STAFFING

Examiner: Boyd Scheuber
Moderator: Diana Beal

RATIONALE

With the ageing of the Australian population and the seemingly unending demands being placed on government resources, individuals are now being encouraged to become more responsible for their own financial security, particularly in retirement. Accordingly, it is important that those who advise them are familiar with and understand the key components of the financial planning process. An important element is insurance, as all individuals should be concerned about protecting themselves and their assets from an appropriate measure of avoidable risk. The degree to which risk is transferred will be an integral part of their personal financial plan to be determined by individual risk profiles and stage of the accumulation process.

SYNOPSIS

This course has three distinct parts. Firstly, students will be exposed to the historical perspectives of insurance in Australia. This then leads into domestic industry structure, conduct and performance and the role of the insurance adviser. Secondly, general and life insurance products will be discussed in terms of standard wordings, special meanings, claims, taxation, premiums, rating issues and product development. In this context, risk concepts and classifications are also explored. Finally, students will be exposed to the nature of insurance and the legal framework within which the insurance markets operate. Codes for practice will also be discussed together with the role of the regulators.

OBJECTIVES

On successful completion of this course students will be able to:

- appreciate the legal framework with which the insurance sector operates;
- understand the functions and role of the relevant regulators;
• discuss the overall thrust of the General Insurance Code of Practice and the relevant sections of the Corporations Act 2001 as they apply to the insurance industry;
• examine the structure, conduct and performance of Australian Insurance markets;
• incorporate the various risk concepts, classifications, rules, methods of handling risk into the overall risk management process;
• complete an appropriate fact find, prepare a needs analysis and give your resulting recommendations;
• discuss the roles of participants within, and operation of, the Australian insurance markets; understand the role of insurance brokers and agents, their remuneration and their responsibilities regarding disclosure and compliance;
• appreciate the different types of both general, life and other insurance products; discuss specific policy wordings, special meanings and the cost/benefit of particular products;
• understand specific issues regarding rating, setting premiums and product development; and
• appreciate the claims process and taxation issues which may arise.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. The nature of risk and its management</td>
<td>10.00</td>
</tr>
<tr>
<td>2. Life insurance market structure</td>
<td>7.50</td>
</tr>
<tr>
<td>3. General insurance market structure</td>
<td>7.50</td>
</tr>
<tr>
<td>4. Policy law and documentation</td>
<td>10.00</td>
</tr>
<tr>
<td>5. Needs analysis and recommendations</td>
<td>10.00</td>
</tr>
<tr>
<td>6. Life insurance</td>
<td>15.00</td>
</tr>
<tr>
<td>7. General insurance</td>
<td>10.00</td>
</tr>
<tr>
<td>8. Health and mandated insurance</td>
<td>5.00</td>
</tr>
<tr>
<td>9. Taxation of insurance companies and products</td>
<td>5.00</td>
</tr>
<tr>
<td>10. Regulation and compliance</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Contemporary readings to be advised throughout the semester by electronic mail.

STUDENT WORKLOAD REQUIREMENTS

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<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<tr>
<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
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<td>10.00</td>
<td>Y</td>
<td>23 Aug 2002</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>200.00</td>
<td>20.00</td>
<td>Y</td>
<td>11 Oct 2002</td>
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<tr>
<td>EXAMINATION (3 HOURS)</td>
<td>100.00</td>
<td>70.00</td>
<td>Y</td>
<td>END S2</td>
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</table>

NOTES:

3. Students will be advised of the official examination date after the timetable has been finalised.

OTHER REQUIREMENTS

1. To be assured of a passing grade in this course, students must attempt all of the assessments, achieve at least 50% in the examination and at least 50% of the available marks for the course. Final grades for the course will be determined by the addition of the marks obtained in each assessment item, weighted as in the Assessment Details.

