- For people who prefer to study in Arabic

Category Course	Title	Page	Code
<b>Insurance Diploma (English)</b>	Introduction to Insurance & Insurance Documentation	193	401E
	Motor Insurance	194	412E
	Fire & Loss of Profits Insurance	195	423E
	Miscellaneous Accident Insurance	196	425E
	Medical Insurance	197	470E
<b>Insurance Diploma (Arabic)</b>	Introduction to Insurance & Insurance Documentation	193	401A
	Motor Insurance	194	412A
	Fire & Loss of Profits Insurance	195	423A
	Miscellaneous Accident Insurance	196	425A
	Medical Insurance	197	470A
<b>Advanced Insurance Diploma (English)</b>	Liability Insurance	198	413E
	Engineering Insurance (CAR/EAR)	199	422E
	Transportation Insurance	200	424E
	Reinsurance	201	433E
	Life Assurance & Bancassurance	202	440E
<b>Advanced Insurance Diploma (Arabic)</b>	Liability Insurance	198	413A
	Engineering Insurance (CAR/EAR)	199	422A
	Transportation Insurance	200	424A
	Reinsurance	201	433A
	Life Assurance & Bancassurance	202	440A
<b>Insurance Management Diploma (English)</b>	Risk Management	203	462E
	Quantitative Methods in Insurance	205	463E
	Insurance Marketing	206	465E
	Islamic Insurance (Takaful)	207	468E
	Underwriting Management	208	469E
<b>Insurance Management Diploma (Arabic)</b>	Risk Management	203	462A
	Quantitative Methods in Insurance	205	463A
	Insurance Marketing	206	465A
	Islamic Insurance (Takaful)	207	468A
	Underwriting Management	208	469A
<b>Motor Insurance Technician Certificate (English)</b>	Introduction to Insurance & Insurance Documentation	209	401E
	Motor Insurance	210	412E
	Claims Workshop	211	420E
	Motor Claims Process	212	466E
	Practice of Motor Insurance	214	477E
<b>CBB Minimum Qualifications Requirements for Appointed Insurance Representatives in Bahrain</b>	Award in General Insurance (English)	216	475E
	Award in General Insurance (Arabic)	216	475A
	Award in Financial Planning (English)	218	476E
	Award in Financial Planning (Arabic)	218	476A

**401E & 401A INTRODUCTION TO INSURANCE & INSURANCE DOCUMENTATION – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Diploma Program “BID”, covering Introduction to Insurance and Insurance Documentation.

**Objectives**

Upon the completion of this course, the participant will have:

- Received a broad introduction to the concept of insurance and will have a general understanding of the insurance market
- Acquired a basic knowledge of the nature and function of insurance
- Understand the economic, legal and social environment in which insurance operates

**Content Highlights**

- History of insurance
- The concept of risk
- Risk management process
- Functions & limitations of insurance
- Insurable fundamental principles
- The insurance market and its main components
- Main insurance classes and covers
- Agency in insurance
- Underwriting & rating principles
- Insurance documentation
- Claims & office administration
- Reinsurance

**Target Audience**

- Employees in the early stages of their career
- Non-insurance employees who wish to acquire basic insurance knowledge

**Prerequisites**

Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, and case studies

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF Staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**412E & 412A MOTOR INSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Diploma Program “BID”, covering Motor Insurance.

**Objectives**

Upon the completion of this course, the participant will have:

- Acquired the full knowledge of the principles and practices of motor underwriting
- Understood the cover provided for private motor risks, goods and passenger-carrying vehicles, and other special types

**Content Highlights**

- Introduction & history of Motor insurance
- Contract law and basic principles as applied to:
  - \* Motor insurance
  - \* Road traffic
  - \* Legal system
  - \* Motor insurance documentation
- Application of insurance principles to motor insurance
- Underwriting & rating principles
- Fleet rating & schemes
- The motor market
- Policy covers for all classes of Motor insurance.
- Motor claims
- Motor department administration
- Motor reinsurance

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjusters
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

Introduction to Insurance and Insurance Documentation      401  
 Proficient in English Language

**Recommended Prerequisite Course**

A minimum 6 months insurance experience

**Course Structure**

The course is conducted using a combination of lecture, discussions, and case studies

**Course Facts**

Duration : 5 Days plus one morning for the examination  
 Instructors : BIBF Staff & Guest Lecturers  
 Language : English & Arabic

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
 Other Nationalities : BD 150

