



INSURANCE ACADEMY OF BOTSWANA

Study. Learn. Earn.

ETP0198 · TVET 000700 · HRDC

12-WEEK PROFESSIONAL COURSE

Introduction to Long Term Insurance

Protect what people spend a lifetime building.

Build the category knowledge, regulatory grounding
and professional judgement that long-term
insurance demands.

12 Weeks · Level 3 · Distance · Online

Register today

myiab.link/appy

WhatsApp

+267 78 135 922

Study. Learn. Earn.



A bridging qualification for everyone entering the long-term insurance sector.

The Introduction to Long-Term Insurance course provides the foundational knowledge, skills and professional values required to operate confidently and ethically within the long-term insurance industry.

In Botswana, individuals aspiring to become insurance agents must follow a structured process to ensure they are equipped to represent insurance companies properly. Prospective agents complete a specialised programme covering the essential principles of insurance, the products available and the regulatory framework.

The programme culminates in the Certificate of Proficiency (CoP) examination — a prerequisite for licensing. On passing, candidates apply to the Non-Bank Financial Institutions Regulatory Authority (NBFIRA) for licensing.

Confident, compliant long-term representatives.

10,000+

PROFESSIONALS
TRAINED

20+

CORPORATE
CLIENTS

10+

YEARS OF DELIVERY

BQA

ETP0198

12 Weeks

One structured journey.
A stronger foundation in insurance.

Progress through five focused modules, eleven weekly assignments and a final examination, on a structured pathway designed to build knowledge week by week.



DURATION

12 Weeks

DELIVERY

**Distance ·
Online**

ASSIGNMENTS

11 weekly

EXAMINATION

Closed-book**5****Modules**

Legislation through to
product analysis

11**Assignments**

Weekly formative
assessments

30%**Continuous**

Weekly assignments

70%**Final exam**

Closed-book · 40%
minimum

CERTIFICATION

Certificate upon successful completion and fulfilment of
applicable requirements.

LANGUAGE**English**

Who is this course for?

For people who want to understand this work properly – and to be trusted with it.



01 Administrators and consultants

Professionals supporting long-term insurance operations day to day.

02 Service centre and client-facing staff

Service centre staff, client liaison officers and term broker consultants.

03 Technical and product teams

IT systems designers, analysts and product developers in the insurance sector.

04 Benefits and marketing professionals

Business analysts in personal or corporate benefits, and marketing professionals.

WHAT YOU NEED TO REGISTER

Complete the registration form, then send us three documents.

Send your documents to registrations@iab.co.bw

- ✓ A copy of your Omang or passport
- ✓ A copy of your highest education certificate
- ✓ Proof of payment of your first instalment or full course fees



LEARNING OUTCOMES

What you will be able to understand

By the end of this programme you will have developed the introductory knowledge to operate more confidently and responsibly in your role.

01 **Fundamentals of long-term insurance**

The core product types and how each one works.

02 **Benefits for policyholders**

What cover delivers for policyholders and beneficiaries.

03 **Regulatory framework**

The legislation and compliance obligations that govern the sector.

04 **Responsible product analysis**

Comparing long-term products and planning for retirement provision.

Understanding the framework is the first step towards competent, licensed practice.

This course provides introductory knowledge and does not, by itself, confer a professional licence or authorisation to provide regulated financial advice.

The five-module learning journey

A connected curriculum that progresses from legislation through to product analysis.

Legislation

01

- Law of contract to insurance
- Insurable risk
- Insurance Industry Act 2015
- Insurance Industry Regulations
- NBFIRA Act 2016 & Prudential Rules

Life & Funeral Insurance

02

- Funeral insurance
- Life insurance

Credit & Disability Insurance

03

- Credit life insurance
- Disability insurance

Group Insurance Products

04

- Group insured products
- Dread disease products

Product Analysis

05

- Provide financially for own retirement
- Analyse different long-term insurance products

Five modules. One connected foundation.

Certificate upon successful completion and fulfilment of applicable requirements.

