Singapore College of Insurance

Introductory Level

General Insurance Broking - A Foundation Programme



Register for

In Person Session

Or

Virtual Access

17, 20, 24 & 25 November 2026

28 CPD hours

9.00 a.m. – 5.00 p.m.
(Singapore Time)

Hybrid Mode
(Singapore College of Insurance / Virtual Mode)

This programme is designed for new entrants as well as those with not more than three years' experience in the general insurance broking industry. Participants will acquire the skills and knowledge to be an effective insurance broker.

The programme covers the broker's role and risk placements including ESG risks. It also covers the design of an insurance programme and regulatory guidelines that apply to brokers such as Technology Risk Management guidelines. It also deals with the broker's selection of insurers which is a vital part of addressing the risk of insurer failure. It goes on to examine the broker's servicing of claims and the way it handles claims not to mention insurance fraud. The provision of other services by the broker is then discussed with a focus on the broker as a risk manager. The broker's role in managing professional indemnity exposures, ethical issues and conduct is also discussed. The manner in which a broker develops business and manages client relationships is then examined culminating in a discussion on sales and the presentation of insurance proposals.

Target Audience

- New entrants to the general insurance broking industry in Singapore and the region
- Insurance brokers with not more than three years' experience in Singapore and the region
- Also suitable for reinsurance brokers who wish to understand the basics of insurance broking

Key Learning Outcomes

At the end of the programme, participants should be able to:

- role and duties of brokers from a legal and market perspective
- regulatory guidelines applicable to brokers such as Technology Risk Management, MAS Notice No.: 507 (Notice on Cyber Hygiene) etc.
- role of the broker as a risk manager including the underwriting of ESG risks
- role of the broker in determining client needs and placing risks with insurers
- role of the broker in selecting insurers
- role of the broker in the designing of insurance programmes
- role of the broker in handling claims and insurance fraud
- role of the broker in developing business, sales and presenting insurance proposals
- role of the broker in managing professional indemnity exposures, ethical issues and conduct
- role of a broker in managing client relationship

Programme Outline

- The Role of The Broker & Regulatory Guidelines
- The Broker As A Risk Manager
- Customer Needs and Risk Placements
- Designing An Insurance Programme
- Selecting Insurers
- Claims Liaison and Servicing
- Insurance Fraud
- Professional Indemnity and Ethics
- Client Relationship Management
- Business Development
- Sales Meetings and Presentations

Programme Fee

In Person Session

S$872.00 (inclusive of 9% GST)

Net Course Fee: S$632.00 (incl. of 9% GST and after 30% FTS funding)
For Singapore Citizens below 40 years old and Singapore Permanent Residents

Net Course Fee: S$372.00 (incl. of 9% GST and after 70% FTS funding)
For Singapore Citizens aged 40 years old and above

This course is recognised under the Financial Training Scheme (FTS) and is eligible for FTS claims subject to all eligibility criteria being met.

Please note that in no way does this represent an endorsement of the quality of the training provider and course. Participants are advised to assess the suitability of the course and its relevance to his/her business activities or job roles.

The FTS is available to eligible entities based on the prevalent funding eligibility, quantum and caps. FTS provides up to 70% course fee subsidy support for direct training costs subject to a cap of S$500 per candidate per course subject to all eligibility criteria being met.

Find out more on www.ibf.org.sg.

Virtual Mode

Singapore-based Participant: S$654.00 (inclusive of 9% GST)
Overseas-based Participant: S$600.00

A 10% Group Discount is also applicable for organisations registering a minimum of three participants.

Programme Leader

Mr. Perry Tan

Perry Tan has over 20 years in the General Insurance (GI) industry. He attained his ACII and FCII while pursuing his insurance studies at the CII College of Insurance, UK. He spent 13 years as a broker before leading the Marine Cargo Division & Brokers' Business Development Team at a major Japanese insurance company. He then joined the General Insurance Association of Singapore (GIA), overseeing its technical sub-committees. Later, Perry led the General Insurance Division at a financial advisory firm, handling GI and Group Employee Benefits (GEB) for over 6 years. He joined the Singapore College of Insurance (SCI) in 2014 as a Technical Consultant/Lecturer and now heads its Technical Training Department.