**Fees: Non Member Institutions**

All Nationalities : BD 600

**423E & 423A FIRE & LOSS OF PROFITS INSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Diploma Program “BID”, covering Fire & Loss of Profits Insurance

**Objectives**

Upon the completion of this course, the participant will have:

- A clear understanding of property and business interpretation insurance
- A comprehension of the essential principles and underwriting aspects of property and business interpretation insurance
- An ability to exercise practical aspects of property and business interpretation insurance

**Content Highlights**

- General introduction to Property & business interruption insurances
- Insurance principles vis-à-vis Property & business interruption insurance
- Essentials of the Property & business interruption insurance contracts
- Fire & special perils policy
- Home insurance
- Property all risk policy
- Business interruption policy
- Special policy extensions and covers
- Nature of fire & loss prevention
- Rating & underwriting
- Maximum possible loss
- Property reinsurance
- Claims aspects

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss Adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

Introduction to Insurance and Insurance Documentation 401  
Proficient in English language

**Recommended Prerequisite**

Minimum 12 months experience in the Fire or Accident Departments

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration : 5 Days plus one morning for the examination  
Instructors : BIBF Staff and Guest Lecturers  
Language : English & Arabic

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 150

**Fees: Non Member Institutions**

All Nationalities : BD 600

**425E & 425A MISCELLANEOUS ACCIDENT INSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Diploma Program “BID”, covering different classes of Accident Insurances.

**Objectives**

Upon the completion of this course, the participant will have:

- Gained a board appreciation of the different classes of the accident department both in regards to policy cover and underwriting

**Content Highlights**

- Historical development of accident insurance
- Insurance principles affecting accident insurance
- Medical insurance
- Fidelity guarantee (with all sub classes)
- Theft classes
- All risks / glass / computer all risks
- Goods in transit / travel
- Money
- Life & personal accident (individual & group)
- Workmen's compensation
- Liability (limited)
- Engineering (limited)
- Industrial / commercial all risks
- Office combined
- Miscellaneous extraneous covers
- Reinsurance / coinsurance
- Underwriting & rating aspects
- Claims aspects

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF Staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**470E & 470A MEDICAL INSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Diploma (BID) program, this course provides basic working knowledge to the Medical Insurance concept.

**Objectives**

Upon the completion of this course, the participant will have:

- Received an understanding of the health care delivery system and the nature and principles of medical insurance, from the perspective of insurer, administrator and policyholder
- Received an introduction to the benefits, contract, rating, underwriting and claims aspect to medical insurance

**Content Highlights**

- Health care delivery systems and structures
- Risk and medical insurance
- Insurance principles vis-à-vis medical insurance
- Historical development
- Special features of medical insurance
- Types of medical insurance plans
- Scope of coverage
- Rating & underwriting principles
- Claims

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructor	:	BIBF Staff and Guest Lecturer
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**413E & 413A LIABILITY INSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Advanced Insurance Diploma Program “BAID”, covering different classes of Liability Insurances.

**Objectives**

Upon the completion of this course, the participant will:

- Understand the principles of public & products liability insurance cover and professional indemnity
- Have background knowledge to identify danger areas and weaknesses in a corporate scenario involving possible large liability claims

**Content Highlights**

- Legal personality
- Nature of tort
- Negligence, trespass, nuisance, defamation & strict liability
- Defenses & remedies in tort
- Law of contract
- Limitation of actions
- Compensation awards in liability insurance
- Public liability insurance policy
- Employers liability insurance & workmen's compensation
- Products liability policy
- Professional indemnity, errors & omission and directors & officers indemnity insurance
- Underwriting & rating of liability insurance

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Course**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD150

**Fees: Non Member Institutions**

All Nationalities	:	BD600
-------------------	---	-------

**422E & 422A ENGINEERING INSURANCE (CAR/EAR) – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Advanced Insurance Diploma Program “BAID”, covering CAR, EAR and other different aspects of Engineering Insurance.

