

Registration

Every applicant for registration as a student is required to complete a registration form which must be accompanied by certified copies of any relevant certificates or diplomas gained since leaving school. The Institute may accept or reject an application and its decision in this matter is final.

Tuition

IIZ is an examining board and does not offer tuition. It must be noted that it is the responsibility of the students and not the Institute to arrange study programs.

Assessment Scheme

For all the IIZ courses, candidates will be assessed by written examinations.

Examination Entries

IIZ examinations are written in April and October each year. Applications to enter for the examinations must be made on the prescribed forms which are obtainable from the office in Harare or on the Institute's Website. Students are also encouraged to use the web portal for registration once the corresponding payment has been made at the bank. Students must beware of closing dates of examination registrations at normal registration and at late registration for both sittings. The registration forms must be accompanied by the correct examination fee for each subject to be written. Registration forms with insufficient funds will be rejected. No entry will be accepted from Certificate of Proficiency to Associateship if the first level subjects have not been completed. IIZ qualifications are progressive.

Postponement Of Examination Entries

Examinations entries will not be postponed except as stated below: Refund of examination fees. Examination fees are not normally refundable, but considerations will be given to applicants for refunds on medical grounds only at the discretion of the Institute.

- A certificate from the doctor is required, stating the duration of the illness of the student. The covering letter and doctor's certificate must reach the office not later than one week after the illness.
- Notification of postponement will not be accepted by telephone, telegram, or fax. A formal letter must be written.
- In all other cases, the examination fees will be forfeited if the student does not write the examination.
- Refund of examination fees or postponement of examinations will be considered if the student withdraws the entry a month prior to the examination date. A handling fee will be charged and deducted from the amount to be refunded.

Exemption Policy

It is the Institute's policy that exemptions will be granted on application, generally on a subject for subject basis to holders of relevant qualifications from other examining bodies and provided that the bodies are accredited by the Ministry of Higher and Tertiary Education Science and Technology Development.

Examination Centres

The Institute runs its examinations directly. The current examination centres are as follows:

- Harare
- Francistown
- Ezulwini
- Masvingo
- Gaborone
- Gweru
- Maseru
- Bulawayo
- Maputo
- Mutare
- Luanda

Career Prospects

- UNDERWRITER
- ASSESSOR
- LOSS ADJUSTER
- BROKER
- FINANCIAL ADVISOR
- FINANCIAL PLANNER
- INSURANCE INVESTIGATOR
- INSURANCE SALES AGENT
- PENSIONS ADMINISTRATOR

Vision



To be a world class provider of insurance professionals to the Financial Services Markets.

Mission



To provide world class insurance professionals through a credible examinations system and continuing professional development.

Values



In pursuit of our vision and mission, IIZ will be guided and uphold the following principles/ core values.

- Integrity
- Teamwork
- Relevance
- Professionalism
- Transparency

Contact Us

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Fostering Excellence in Insurance Practice

About IIZ

The Insurance Institute of Zimbabwe (IIZ) is a professional insurance organization and independent examining body whose core function is to promote efficiency and improvement in business practice amongst its members as well as the delegates it trains. It was officially launched in August 1982 as the Insurance Training and Education Board of Zimbabwe (ITEB).

Since then, thousands of students have passed through its doors. The professional qualifications it offers are accredited by the Ministry of Higher Education, and certified in conjunction with the National University of Science and Technology (NUST), in Bulawayo.

Besides being an examining body, the Institute facilitates short courses, workshops, seminars, and conferences as part of continuing professional development (CPD) to the industry in general.

Members of the IIZ Management Board are drawn from the following industry associations:

- Insurance Council of Zimbabwe (ICZ)
- Life Offices Association of Zimbabwe (LOA)
- Zimbabwe Insurance Brokers Association (ZIBA)
- Zimbabwe Association of Reinsurance Organisations (ZARO)
- Zimbabwe Association of Funeral Assurers (ZAFSA)
- Insurance Institute of Harare (IIH)
- Insurance Institute of Bulawayo (IIB)
- Society of Fellows

Courses

LEVEL I (ONE):

CERTIFICATE OF PROFICIENCY – FOUNDATION COURSES

1. COP in Short term Insurance	COP-SHORT	2hrs
2. COP in Long term Insurance	COP-LONG	2hrs
3. COP in Retirement Fund Trusteeship	COP-TRUSTEESHIP	2hrs
4. COP in Funeral Business	COP-FUN	2hrs
5. COP in Health Insurance	COP-HEALTH	2hrs

Entry Requirements

Normal Entry

Five Ordinary level subjects including English Language and Mathematics.

