

Institutional Practical Training in Additional Department for Surveyors

As per the guidelines issued by the IRDAI, an Institutional Practical Training for **Additional department** shall be conducted by the Insurance Institute of India (III) for **Marine Cargo, Fire, Motor, Miscellaneous, Engineering, Loss of Profit, Marine Hull and Crop insurance departments**. Eligibility for enrolment requires candidates to have passed the relevant examination conducted by the Insurance Institute of India for the respective subject.

The training module consist of two parts:

Part I of the training will be conducted on digital platform (**MS Teams**) for **1 week** (6 days) in each additional department with Introduction to different type of policies, terms, conditions, warranties, coverage's, add-on-covers, various terminologies used in insurance, and nature of claims, use of technology, various techniques and tools for assessment of risk and losses. Report writing including presentation of facts, admissibility of the claims in a precise and accurate manner and importance of timely submission of reports in compliance with regulatory requirements; Code of conduct required for treating policy holders fairly during the entire process of assessment of loss. Use of public domain for relevant information.

Part II of the training module consists of onsite training for one week (6 days) to be taken on their own by participants under the guidance of a senior surveyor in accordance with IRDAI guidelines after completing one week of practical training with the Insurance Institute of India.

There will be an online test conducted at the end of the above training module, which is mandatory for all the participants.

Who can enrol: Existing Surveyors who passed the additional papers for departments other than holding a license under the new scheme as per Circular No. IRDA/SURGDL/MISC/068/03/2021.

Duration: (Tentative Schedule)

| Duration | Subject | Date | Time (IST) |
|--|---|---|-------------------------------------|
| Part 1 - One Week Online Training | Fire Insurance | 27 th Jan 2025 – 3 rd Feb 2025 | 10.30 hrs. - 17.00 hrs. |
| | Marine Cargo Insurance | 6 th Feb – 13 th Feb 2025 | |
| | Engineering Insurance | 17 th Feb 2025 – 25 th Feb 2025 | |
| | Motor Insurance | 27 th Feb 2025 – 6 th Mar 2025 | |
| | Marine Hull Insurance | 10 th Mar 2025 – 18 th Mar 2025 | |
| | Miscellaneous Insurance | 12 th Mar 2025 – 20 th Mar 2025 | |
| | Loss of Profit Insurance / Crop Insurance | 21 st Mar 2025 – 28 th Mar 2025 | |
| Part 2 - One Week Onsite Training | Next week after completing online training | - | Onsite training with Surveyor |
| Final Practical Test | The date and time of the examination will be intimated separately. | | Online - MCQ Test |

The documents required for registration for the training:-

- III Result copy
- Earlier License
- Passport Size Photo (maximum 10 kb)
- IIISLA Membership Certificate (If available)

Certificate: Certificate will be issued after completion of Training and passing the Final Practical Test.

Course Fees: Rs.11,800/- (Rs.10,000/- + 18% GST per subject) (The fees (If any) for Practical Onsite Training to be imparted by surveyors/IIISLA has to be incurred separately by the participants.)

As per IRDAI Guidelines, on successful completion of training and Final Practical Test the following documents will be sent to IRDAI for issuance of licence:

1. Certificate of Training from III.
2. Training Certificate from surveyor for Practical Onsite Training
3. Result of the Online Test conducted by the III at the end of 2 weeks training
4. Student Membership Certificate

Course Co-ordinator:

1. Ms. Madhavi Gurav, Research Associate, College of Insurance
(Email id: gurav@iii.org.in Contact No: 022 6965 4214)

For enrolment and technical support contact to

Ms. Nilambari Bagde (022 6965 4234)

Ms. Yogeeta Kulkarni (022 6965 4255)

Ms. Sneha Pednekar (022 6965 4270)

Or contact to 022 69654 251 / 254 / 284 / 249 / 266

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