**Objectives**

Upon the completion of this course, the participant will have:

- A broad appreciation of all sub-classes of Engineering Insurance

**Content Highlights**

- Contractors all risks, erection all risks, endorsements and warranties
- Construction contracts wording
- Machinery plants & equipment
- Advanced loss of profit (delay in start-up)
- Decennial insurance
- Machinery breakdown & machinery all risks
- Boilers explosion
- Computer all risks
- Deterioration of stocks
- Underwriting & rating of engineering risks
- Claims procedures
- Engineering reinsurance

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**424E & 424A TRANSPORTATION INSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Advanced Insurance Diploma (BAID) program covering Transportation Insurance

**Objectives**

Upon the completion of this course, the participant will have:

- Received a broad introduction to the theory and practice of Marine Hull and Cargo Insurance
- Received a broad introduction to the theory and practice of Aviation Insurance

**Content Highlights**

- Historical development of Hull & Cargo and Aviation insurance
- The old and the new policy wordings
- Marine covers and institute clauses
- Practice of international trade
- Marine & trade documentation
- Risk rating
- The market
- Underwriting principles on hull and cargo
- Claims & reinsurance aspects
- Aviation: Types of cover available
- Aviation: Introduction to documentation
- Department administration

**Target Audience**

- Insurance Companies
- Brokers
- Agents
- Loss Adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**433E & 433A REINSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Advanced Insurance Diploma Program “BAID”, covering different aspects of Reinsurance

**Objectives**

Upon the completion of this course, the participant will have knowledge of:

- The Reinsurance market
- The different types of Reinsurance arrangements available
- Practical applications of the different types of the Reinsurance market

**Content Highlights**

- General introduction to reinsurance
- Insurance principles vis-à-vis reinsurance
- Essentials of the reinsurance contract/agreement
- Types of treaty and facultative reinsurance arrangements
- Proportional and non-proportional reinsurance
- Special reinsurance extensions and covers
- Alternative risk transfer
- The reinsurance market
- Reinsurance transactions & documentation
- Rating, underwriting and claims

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma

Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**440E & 440A LIFE ASSURANCE AND BANCASSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Advanced Insurance Diploma Program “BAID”, covering different aspects Life Assurance

**Objectives**

Upon the completion of this course, the participant will have:

- Received a good introduction to the concept of Life assurance
- A general understanding of the Life market
- Received instruction on the administration aspects of running the day-to-day operation of a Life office
- Typical life product sold through Bancassurance

**Content Highlights**

- Structure of the insurance market
- Risks and insurance
- Fundamentals of life insurance
- Law of agency and contract
- Documents used in life insurance transactions
- Professionalism and ethics
- Life insurance needs analysis
- Impact of inflation
- Term life insurance
- Endowment life insurance
- Whole life insurance
- Unit linked life insurance
- Life insurance contractual provisions
- Buying & selling life insurance
- Annuities
- Claim aspects of life insurance
- Reinsurance

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

## 462E & 462A RISK MANAGEMENT – (ENGLISH AND ARABIC)

### Description

Part of the BIBF Insurance Management Diploma Program “BIMD”, covering different aspects of Risk Management.

### Objectives

Upon the completion of this course, the participant will:

- Exhibit knowledge of the risk management process, with emphasis on identifying potential loss exposure, analysis and evaluation of risk, and selecting the optimal method(s), for dealing with risk in a specified situation, from a plethora of options
- Demonstrate a basic understanding of, and ability to compute the measures of Central Tendency and of risk
- Discuss the relevance of concepts such as risk preferences, probability distributions, and the Law of Large Numbers to the risk management process

### Content Highlights

- Risk Management versus Insurance Management
- The Risk Management Process
- Identify and analyse Potential Losses
- Evaluate Potential Losses
- Dealing with unacceptable risks
- Risks Monitoring
- Property Loss Exposures
- Liability Loss Exposures
- Business Income Loss Exposures
- Human Resources Loss Exposures
- Crime Loss Exposures
- Employee Benefit Loss Exposures
- Foreign Loss Exposures
- Risk Identification techniques:
  - \* Risk Analysis Questionnaire
  - \* Flowcharts
  - \* Insurance Policy Checklist
  - \* Financial Statements
  - \* Historical Loss Data
  - \* Previous Insurance Policies
  - \* Physical Inspection
- Analysing Potential Losses
  - \* High and Low Severity and Frequency
  - \* Maximum Probable Loss versus Maximum Possible Loss
  - \* Unimportant, Important, and Critical Losses
- Risk analysing tool
  - \* Hazard Catalogues
  - \* Risk Modelling
  - \* Dow Fire & Explosion Index
- Evaluating potential losses
  - \* Attitude to risk
  - \* Utility theory
  - \* Rating risks in terms of statutory and management priorities
- Risk control options
  - \* Avoidance
  - \* Retention
  - \* Loss Control (Prevention, Reduction)
  - \* Insurance
  - \* Non-Insurance Transfer
  - \* A Risk Management Project - Captain Loomis
  - \* Self Insurance
  - \* Captive Insurance

- \* Continuity plan
- Material and Workplace Risk Control
  - \* Physical damage
  - \* Security
  - \* People risk control
- Special risk control
  - \* Legislation risks
  - \* Product risk control
  - \* Political risks
  - \* Environmental risks
  - \* Liability risks
  - \* Motor risks
  - \* Technology risks
  - \* Brand name
  - \* Supply chain

### Target Audience

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

### Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

### Minimum Prerequisite Courses

BIBF Insurance Diploma  
 Proficient in English language

### Course Structure

The course is conducted using a combination of lecture, discussions, case studies and video-based learning.