2. Students must retain a copy of all pieces of assessment which must be produced if/when required by the course leader.

3. LATE ASSIGNMENTS (i) All assessments submitted after the due date (and not approved for extension) in accordance with university policy will be penalised 20% per working day. (ii) If students submit assignments after the due date and wish to claim extenuating circumstances then they shall provide validated documentary evidence with the assignment, explaining the circumstances. (iii) The course examiner shall consider the statement accompanying a late assignment and decide on the outcome.

4. Assignments not submitted in the appropriate assignment folders will be deemed as not being received.
5 DISHONEST ACTIONS (i) Any student who is alleged to having performed a
dishonest action relating to any assessment in the course will have a course of
action taken against him/her as outlined in the Academic Regulations. (ii) Pieces
of assessment should be the work of individual students. Joint pieces of assessment
are not permitted unless written approval has been obtained from the course leader.
(iii) Dishonest action in relation to assessment includes: copying or attempting to
copy the work of others; use of or attempting to use information prohibited from
use in that form of assessment; submitting the work of another as your own;
consciously committing acts of plagiarism, ie taking and using another's thoughts
or writings as one's own with intent to deceive, which occurs when paragraphs,
sentences, a single sentence or significant parts of a sentence which are copied
directly, are not enclosed in quotation marks and appropriately footnoted or
referenced in the text; direct quotations are not used, but text is paraphrased or
summarised, and the source of the material is not acknowledged by footnoting or
other reference in the text.

6 DEFERRED EXAMINATIONS (i) Deferred examinations will be granted at the
Dean's discretion based on non-attendance for medical, compassionate or
employment-related reasons having regard to item 1. If a deferred examination is
granted, students shall sit the deferred examination in the next semester examination
period. If, for whatever reason, this deferred examination is not taken then the
student will be graded 'F'. (ii) To be eligible for consideration for a deferred
examination, students must have submitted a genuine attempt at all mandatory
assessment items. (iii) Deferral of an examination CANNOT be granted on an
existing deferral in that course. (iv) Requests must be in writing to the Faculty
Operations Manager clearly stating student name, student number, current address,
course alpha-numeric identifier and name for the examination not attended. (v)
Requests MUST BE supported by original or suitably authenticated documentation.
(vi) Requests and documentation must be submitted to the Faculty Operations
Manager within ten (10) calendar days of the missed examination date. (vii)
Requests based on medical reasons must be supported by medical evidence on the
appropriate University of Southern Queensland medical certificate or doctor's
certificate. A medical certificate must be dated with the same date as the period of
illness for which the absence from examination is being sought and clearly indicate
the student's name and, if possible, student number (retrospective medical
certificates will not be accepted for either assignment work or examinations). Only
original or authenticated medical certificates will be accepted. A student's medical
condition must be stated clearly (IN ENGLISH). (Certificates stating a student has
a 'medical condition' may not be sufficient grounds for deferment of examination).
Medical evidence must cover the student for the day(s) of the missed examination(s).
(viii) Requests based on family/personal reasons must be supported by a clear
statement (IN ENGLISH) from a medical practitioner, counsellor or independent
member of the community. (ix) Requests based on employment-related reasons
must be supported by a clear statement (IN ENGLISH) from the student's employer.
(x) Students who have a medical condition or genuine compassionate or
employment-related problems on the day of the examination are advised to obtain
the relevant documentary evidence and NOT attempt the examination. If a student
makes an attempt at the examination, the assessment item will be marked and a
grade awarded. In these cases, a student cannot, after receiving a 'fail' grade, request a deferred examination or special consideration. (xi) Students who have been granted deferred examinations will not be granted a waiver of prerequisites, without the permission of the Heads of Department, in subsequent semesters (if they do not have a passing grade).

7 Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper. The examination may test material already tested in assignments.

8 Mechanised erasers are not permitted in exam venues.

9 The examination will be restricted. Students will be allowed to bring a quiet, battery-operated non-programmable calculator into the examination. Dictionaries are NOT to be used in the examination.