



Prepare Yourself for Leadership

If you are moving into a leadership role in your brokerage or developing high level client management skills consider enrolling in the Advanced Diploma of Insurance Broking. The Advanced Diploma covers the key skills relevant to those in decision making and team leader roles.

The Advanced Diploma helps experienced brokers develop into well rounded professionals and managers by taking a comprehensive approach to professional education. Over the course of the program participants develop a combination of high level broking, technical, management and business planning skills as well as essential personal effectiveness skills.

The program suits brokers working in both the life and general insurance sectors and satisfies ASIC training requirements for broker licensees or responsible managers.

This qualification builds on each candidate's broking knowledge and most will find it useful to have completed a prior qualification, such as a diploma or university studies in a relevant area of financial services.

The Advanced Diploma can be undertaken by completing coursework or by Senior Professional Assessment.

Advanced Diploma by Coursework

If you are seeking to develop your brokerage and client management skills your best option is to complete the six module coursework program. The program is highly interactive with a strong emphasis on working on individual projects that have direct application and relevance to your job role:

Module 1 Orientation to Professional Practice covers what it means to be a professional broker and the role of business ethics and regulatory frameworks in developing and managing broking services.

Module 2 Broking Services Management covers identifying opportunities and constraints for the broking business, preparing a business plan for broking services and identifying the processes for implementing, monitoring and evaluating the plan.

Module 3 Insurance Broking Operations covers managing the operational plan to effectively implement support services in the brokerage, manage ongoing service performance and handle the compliance issues relating to the delivery of advice services.

Module 4 Sales and Marketing Management covers planning and implementing sales and marketing strategies for broking services. This includes developing a detailed process for devising and implementing new business strategies in order to expand a client portfolio.

Module 5 Managing Client Insurance Programs covers designing processes to analyse client risks and design an appropriate insurance and risk management solution for clients. The module also covers processes to manage the contractual obligations for the insurance products offered in the brokerage.



Module 6 Professional Skills is an elective unit which focuses on key skills required by senior brokers in developing sound effective working relationships with clients, staff, suppliers and other industry contacts. Course participants may choose one of the following topics according to professional interests and career needs:

- A) **Client Relationship Management** covers the skills required to establish, manage and monitor key relationships
- B) **Networking and Collaboration** covers the skills to establish and maintain strategic networks and collaborative relationships
- C) **Leadership in a Broking Practice** covers the skills to develop the capabilities of others within the broking organisation and provide a role model for professional practice.

Advanced Diploma by Senior Professional Assessment (SPA 3)

SPA 3 is suited to practitioners who have been working in management and higher level client servicing roles for some time and seek to have their skills and knowledge recognised through the award of an Advanced Diploma. NIBA College is an industry leader in this area. As an SPA 3 candidate you work closely with your NIBA College assessor who will provide detailed guidance on how to prepare and present evidence of your competency.

Not only do you gain formal recognition of your capabilities but many find that SPA 3 is an excellent professional development program for practitioners at their level. Indeed, participation in an SPA 3 program also counts towards a practitioner's CPD points in the year it is undertaken.

Professional Recognition

Fellowship of NIBA College is the highest designation awarded to an individual member. It is open to Advanced Diploma graduates who have demonstrated their industry experience and commitment to professional practice by holding the QPIB or QFSR designation for 5 years. As a Fellow you are entitled to use the post nominal, QPIB Fellow or QFRA Fellow, on your business materials.

Advanced Diploma graduates who go on to complete the additional two topics offered in the Professional Skills Elective Unit will be entitled to upgrade their designation to CPIB Fellow. The Certified Professional Insurance Broker designation recognises qualified brokers who have upgraded their competency to the higher level of professional broker by undertaking an educational program to develop the eight capabilities expected of a professional broker:

1. Critical Thinking Skills
2. Ethics and Professional Practice
3. Networking and Collaboration
4. Leadership in Broking Practice
5. Broking and Technical Expertise
6. Develop and Manage Relationships
7. Sales and Marketing
8. Presentation and Persuasion Skills