



**Are you looking for
qualification support
and motivation?**



The Insurance
Institute of London
Chartered Insurance Institute

Qualification Mentoring
Scheme 2019 intake

iilondon.co.uk

cii.co.uk

“The CII is here to build public trust”

“The reputation of London as a global centre of excellence in insurance and financial services relies on the talent and expertise of those operating in it.”

Sian Fisher ACII,
CEO, The Chartered Insurance Institute

“The theme for my year as President of the Insurance Institute of London is ‘Instruct and Protect’. We need to ensure we all have the right skills and that we adjust our skill sets.”

Nicolas Aubert President,
The Insurance Institute of London

Where did this scheme come from?

For the public and global corporates alike, trust is vital. We need to earn that trust by getting professionally qualified, committing to continuing personal development and working to high ethical standards. The IIL initially established a three-year Qualification Mentoring Pilot Scheme in 2016 to support students who can't otherwise access an employer mentoring scheme or who may require additional support. Following the success of the pilot years the continuation of the scheme has now been approved by the IIL Council. It is one of the IIL's contributions to the London Market Group's Talent and Diversity drive to help ensure that the London Market has a well-qualified workforce and London retains its global reputation as the centre of excellence in insurance.

The scheme takes a peer-led, team-based approach to encourage and support members in achieving the Advanced Diploma in Insurance (ACII) or the Advanced Diploma in Financial Planning (APFS) – over the course of three years, from any starting point, to reach their full potential.

How does the scheme work?

This scheme is now open for applications to join the 2019 intake.

- There are 40 Mentee and 12 Buddy Mentor places available (eight Mentee and two Buddy Mentor places are for financial planners).
- We promote a 'team' structure – five teams with two Buddy Mentors and eight Mentees per team. Wider communication across teams is also highly encouraged, to share knowledge and experiences.
- The scheme includes five educational, motivational and social events per year, to promote networking within the profession and to develop other critical professional skills (see page 6).
- Mentees are expected to attend three compulsory events in the first year; other events are optional and will depend on study progress.

Acknowledgements

The Insurance Institute of London thanks all those individuals and firms who freely give time, expertise and resources to enable us to deliver it free of charge. These partners are committed, and applicants must also demonstrate their commitment to achieving the Advanced Diploma in Insurance (ACII) or Advanced Diploma in Financial Planning (APFS) within three years, with the support of this scheme.

Glossary

AM Advocate Mentor

A business leader (typically a CEO).

BM Buddy Mentor

A member in London, who qualified at Advanced Diploma level (ACII or APFS) in 2017 or later.

M Mentee

A member in London, committed to achieving the Advanced Diploma in Insurance or the Advanced Diploma in Financial Planning over a three-year period.

Information for Mentees

Why join this qualification mentoring scheme?

Studying can be a lonely experience. It can be daunting to study on top of a busy job and active social life. Some find the array of subjects confusing when it comes to deciding the order in which to take them, others have previously found the step up from Certificate to Diploma level bigger than they were expecting and members can also struggle due to a lack of employer support. This scheme aims to provide motivation, via a peer group led by a Buddy Mentor – someone who has recently qualified themselves so has fresh first-hand experience of the challenges you will face.

Benefits include:

- Access to Buddy Mentors who are familiar with the stresses and strains.
- Support with learning and assessment challenges, for example how best to group subjects together to maximise the credits from your studies.
- Time management, work/study planning and examination/assignment techniques are all useful life skills as well as being essential for examination success. Get top tips from expert tutors, who have business experience themselves.
- Tried and tested content from the Chartered Insurance Institute and Insurance Institute of London (IIL), with a logical scheme structure, experienced presenters plus contacts who can give you extra support.
- The opportunity to attend the IIL Young Members' Winter Ball in the year you qualify (subject to your employer agreeing to pay for you to attend; currently £150).
- In addition to the Buddy Mentors, this scheme is supported by a dozen Advocate Mentors, who are drawn from among the leaders of the profession – typically they are CEOs of major firms. By joining this scheme, you will have opportunities to network with them in person, in a relaxed social setting, and you can find out how they made it to the top.