### Course Facts

Duration : 5 Days plus one morning for the examination  
 Instructors : BIBF Staff & Guest Lecturers  
 Language : English and Arabic

### Fees: Member Institutions

GCC Nationals : Covered by levy  
 Other Nationalities : BD 150

### Fees: Non Member Institutions

All Nationalities : BD 600

**463E & 463A QUANTATIVE METHODS IN INSURANCE – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Management Diploma Program “BIMD”, covering Statistical and Actuarial Principles.

**Objectives**

Upon the completion of this course, the participant will:

- Exhibit general knowledge of Actuarial Principles

**Content Highlights**

- Data collection
  - \* methods of data collection
  - \* nature of internal data
  - \* nature of published data
- Representation of risk data
  - \* graphs
  - \* charts
  - \* histograms
- Databases
  - \* uses and features of databases
  - \* process involved in creating databases
- Sources of data
- Frequency distributions
- Statistical risk measurement
  - \* measurement of location
  - \* measurement of dispersion
  - \* measurement of skew
- Probability
  - \* main elements of probability
  - \* a priori method
  - \* relative frequency method
  - \* subjective probability method
- Normal distribution
- Standard deviation
- Risk estimation techniques
  - \* linear regression
  - \* correlation

**Target Audience**

Employees who wish to acquire a basic working knowledge of Insurance related Actuarial Principles.

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

Advanced Insurance Diploma &/or 5 years in insurance supervisory position

Proficient in English language

**Course Structure**

Lectures, case studies and discussions

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructor	:	BIBF Staff and Guest Lecturer
Language	:	English and Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD600
-------------------	---	-------

**465E & 465A INSURANCE MARKETING – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Management Diploma Program “BIMD”, covering Insurance Marketing.

**Objectives**

Upon the completion of this course, the participant will have:

- A knowledge and understanding of the significance of marketing and marketing planning to the effectiveness of the insurance industry
- An understanding of the issues arising from the development and implementation of global marketing strategy for insurance products and other risk solutions and apply them locally
- The ability to apply knowledge and skills to practical situations
- The ability to synthesis different aspects of the syllabus and apply them to given scenarios

**Content Highlights**

- The role of marketing
- Theory of marketing
- Development a marketing strategy
- Marketing data
- Branding
- Communication
- Distribution and service delivery
- Marketing program administration
- Key issues in international marketing

**Target Audience**

- Insurance Companies
- Brokers
- Agents
- Loss Adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration : 5 Days plus one morning for the examination  
Instructors : BIBF Staff and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 150

**Fees: Non Member Institutions**

All Nationalities : BD 600

**468E & 468A ISLAMIC INSURANCE (TAKAFUL) – (ENGLISH AND ARABIC)****Description**

Part of the BIBF Insurance Management Diploma Program “BIMD”, covering knowledge and understanding of the technical aspects of Islamic Insurance (Takaful), and its applications in the global marketplace.

**Objectives**

Upon the completion of this course, the participant will have knowledge of:

- Nature and principles of Islamic insurance
- Sharia framework of Islamic insurance
- Operational framework of Islamic insurance
- Structure of Islamic insurance markets
- Constraints and opportunities for Islamic insurance
- Way in which ethical considerations of Islamic insurance are applied and practiced

**Content Highlights**

- Explain the main features of Islamic contracts
- Discuss prohibited contracts from the Sharia point of view
- Explain why traditional insurance is prohibited from the Sharia point of view
- Discuss the main features of Islamic insurance vis-à-vis conventional insurance
- Explain the operational framework of Islamic insurance including the different
- Discuss the management principles and practices relating to Islamic insurance companies
- Explain the constraints and opportunities for Islamic insurance
- Explain the application of the ethical considerations of Islamic insurance practice and their impact on under writing policy and practice

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the exemption
Instructors	:	BIBF Staff and Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**469E & 469A UNDERWRITING MANAGEMENT – (ENGLISH AND ARABIC)****Description**

Part of BIBF Insurance Management Diploma (BIMD) program covering different aspects of managing general insurance underwriting accounts.

