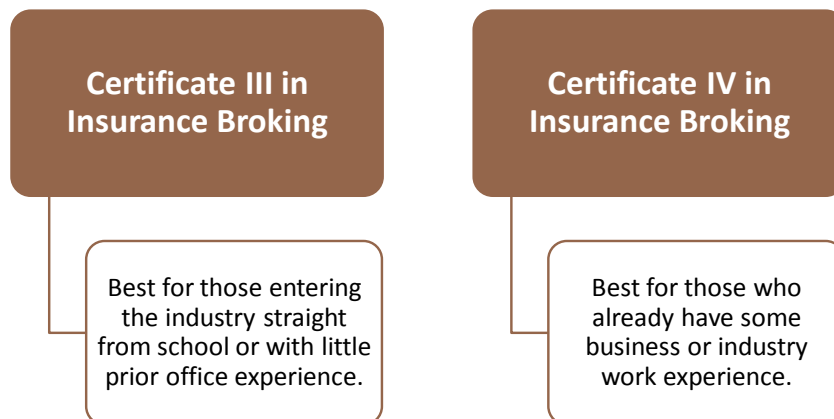


Kick Start Your Broking Career

Those entering insurance broking get a great start to their career by enrolling in one of NIBA College's insurance broking certificate courses. The College offers two useful options:



The Certificates III and IV offer the same key benefits. For example, both:

- meet the ASIC Tier 2 General Insurance Advisor skills and knowledge requirements
- are eligible for government traineeship incentives for employers
- prepare the new entrant to work within a broking office environment
- cover general insurance product knowledge and foundation broking skills
- lead into the Diploma of Insurance Broking and Tier 1 accreditation courses
- meet the criteria for NIBA College Associate Membership

If the full Certificate is not required, NIBA College also offers a short course covering Tier 2 General Insurance Advisor Accreditation and the essential broking skills for assistant brokers and account executives.

ATTENTION EMPLOYERS: Take advantage of government training incentives

- *State and Federal traineeships provide cash incentives and/or training subsidies to employers for full Certificate III and Certificate IV qualification courses.*
- *Each College trainee has a personalised training plan and learning and assessment takes place in the brokerage environment. Trainees study via distance learning and their progress is monitored regularly. Trainees have up to 12 months to complete the course although 2 years is allowed in some States.*

Full details of how to participate in a traineeship can be found on the NIBA College website.



Certificate Course Content

Both certificates share many common features but the essential differences are that Certificate III puts more emphasis on communication and teamwork skills while Certificate IV puts more on research skills.

COURSE MODULE	CERTIFICATE III IN INSURANCE BROKING	CERTIFICATE IV IN INSURANCE BROKING
MODULE 1 ESSENTIAL KNOWLEDGE FOR GENERAL INSURANCE BROKERS	Background knowledge for Tier 2 advisors including an overview of the industry, risk insurance products and related legislation.	
MODULE 2 GENERAL INSURANCE ADVICE SKILLS	Tier 2 retail general insurance advice skills including how to establish a relationship with a client, prepare and deliver general and personal advice and implement an insurance program.	
MODULE 3 BUSINESS SKILLS FOR INSURANCE BROKERS	Same for both qualifications. Covers the skills needed to work effectively within an insurance broking business including working to industry and organisational guidelines, working safely in the office, using technology effectively.	
MODULE 4 CLIENT SERVICE SKILLS FOR ADVISORS	Certificate III covers: <ul style="list-style-type: none"> • handling customer complaints; and • undertaking effective negotiations with clients and insurers. 	Certificate IV covers: <ul style="list-style-type: none"> • resolving disputes • conducting negotiations • applying industry guidelines, legislation and company procedures to deliver a professional broking service.
MODULE 5 DESIGNING RISK PROGRAMS FOR BROKING CLIENTS	Foundation broking skills for assistant account executives including: <ul style="list-style-type: none"> • all aspects of the broking role from initial risk assessment through to providing customised advice and claims services; and • an introduction to the principles of risk management. 	
MODULE 6 PERSONAL EFFECTIVENESS	Certificate III covers: <ul style="list-style-type: none"> • implementing effective communications strategies; and • working effectively with others. 	Certificate IV covers: <ul style="list-style-type: none"> • research skills for brokers; and • analysis and presentation of information to clients and others.