How to apply

Please complete the application form on page 7 and email it together with your CV to gemma.warren@cii.co.uk

Next steps

If you would like to find out more about our programme, we will be holding an introductory session on Tuesday 04 December 2018 at 13:15-14:15. This session will provide an opportunity for you to hear first hand from a current Mentee, Buddy Mentor and Advocate Mentors. To reserve your place, please book online at iilondon.co.uk prior to Friday 30 November 2018.

The fine print - this scheme isn't

- An 'easy option' with all the work done for you! The Buddy and Advocate Mentors provide their time for free and the onus is on you, the Mentee, to drive the relationship.
- A 'one-to-one' career/personal coaching programme. If you are looking for career coaching, please contact us for advice and guidance on sourcing services of this nature.
- A mechanism for advice on specific assessments or technical learning issues.
- A magic solution if you don't study or attend. You will still need to do the work, contribute, share and give feedback.
- A prison sentence! This is a three-year commitment. We want you to succeed but appreciate that circumstances change. If you cannot continue to participate, just let us know by emailing allison.potts@cii.co.uk.

Full joining terms and conditions can be found on page 9. Applications will also be considered from members completing a probationary scheme with their employer.

“Taking part in the mentoring scheme has really helped to boost my confidence with the CII exams. It has helped me to stay motivated, increased my knowledge of the different pathways available, and meet others in the industry who are trying to balance work and studying. The advice I've obtained from this has been invaluable.”

Lucie Dean Cert CII,
Assistant Underwriter - Crisis Management
CFC Underwriting - Mentee

Information for Buddy Mentors

Role of the Buddy Mentor

We are looking to recruit 12 volunteers to be Buddy Mentors for our 2019 intake.

Buddy Mentors will:

- have qualified at Advanced Diploma level (ACII or APFS) in 2017 or later;
- be happy to commit to three years as a Buddy Mentor;
- have sufficient time to follow up attendance and motivation of Mentees. It is envisaged Buddy Mentors will have four Mentees within a team of eight alongside another Buddy Mentor;
- have a working knowledge of CII's RevisionMate and willingness to undergo basic familiarisation with the new learning and assessment programmes; and
- be prepared to attend all of the events listed on page 6.

Personal qualities required of a Buddy Mentor

We are looking for volunteers with:

- a positive outlook;
- an interest in leadership;
- an open mind; and
- the ability to work and communicate with people at all ages and stages of their career.

While the onus is on the Mentee to forge and to drive the relationship, Buddy Mentors are expected to be proactive if the need arises and to share the responsibility for motivating Mentees, encouraging their regular engagement and attendance at events.

“Our mentoring group focused principally on the fundamental topics such as exam preparation, revision techniques, and utilising various resources when completing coursework, but on several occasions we gladly expanded our focus, hosting sessions with senior individuals from our various businesses offering welcome guidance to young mentees entering the profession.”

Conor Husbans FCII, Underwriter,
Hiscox – Buddy Mentor

Why volunteer?

Perhaps you have reached a stage of your career when you would like to put something back into your professional community. Volunteering as a Buddy Mentor is a real, practical way of doing so.

You will have the opportunity to build relationships with Advocate Mentors who are drawn from among the leaders of the profession – typically they are CEOs of major firms. This will help to expand your network.

You can also state your mentoring experience on your professional CV.

The fine print

This is a qualification mentoring scheme, not a career mentoring scheme. Being a Buddy Mentor isn't an opportunity to recruit new staff – the poaching of mentees from their current employer is unacceptable.

How to apply

Please complete the application form on page 8 and email it together with your CV to allison.potts@cii.co.uk.













Next steps

If you would like to find out more about our programme, we will be holding an introductory session on Tuesday 04 December 2018 at 13:15-14:15. This session will provide an opportunity for you to hear first hand from a current Mentee, Buddy Mentor and Advocate Mentors. To reserve your place, please book online at iilondon.co.uk prior to Friday 30 November 2018.

