

# Advanced Diploma

*The CILA Advanced Diploma requires you to have a thorough understanding of the principles of insurance and how these may be applied in the handling of claims. The Advanced Diploma is perfect for those who wish to handle more complex claims as part of their career progression.*

## What will I learn?

### AD1 – Application of the Principles of Insurance

Adjustment of claims, warranties, special perils extensions, subrogation & rights of recovery, legal entities, policy cover, investigating extent of loss, reservation of rights, validation of quantum, underinsurance, contribution, fraud indicators, arbitration, the FOS & ethical decision making.

### AD2 – Adjustment of Claims

Reinstatement memorandums, policy clauses, business interruption, building construction, JCT Minor Works Building Contract, CDM regulations, party wall legislation, asbestos regulations, wet/dry rot claims, calculation of indemnity, plus policy coverage & claims handling for your specialist subject.

## How will I study and how long will it take?

The CILA Advanced Diploma qualification requires you to undertake your own reading and research in preparation for the exams. There is a syllabus for each paper and we recommend that you use this as the framework for your study. To help get you started the Institute provides a recommended reading list. We would also encourage you to review past papers which are published on the CILA website.



For each paper we recommend that you allow

**100-120hours**

## How will I be assessed?

To obtain the CILA Advanced Diploma qualification you must pass the following exams:

### 1. AD1 Application of the Principles of Insurance



A written exam  
comprising 5 questions  
from a choice of 6

Duration:

**3½hours**

### 2. AD2 Adjustment of Claims



A written exam  
comprising 5 questions  
from a choice of 6

Duration:

**3½hours**

## How much will it cost?



The exam entry fee for each paper is

**£100**

The AD2 exam includes questions which are relevant to particular types of insurance. In advance of the exam sitting, candidates are therefore asked to select an AD2 exam paper from a choice of: Property (Domestic), Property (Commercial), Liability, Business Interruption, Subsidence or Aviation.

## How do I apply?



### *CILA membership*

Please note that you can only attain a CILA qualification if you are a member of the CILA. If you are not already a member, please apply for membership via the CILA website: <http://www.cila.co.uk/membership/>



### *Book an Exam*

When you feel ready to take an exam, you can book a sitting online at:  
<https://online.cila.co.uk/exams/courselist.asp>

You will need to login using your My CILA account. If you do not yet have an account you can create one via the CILA website:  
[https://online.cila.co.uk/login/register\\_user.asp](https://online.cila.co.uk/login/register_user.asp)

Please note that exam bookings must be made by 31st January for the April exam sitting and 31st July for the October exam sitting.



### *Entry Requirements*

Entry to the Advanced Diploma exams is only open to CILA members who hold the CILA Diploma qualification.

## Sitting the Exams



### *Where and when will I sit the exam?*

The CILA Advanced Diploma exams can be sat at a range of exam centres throughout the world. Candidates who are based in the UK and Ireland may choose their preferred exam centre from the following options: Belfast, Birmingham, Bristol, Cardiff, Dublin, Glasgow, London, Manchester and the Southampton area. Candidates who are based overseas may indicate their preferred location to sit an exam and the Institute will work with them to agree an appropriate location taking account of other candidates within their country, venue facilities and exam invigilators. There are two exam sittings per year for the CILA Advanced Diploma exams, one in April and one in October.

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