**Objectives**

Upon the completion of this course, the participant will have:

- An understanding of and the ability to apply the requirements for managing a general insurance underwriting account through selection of class of business and design of products
- Knowledge of setting the underwriting policy for those products
- Knowledge of establishing the price and managing the exposures
- Knowledge of the implementation of operational controls, budgeting and monitoring results
- The ability to apply knowledge and skills to practical situations
- The ability to synthesize different aspects of the syllabus and apply them to given scenarios

**Content Highlights**

- The environment
- The Financial Services Authority
- Statutory and legislative influences
- The underwriting cycle
- Structure of the underwriting portfolio
- Underwriting policy and corporate objectives
- Distribution channels
- Underwriting policy and practice
- Underwriting considerations
- Liaison with claims function
- Risk Exposure
- Pricing
- Management of exposures
- Measuring exposures

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Courses**

BIBF Advanced Diploma and BIBF Insurance Diploma  
Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the exemption
Instructors	:	BIBF Staff and Guest Lecturers
Language	:	English and Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**Motor Insurance Technician Certificate****401E INTRODUCTION TO INSURANCE & INSURANCE DOCUMENTATION****Description**

Part of the BIBF Motor Insurance Technician Certificate and exempts you from the Insurance Principles and Practice subject of the Professional Insurance Certificate which is worth 20 CII credits at Diploma level. PIC is a joint qualification between BIBF and the CII.

**Objectives**

Upon the completion of this course, the participant will have:

- Received a broad introduction to the concept of insurance and will have a general understanding of the insurance market
- Acquired a basic knowledge of the nature and function of insurance
- Understand the economic, legal and social environment in which insurance operates

**Content Highlights**

- History of insurance
- The concept of risk
- Risk management process
- Functions & limitations of insurance
- Insurable fundamental principles
- The insurance market and its main components
- Main insurance classes and covers
- Agency in insurance
- Underwriting & rating principles
- Insurance documentation
- Claims & office administration
- Reinsurance

**Target Audience**

- Employees in the early stages of their career
- Non-insurance employees who wish to acquire basic insurance knowledge

**Prerequisites**

Proficient in English language

**Course Structure**

The course is conducted using a combination of lecture, discussions, and case studies

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF Staff & Guest Lecturers
Language	:	English & Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------



**420E CLAIMS WORKSHOP****Description**

Part of the BIBF Motor Insurance Technician Certificate covering different aspects of handling claims in various classes of insurance

**Objectives**

Upon the completion of this course, the participant will have:

- Gained theoretical & practical knowledge of the efficient way of handling & managing claim of all classes of insurance business with particular emphasis to the provision of a high quality service in the claim process.
- Practiced actual claims calculations. This is a claims workshop with some theory and plenty of actual claims calculations of various classes of insurance.

**Content Highlights**

- Principle & practice in handling claim
- Claim management & philosophy
- Claimant profiling
- Loss investigation
- Claims negotiations (tools of effective negotiations)
- Claims quality v. claims expectations
- Insurers' response to fraudulent claims
- Reserving process
- Handling catastrophic & reinsurance claims
- IT and claims handling
- Overpayment of claims (for insurers)
- Handling reinsurance claims

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Course**

Introduction to Insurance and Insurance Documentation      401

**Course Structure**

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

**Course Facts**

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	Arabic

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
-------------------	---	--------

**466E MOTOR CLAIMS PROCESS****Description**

Part of the BIBF Motor Insurance Technician Certificate

**Objectives**

Upon the completion of this course, the participant will have an understanding of:

- Market place
- Scope of cover provided
- Legal and regulatory considerations
- Claims procedures
- Information and communication technology

**Content Highlights**Claims handling

- Explanation of the principles of claims handling applied to motor insurances
- Introduction to claims handling procedures specific to:
  - \* Private motor insurance
  - \* Commercial motor insurance
  - \* Motor trade insurance

Police involvement

- Identify the possible police involvement in the claims process
- Explanation of different types of police report and highlight areas of concern

Market agreements

- Explaining the effect of the commonly accepted market agreements on motor insurance

Structured settlements

- Highlight the operation and use of structured settlements and periodic payments

Motor engineers

- Explanation of the role of motor engineers in the claims process

Claim assessment

- To discuss the process of claim assessment for bodily injury, accidental damage, and third party losses.

