



TTII

Trinidad & Tobago
Insurance Institute

**STATE LICENSING EXAMS OR
SALESPERSONS, BROKERS AND
AGENTS
COURSE SYLLABUS**

PREAMBLE

In keeping with the requirements of the Insurance Act 1980 and CBTT guidelines, the Trinidad and Tobago Insurance Institute continuously revises its programmes and course offerings to maintain industry relevance and practicability to the work arena.

By definition, Insurance Intermediaries under the Regulations are classified as Salespersons, Brokers, Agents and Adjusters. In order to be licensed as a Salesperson, Broker or Agent, it is a requirement that such a person successfully complete the State Licensing Examination for Long Term / General Insurance as offered by an Educational Institution approved by the relevant Minister. It is also crucial that these persons be adequately equipped with more than just a working knowledge of the Insurance Industry. They must also have a sound base in the local regulatory framework governing Compliance, Governance and Ethics and Financial Accounting which are also influenced by international treaties, obligations, agreements and standards.

Trinidad & Tobago is moving in the direction of a knowledge based economy which requires the appropriate certification and qualification to promote the ethical, transparent, efficient and accountable functioning of this financial sector, which have in no small part influenced the revision of the State Licensing Syllabus.

The objects of the Institute as set out in Section 4 of the TTII Act are:

- a. To advance knowledge of insurance in the territory; to encourage the acquisition of knowledge by study for recognised professional insurance examinations;
- b. to facilitate members by holding examinations of other recognised bodies to set standards for its members with respect to ethics, discipline and professional conduct;
- c. to promote and protect the welfare and interest of the Institute and the insurance profession in Trinidad and Tobago;
- d. to develop the social relations of the insurance profession;
- e. to co-operate with any organisation for the achievement of any of these objects

EXPANDED SYLLABUS OUTLINE**1. Classes of Insurance (General & Life/Long Term)**

Long Term	General Insurance
	Risk & Insurance
Basic Principles of Life & Health Insurance	Basic Principles of Insurance
Functions of Life & Health Insurance	
Fundamentals of Contract Insurance	Fundamentals of Contract Insurance as applicable to General Insurance
Basic Life Insurance Products	Personal Lines Insurance <ul style="list-style-type: none"> - Motor Insurance - Household Insurance - Computer All Risks Insurance - Personal Accident Insurance - Travel Insurance
Flexible Life Insurance Products	Commercial Lines Insurance <ul style="list-style-type: none"> ▶ Fire Insurance ▶ Burglary Insurance ▶ Money Insurance ▶ Liability Insurance
Supplementary Benefits and Products	
Life Insurance Policy Provisions & Options	Introduction to other General Insurance Policies
	Documentation; Claims <ul style="list-style-type: none"> ▶ Role of the OFSO
The Local Regulatory Framework	The Local Regulatory Framework

1. The Local Regulatory Framework impacting insurance intermediaries

- *The Insurance Act, 1980 and Regulations*
 - Preliminary – Definitions:- Section 3 (1)
 - Part III – Agents, Brokers, Salesmen and Adjusters: - Sections 88 – 111
 - Part VIII Miscellaneous:- Section 214 (1)
 - Regulations - Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) – Sections 1-21
 - AML/CFT Legislation and Regulations (see section on Compliance)

2. Compliance (AML/CFT)

CBTT Guidelines

- Regulatory Framework – CBTT Guidelines, POCA, FOR, FIU
 - Proceeds of Crime Act Chap 11:27 (POCA) as amended
 - The Financial Intelligence Unit of Trinidad and Tobago Act 2009 as amended
 - The Financial Obligations Regulations 2010 (FOR)
 - The Anti-Terrorism Act Chap 12:07 (ATA)
- The role of the CBTT as a Supervisory Authority
- Overview Of a Risk based approach to AML/CFT
- Key Features of a Compliance Programme
- Customer Due Diligence (CDD)
- Know Your Employee (KYE)
- The role of the Compliance Officer
- Recognizing and reporting suspicious activity (SARS)
- Training & Awareness
- Statutory Reporting Requirements

3. Governance & Ethics

Governance

- Definition of Governance
- Forms of business entities – corporations, partnerships and sole proprietorship
- Relationship with regulators
- Relationship with consumers
- Fit and proper criteria
- Financial Reporting and other disclosure requirements
- Duties of senior personnel
- Internal governance policies and procedures

Ethics

- Code of conduct
 - Client relationship
 - Sales practices
 - Provision of information
 - Insurance contracts
 - Policy renewals
 - Clients claims
 - Complaints
 - Documentation
 - Advertising

4. Basic Financial Accounting

- International Accounting Standards
- Fundamental Concepts
- Accounting Conventions
- Basic Accounting Processes
- Understanding the Statement of Financial Position
 - Assets, liabilities and shareholders' equity
- Understanding the Income Statement
 - Revenues, expenses, gains, losses and effects of taxation.
- Understanding Statement of Cash Flows
- Fundamentals of Financial Analysis: Statements of Financial Positions, Income Statement, Statement of Cash Flows

If a student wishes to become a licensed Agent, Salesperson or Broker, successful completion of these Modules will be mandatory.

Classes of Insurance (General / Long Term) 24 Contact Hours

**The Local Regulatory Framework impacting Insurance Intermediaries
3 Contact Hours**

**Compliance (AML/CFT)
3 Contact Hours**

**Governance & Ethics
2 Contact Hours**

**Basic Financial Accounting
4 Contact Hours**

TOTAL 36 CONTACT HOURS

Learning Outcomes

- To understand and apply the following:
 - ▶ Risk & Insurance
 - ▶ Basic Principles of Insurance
 - ▶ Fundamentals of Contract Law
- To gain an in-depth knowledge of personal and commercial lines of insurance.
- To gain an in-depth knowledge of basic and flexible life insurance products.
- To become familiarised with policy and policy provisions as it relates to general / long term insurance.
- To understand the regulatory environment and how the relevant legislation implicates their profession and the obligations of complying with law (state supervision and supervision of Insurance).
- To be knowledgeable on AML/CFT laws and to comprehend the role of compliance within the industry with an emphasis on SARS, KYC, CDD.
- To observe and apply best practices in governance and ethics as it relates to industry standards.
- To understand and apply basic concepts of Financial Accounting and be able to satisfactorily comprehend financial statements.

Teaching and Learning Strategies:

The delivery of material will be via class lectures/workshops, while utilizing relevant videos, case studies and handouts.

Assessments:

Students will be assessed via assignments, group activities, presentations and in-class exam for each module.