“I was delighted to be chosen to Mentor a group in the January 2018 intake for the Insurance Institute of London's Qualification Mentoring Scheme. My role is to be there to answer any queries the Mentee's have about their subjects or future subjects and provide suggestions as to how to look at answering each assessment as it becomes due.”

Christine Cotterell ACII, Senior Account Handler,
Miles Smith Insurance Solution – Buddy Mentor

Qualification Mentoring Programme 2018–19

Date	Time	Title	Who should attend?	Objectives	Speakers
04 Dec 18	13:15-14:15	Introducing the Qualification Mentoring Scheme	Potential Buddy Mentors, Mentees and their employers	<p>What to expect from the scheme</p> <p>First-hand experience from current participants</p> <p>To reserve your place, please book online at iilondon.co.uk prior to Friday 30 November 2018.</p>	<p>Chair, Qualification Mentoring Committee</p> <p>You will also hear from a Buddy Mentor, a Mentee and an Advocate Mentor</p>
28 Jan 19	15:00-17:00 followed by optional drinks	Launch plus meet your Buddy Mentors and teams	  	<ul style="list-style-type: none"> Welcome and introduction How to get the most out of the mentoring scheme Role of a Buddy Mentor Role of a Mentee 	<p>President, Insurance Institute of London</p> <p>Chair, Qualification Mentoring Committee</p> <p>Anna Wright FCIPD</p>
25 Feb 19	13:00-14:30	Pathways to qualification and CII study tools	  – if relevant at the time	<ul style="list-style-type: none"> Overview of qualification levels and points required Requirements at Diploma level Requirements at Advanced Diploma level Mixed assessment at Diploma level How to get the best out of RevisionMate and other CII study tools 	<p>Linda Prewett FCII, Trainer</p> <p>Simon Graham, Learning and Assessment Director, Chartered Insurance Institute</p>
04 Mar 19	13:00-14:00	Accelerated learning techniques	 	<ul style="list-style-type: none"> Memory principles Techniques: <ul style="list-style-type: none"> – Number lists – Room system – Journey system – Mind maps Application to study 	Rob Murray ACII, Trainer
11 Mar 19	13:00-14:30	Examination, mixed assessment and coursework assignment techniques	  – if relevant at the time	<ul style="list-style-type: none"> Using published CII guidance and resources How to deconstruct the question Build a coherent assignment The importance of understanding the CII marking matrix Using your company contacts for source Information 	Mark Butterworth FCII, Trainer
01 Jul 19	17:30-20:00 including food and drinks	Summer social	  	<ul style="list-style-type: none"> Networking 	

Qualification Mentoring Scheme Application Form – Mentee

- Complete the application form and email together with your CV to gemma.warren@cii.co.uk
- Applications will be accepted from 04 December 2018 to 04 January 2019

Mr/Mrs/Miss/ Ms/Mx/Other	Surname/ Family name			Forename/ Given name(s)					
Date of birth	Male	Female	Prefer not to say	Are you a graduate?	Yes	No	Do you hold any CII qualifications?	Yes	No
CII/PFS PIN (if known)	Area of business:			Broking	Claims	Underwriting	Management	Financial Planning	
Speciality (e.g. Aviation, Financial Planning, Property, Reinsurance)									
Employer's name									
Job title									
Work address									
Postcode	Country								
Home address									
Postcode	Country								
Email	Tel			Mobile					
Address to be used for correspondence	Home	Work	Linkedin profile URL				CV supplied?		

Qualification mentee declaration

I declare that all information provided by me on this form is true and correct.

If selected, I will contribute to the IIL Qualification Mentoring Scheme to the best of my ability and agree to fully comply with the Mentoring Terms and Conditions set out in this brochure (see page 9). I will keep in regular contact with my mentor and will inform the IIL in case of any issues.