Special Entry

The Institute may, at its own discretion, approve an application from a prospective student who has not fully satisfied the normal educational requirements provided the prospective student has had at least two years insurance business experience.

An applicant should submit a letter from an employer as proof of relevant working experience for consideration together with the application.

LEVEL II (TWO):

CERTIFICATE IN INSURANCE

It's the next level qualification which is intended for all levels of staff across all sectors of insurance. It equips students with high technical knowledge and skills. It is also for those who have an eye on management positions. The course can be completed in one year and is open to holders of the COP. The five examinations are based on the Institute modules. At this level students will choose to specialize in either Short Term/Non-Life Insurance or Long Term/Life Insurance. The subject combinations are:

1. Insurance Principles & Practice 1	C001	2hrs
2. Business Communications and Information Technology	C003	1hr 20"
3. Legal Aspects of Insurance	C005	3hrs
4. Risk Management 1	C007	1hr
5. Fundamentals of Reinsurance	C009	1hr 30"
6. Mathematics for Business	C011	1hr 30"
7. Business Management Principles and Entrepreneurship	C013	3hrs
8. Financial Accounting	C015	3hrs
9. Economics	C017	1hr

Entry Requirements

Normal Entry

- A Certificate of Proficiency will be accepted for registration purposes.
- Five Ordinary level subjects including English Language and Mathematics.
- Any other Insurance qualification accredited by the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development judged to be equivalent to the normal entry qualifications.

LEVEL III (THREE):

DIPLOMA IN INSURANCE

Is an advanced qualification that demonstrates advanced technical knowledge across many areas. It comprises of two Diplomas i.e Diploma in Short Term insurance and Diploma in Long Term Insurance .

Non-Life Insurance

1. Marketing Insurance Products and Services	D020	3hrs
2. Research Methods and Statistics	D022	3hrs
3. Insurance Broking	D024	3hrs
4. Advanced Reinsurance	D026	3hrs
5. Risk Management 2	D028	3hrs
6. Strategic Management of Insurance Operations	D030	3hrs
7. Risk Management in Insurance	D032	3hrs
8. Financial Management & Analysis in Insurance	D034	3hrs
9. Property and Business Interruption Insurance	D036	3hrs
10. Marine and Aviation Insurance	D038	3hrs
11. Engineering and Construction Insurance	D040	3hrs
12. Motor Insurance	D042	3hrs
13. Advanced Diploma in Long Term Insurance	D044	3hrs

Long Term Insurance

1. Marketing Insurance Products and Services	D046	3hrs
2. Research Methods and Statistics	D048	3hrs
3. Insurance Broking	D050	3hrs
4. Advanced Reinsurance	D052	3hrs
5. Risk Management 2	D054	3hrs
6. Strategic Management of Insurance Operations	D056	3hrs
7. Risk Management in Insurance	D058	3hrs
8. Financial Management & Analysis in Insurance	D060	3hrs
9. Long Term Business	D062	3hrs
10. Health Insurance	D064	3hrs
11. Pension Law, Administration and Taxation	D066	3hrs
12. Retirement and Estate Planning	D068	3hrs
13. Life Insurance Underwriting	D070	3hrs
14. Life Insurance Claims	D072	3hrs

Normal Entry

- A Certificate of Proficiency will be accepted for registration purposes.
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- Any other Insurance qualification accredited by the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development judged to be equivalent to the normal entry qualifications.

LEVEL IV (FOUR):

ASSOCIATESHIP

Upon completion of Diploma examinations candidates, can apply for Associate membership. IIZ Associate members can use the designation IIZ after their names.

LEVEL V (FIVE):

FELLOWSHIP

After completion of Diploma examinations. Students may embark on Fellowship which is the highest grade membership of the Institute. Fellowship is through the submission of a research project, undertaken through guided steps obtained separately. Fellow students have privilege to use IIZ after their names, will constitute of a dissertation/ research project which will be done by a candidate who would have met the IIZ entry requirements at this level. The qualification will be offered in conjunction with the National University of Science and Technology (NUST). The period for the research project is one (1) year and successful candidates will graduate at the Institute's annual graduation.

Entry Requirements

Fellowship for IIZ Associates

These are candidates who have completed the IIZ examinations from Certificate of Proficiency (COP) to Diploma.

Required for these candidates are,

- IIZ Associateship qualification,
- Have at least 5 years working experience in insurance and
- Sign a code of conduct

Fellowship for students from other Insurance Institutes

These are candidates who have completed their Insurance examinations with any Insurance Institute and were awarded Associateship. Only Insurance Associateship qualifications from recognised and accredited Institutes will be considered.

Required for these candidates are,

- Associateship qualification from a recognized and accredited Insurance Institute and
- sign a code of conduct