Recommended repairers

- Describe the use of recommended repairers

Fraud prevention

- To explain the use of fraud prevention databases in the claims process

Dispute resolution

- Describe the procedures and organizations available to assist with settling disputes
- Describe the use of alternative dispute resolution

## Target Audience

- Insurance companies
- Brokers
- Agents
- Loss Adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

## Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

## Minimum Prerequisite Course

Introduction to Insurance and Insurance Documentation 401

## Course Structure

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

## Course Facts

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	Arabic

## Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

## Fees: Non Member Institutions

All Nationalities	:	BD 600
-------------------	---	--------

**477E PRACTICE OF MOTOR INSURANCE****Description**

Part of the BIBF Motor Insurance Technician Certificate

**Objectives**

Upon the completion of this course, the participant will be able to:

- Understand the principal differences in the transaction of private motor, commercial motor and motor fleet insurance
- Know the core cover provided in respect of accidental damage, third party, fire & theft and legal expenses
- Know the law relating to the use of vehicles
- Know the principles of claims-handling applied to motor insurance

**Content Highlights**Differences in Private and Commercial motor insurance transactions

- Highlight the principal differences in the transaction of private and commercial motor insurance.

General regulations

- Describe the key stages in the legislative development of motor insurance in Kingdom of Bahrain

Scope of cover provided

- Explanation of scope of cover, including optional benefits and typical restrictions, provided in respect of:
- Private motor cars
- Motor cycles
- Goods-carrying commercial vehicles
- Passenger-carrying commercial vehicles

Insurance market

- General guidelines of motor insurance market
- Different distribution channels involved
- Approved agency classification (Site visit to two locations)
- Approved repairers classification (Site visit to two locations)

Motor components

- Highlight the different components of a vehicle
- Contrast the main parts against the accessories
- Defining components exposed to depreciation as per regulation

**Target Audience**

- Insurance companies
- Brokers
- Agents
- Loss adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Minimum Prerequisite Course**

Introduction to Insurance and Insurance Documentation 401

## Course Structure

The course is conducted using a combination of lecture, discussions, case studies and video-based learning

## Course Facts

Duration	:	5 Days plus one morning for the examination
Instructors	:	BIBF staff & Guest Lecturers
Language	:	Arabic

## Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

## Fees: Non Member Institutions

All Nationalities	:	BD 600
-------------------	---	--------

CBB Minimum Qualifications Requirements for Appointed Insurance Representatives in Bahrain

**475E & 475A AWARD IN GENERAL INSURANCE – (ENGLISH AND ARABIC)****Description**

As of January 1 2010, representatives of Insurance companies will need a minimum qualification of “Award in General Insurance” from the Chartered Insurance Institute (CII) and BIBF in order to sell General Insurance products.

**Objectives**

Upon the completion of this course, the participant will have knowledge of the:

- Basic principles of insurance
- Main legal principles related to insurance contracts
- Main regulatory principles related to insurance business
- Key elements to protect consumers

**Summary of learning outcomes**

- Understand the nature and main features of risk and insurance
- Know the structure and main features of the insurance market
- Understand the main legal principles governing insurance contracts
- Understand the main regulatory and legal principles applicable to the transaction of insurance business
- Know key aspects of ethics, corporate governance and internal controls

**Contents Highlights**The nature and main features of risk

- The concept of risk and risk perception
- How different risks are categorized
- The risk management function and process
- The relationship between frequency and severity of loss
- The types of risk that can be insured and the types of risk that cannot
- What is meant by a peril and a hazard
- How the principles defined in element 1.1 to 1.6 are applied to a given set of circumstances

The nature and main features of insurance

- Insurance as a risk transfer mechanism
- How insurance operates by the pooling of risks
- How insurance benefits policyholders and society
- What is meant by co-insurance, dual insurance and self-insurance
- The main classes of insurance

The insurance market

- The main features of the different types of insurers
- The main features and services of intermediaries in the insurance market
- The different distribution channels used for the selling of insurance
- The basic purpose of reinsurance

The insurance profession

- The main functions of underwriters
- The main functions of claims personnel
- The main functions of loss adjusters and loss assessors
- The main functions of risk managers
- The functions of the Chartered Insurance Institute (CII)