Signature

Date

Qualification Mentoring Scheme Application Form – Mentor

- Complete the application form and email together with your CV to allison.potts@cii.co.uk
- Applications will be accepted from 04 December 2018 to 04 January 2019

Mr/Mrs/Miss/ Ms/Mx/Other	Surname/ Family name			Forename/ Given name(s)				
Date of birth	Male	Female	Prefer not to say	Are you a graduate?	Yes	No	When did you complete the CII Advanced Diploma in Insurance/Financial Planning?	
CII/PFS PIN (if known)	Area of business:			Broking	Claims	Underwriting	Management	Financial Planning
Speciality (e.g. Aviation, Financial Planning, Property, Reinsurance)								
Employer's name								
Job title								
Work address								
Postcode	Country							
Home address								
Postcode	Country							
Email	Tel			Mobile				
Address to be used for correspondence	Home	Work	Linkedin profile URL				CV supplied?	

Qualification mentee declaration

I declare that all information provided by me on this form is true and correct.

If selected, I will contribute to the IIL Qualification Mentoring Scheme to the best of my ability and agree to fully comply with the Mentoring Terms and Conditions set out in this brochure (see page 9).

Signature

Date

Mentoring Terms and Conditions

The Insurance Institute of London (IIL) is committed to providing a mentoring environment where all Buddy Mentors and Qualification Scheme Mentees are treated with dignity and respect. By participating in this mentoring scheme, you agree to abide by these terms and conditions.

Buddy Mentors are volunteers who have skills and experience and have given up their time to assist Mentees in completing the Advanced Diploma.

By joining, Mentees are agreeing to:

- Maintain a CII/PFS membership and membership of the Insurance Institute of London (or be willing to transfer your membership from another local institute) throughout the scheme.
- Have an active LinkedIn account.
- Share your email address with IIL staff, Buddy Mentors, Advocate Mentors and other Mentees in the scheme to send you details of mentoring and CPD events and to exchange opinions and information about the qualification mentoring scheme. This data is not to be used for procuring employment or business.
- Allow IIL staff to share your progress with your employer and Qualification Mentoring Committee members.
- Attend three mandatory events in the first year.
- Complete feedback forms and surveys from time to time to help fine-tune this scheme.

Mentors and Mentees agree:

- To be subject to and comply with the CII's Code of Ethics found at: cii.co.uk/code

1. Liability

1.1 The IIL does not provide mentoring services but has established a mentoring scheme that will enable Buddy Mentors and Qualification Scheme Mentees to meet. Mentees acknowledge that any services provided by a Buddy Mentor during the mentoring scheme are provided free of charge and in good faith.

1.2 The IIL takes reasonable steps to ensure the quality and accuracy of the information provided to the parties during the qualification mentoring scheme but neither the IIL, nor its employees, contractors or associated parties, will be responsible for the suitability of the introductions or the framework nor of the completeness or accuracy of any information, howsoever provided, or the success or otherwise of any qualification mentoring relationship. Except in respect of death or personal injury caused by the IIL's negligence, the IIL shall not be liable to any Party by reason of any representation (unless fraudulent) for any indirect, special or consequential loss or any other loss however caused under the qualification mentoring scheme.

2. Confidentiality

2.1 Certain information may pass between Buddy Mentors and Qualification Scheme Mentees that could be confidential. Buddy Mentors and Mentees agree to keep in strict confidence all and any information of a confidential nature which is obtained about any other party or their work during the mentoring scheme. If you are unsure whether the information you have been provided with is confidential, please confirm the position by asking the person that gave the information to you.

3. Data Protection

3.1 In the event information passing between Buddy Mentors and Qualification Scheme Mentees contains personal data, you are required to comply with the relevant Data Protection laws. You must ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

3.2 Maintaining data security means guaranteeing the confidentiality, integrity and availability of personal data. You must not disclose personal data to anyone without the other party's consent.

3.3 You agree that your personal data can be used in compliance with our Data Protection and Privacy statement, as amended from time to time, found at iilondon.co.uk/commons/15788/3648

4. Consequences

4.1 You are responsible for complying with these Mentoring Terms and Conditions and you will be personally responsible for any breach of it. It is likely that any breach will result in your expulsion from the mentoring scheme and could lead to disciplinary action by the Chartered Insurance Institute. Please therefore act in a professional and courteous manner.

4.2 If you have any query about the content of this policy, please speak to a member of IIL staff.