The main legal principles governing insurance contracts

- Contract
  - \* The essentials of a valid contract of insurance
  - \* How contracts of insurance can be terminated
- Agency
  - \* The methods of creating an agent/principal relationship
  - \* The duties of an agent to his principal and the duties of a principal to his agent
  - \* The consequences of an agent’s actions on his principal
  - \* Best practice between an insurer and intermediary
- Insurable interest
  - \* The requirements for insurable interest in insurance contracts
- Utmost good faith
  - \* How the principle of utmost good faith applies to contracts of insurance
  - \* The definition of a material

- \* The consequences of non-disclosure or misrepresentation of material facts
- Proximate cause
  - \* How the principle of proximate cause is applied to non-complex claims
- Indemnity
  - \* The definition of indemnity and which types of policy are policies of indemnity
  - \* How the indemnity principle is applied to contracts of insurance
- Contribution
  - \* The principle of contribution
- Subrogation
  - \* The principle of subrogation

## The main regulatory and legal principles applicable to the transaction of insurance business

- Role of the regulator
  - \* The role of the regulator in the insurance industry
  - \* The different types of regulatory approaches
  - \* Tools used by regulators to supervise the industry
- Capital adequacy
  - \* The importance of establishing and maintaining capital adequacy
  - \* The relationship between capital adequacy and solvency controls levels
- Anti money laundering and counter terrorism financing
  - \* The FATF definition of money laundering
- Fraud
  - \* The different types of fraud faced by insurers
  - \* Fraud management by the insurer

## Ethics, corporate governance and internal controls

- Ethical standards
  - \* The scope and operation of the CII ethical code of practice in broad outline.
- Suitability
  - \* The objectives of 'fit and proper' requirements and the risks of unsuitability
- Internal control system
  - \* Risk management frameworks outlined
  - \* The role of compliance and audit
  - \* Establishing a customer complaints procedure

## **Target Audience**

- Insurance employees in the early stages of their career, in order to lay down the basis of their insurance knowledge.
- Non insurance employees who wish to acquire basic insurance knowledge
- Individuals in the insurance market who wish to meet the CBB requirements for sales representatives of general insurance products.
- Individuals who are attempting to achieve any CII qualification, since the successful completion of the course exam entitles the candidates for 15 CII credits at the Certificate level

## **Prerequisites**

Not required

## **Course Facts**

Duration : 5 Days plus one morning for the examination  
 Instructor : BIBF Staff and Guest Lecturer  
 Language : English and Arabic

## **Fees: Member Institutions**

GCC Nationals : Covered by levy  
 Other Nationalities : BD 150

## **Fees: Non Member Institutions**

All Nationalities : BD 600

**476E & 476A AWARD IN FINANCIAL PLANNING – (ENGLISH AND ARABIC)****Description**

As of 1st January 2010 representatives of Insurance companies will need a minimum of “ Award in Financial Planning” from the Chartered Insurance Institute (CII) and BIBF in order to sell long-term Insurance products.

**Objective**

To provide knowledge and understanding of the financial planning process within a professional business environment and the core financial and life assurance products suitable to a client’s needs.

**Summary of learning outcomes**

- The client’s needs
- The fact-finding process
- Good practice
- Protection products
- Savings and investment products
- Pension products

**Contents Highlights**Providing professional advice

- The client’s needs
  - \* The seven typical life stages of a client
  - \* Financial planning requirements
  - \* Client’s needs at each lifestage
  - \* Main steps in identifying a client’s real financial needs
  - \* Principles of shortfall calculations
  - \* Be able to apply financial planning criteria to the information collected about a client in order to identify, quantify and prioritize a client’s real financial needs
  - \* Be able to apply features of different types of product to the client’s needs and understand the role of the financial adviser in recommending suitable products by which the client can achieve his or her financial objectives, are affordable and appropriate to the client’s risk profile and are tax efficient
- The fact-finding process
  - \* Know what a fact find is
  - \* Suitable recommendations: collecting and using information
  - \* How a fact find can be carried out
  - \* Main client and family details to be collected in a fact find
  - \* Record clients’ personal and financial details
  - \* Main areas of financial planning
  - \* Identify a client’s financial objectives
- Good Practice
  - \* Duties of financial adviser
  - \* Different types of financial adviser
  - \* Remuneration method
  - \* Apply structured recommendations
  - \* Feature of financial services products
  - \* Supervisory methods
  - \* Steps when the client rejects the adviser’s recommendation
  - \* Duty of the adviser
  - \* Switch between the financial products of different providers
  - \* Main features of a cancellation arrangements
  - \* Features of compensation arrangements

## Product knowledge

- Protection products
  - \* Protection advice against death and disability
  - \* Personal and financial details
  - \* Policy features of protection products
  - \* Be able to apply the products listed
  - \* Satisfy the client's needs in particular circumstances
- Savings and investment products
  - \* Savings and investment advice
  - \* Features of savings and investment products
  - \* Apply the savings and investment products
  - \* Relationships between level of risk and level of return
  - \* Satisfy clients' needs in particular circumstances
  - \* Understand the relationship between level of risk and level of return
  - \* Collective investments spread risk
  - \* How inflation affect savings and investment products
  - \* Changes in interest rates affect the future performance of savings and investment products
  - \* Importance of an emergency fund
- Pension products
  - \* Need for pension advice
  - \* Evaluating a client's pension requirements
  - \* Personal and financial details on which a client's pension requirements depend
  - \* Features of a pension scheme
  - \* The features of these types of pension schemes
  - \* Difference between a defined benefits pension scheme and a defined contributions pension scheme
  - \* How inflation affect pension schemes and annuities
  - \* How changes in interest rates affect the future value of pension schemes and annuities

## Target Audience

- Insurance Companies
- Brokers
- Agents
- Loss Adjustors
- Employees who manage insurance in non insurance companies
- Those who wish to join insurance companies.
- Bank sales employees
- Financial planning agencies
- Individuals who are attempting to achieve any CII qualification, since the successful completion of the course exam entitles the candidates for 15 CII credits at the Certificate level

## Prerequisites

Not required

## Course Facts

Duration	:	5 Days plus one morning for the examination
Instructor	:	BIBF Staff and Guest Lecturer
Language	:	English and Arabic

## Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

## Fees: Non Member Institutions

All Nationalities	:	BD 600
-------------------	---	--------

COURSE CALENDAR 2010  
INSURANCE CENTER

NO	COURSE TITLE	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
	<b>Insurance Diploma (English)</b>														
1	Introduction to Insurance & Insurance Documentation	401E	10 - 14&30		28...	1&17	23-27...	&12	4-8&24		19-23...	&9	28..	2&18	
2	Motor Insurance	412E		21-25...	&13	18-22...	&8					31...	4&20		
3	Fire & Loss of Profits Insurance	423E			4-8&24		20-24&3					10-14&30			
4	Miscellaneous Accident Insurance	425E	31....	1 - 4&20			9-13&29						21-25	&11	
5	Medical Insurance	470E			14-18...	&3	30...	3&19						20-23...	&8
	<b>Insurance Diploma (Arabic)</b>														
6	Introduction to Insurance & Insurance Documentation	401A	10 - 14&30												
7	Motor Insurance	412A		7-11&27											
8	Fire & Loss of Profits Insurance	423A					13-17...		&3						
9	Miscellaneous Accident Insurance	425A			1-4&20										
10	Medical Insurance	470A					9-13&29								
	<b>Advanced Insurance Diploma (English)</b>														
11	Liability Insurance	413E		7-11&27					4-8&24						
12	Engineering Insurance (CAR/EAR)	422E	17-21...	&6			6-10&26				19-23...	&9			
13	Transportation Insurance	424E				11-15...	&8					17-21...	&6		
14	Reinsurance	433E			14-18...	&3							21-25...	&11	
15	Life Assurance & Bancassurance	440E					9-13&29								
	<b>Advanced Insurance Diploma (Arabic)</b>														
16	Liability Insurance	413A			21-25	&10									
17	Engineering Insurance (CAR/EAR)	422A				18-22	&8								
18	Transportation Insurance	424A													
19	Reinsurance	433A						27....	..1&10						
20	Life Assurance & Bancassurance	440A												5-9&25	
	<b>Insurance Management Diploma (English)</b>														
21	Risk Management	462E			21-25...	&10							21-25...	&11	
22	Quantitative Methods in Insurance	463E				25-29	&15					24-28...	&13		
23	Insurance Marketing	465E	24-28...	&13				27...	...1&17						
24	Islamic Insurance (Takaful)	468E		21-25...	&13						26-30..	&16	7-11&27		
25	Underwriting Management	469E					23-27...	&12						26-30...	&15
	<b>Insurance Management Diploma (Arabic)</b>														
26	Risk Management	462A		14-18...	&6										
27	Quantitative Methods in Insurance	463A					16-20	&5							
28	Insurance Marketing	465A			14-18	&3									

BIF CLOSED