Start your registration

myiab.link/appy

How the 12-week course works

MONDAY

New study week begins

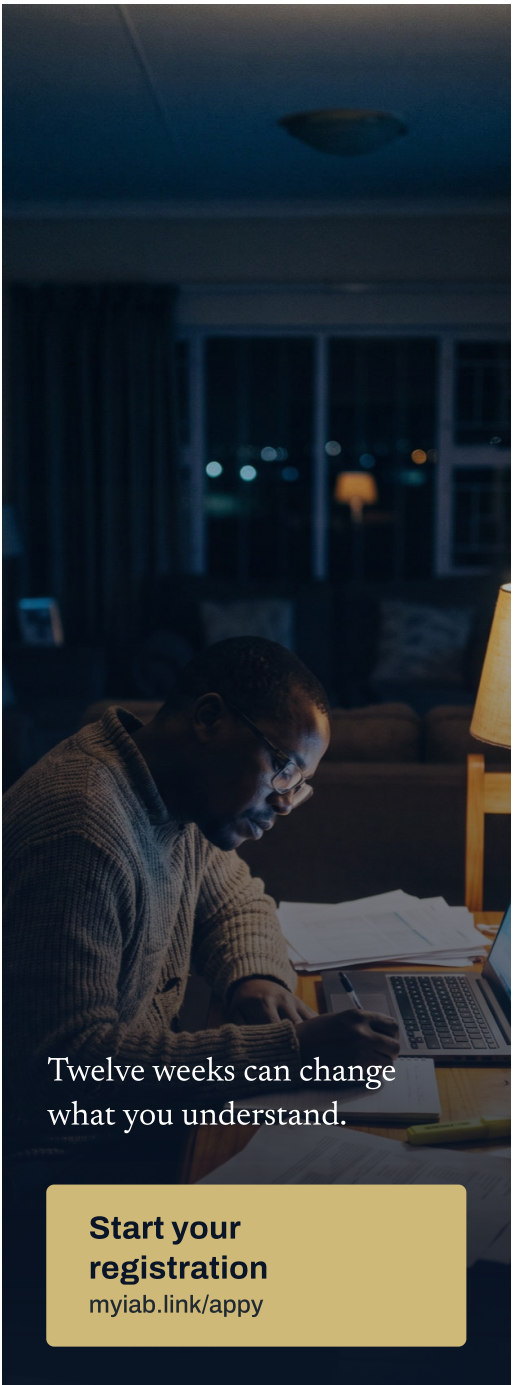
FRIDAY · 12:00

Assignment opens

SUNDAY · 23:45

Assignment closes

Week 01	Module 1 · Section 1	
Week 02	Module 1 · Section 2	
Week 03	Module 1 · Section 3	
Week 04	Module 2 · Section 1	
Week 05	Module 2 · Section 2	Second instalment due
Week 06	Module 3 · Section 1	
Week 07	Module 3 · Section 2	
Week 08	Module 4 · Section 1	
Week 09	Module 4 · Section 2	
Week 10	Module 5 · Section 1	Third instalment due
Week 11	Module 5 · Section 2	
Week 12	Revision · Mock examination	Assessment week



Twelve weeks can change what you understand.

Start your registration
myiab.link/appy

WEEK 12 · MOCK EXAMINATION

A practice examination under examination conditions, timed 15:30 – 18:30.

FINAL EXAMINATION

Your final examination date and session details will be communicated for your registered intake.

Assessment that reinforces learning

Weekly assignments help you consolidate knowledge throughout the course, while the final examination evaluates your understanding across the complete programme.

30%

Continuous assessment

Weekly formative assignments throughout the programme

- Failure to submit an assignment results in 0% for that assignment.

70%

Final examination

Closed-book · 40% minimum required

- No re-assessment or re-submission opportunities are granted.

IMPORTANT — COMPETENCY REQUIREMENT

Students who fail to achieve a minimum of **40% on the final examination** will be found Not Yet Competent — deemed to have failed — even if their overall course mark is above 50%.

SUPPORTED THROUGHOUT YOUR JOURNEY

01 Orientation

Platform access and course introduction.

03 Academic guidance

Facilitator and academic support where applicable.

02 Communications

Assessment updates and exam reminders by email.

04 Administration

Registration, fees and contact-detail support.

Structured flexibility, built around your life

This course is delivered by distance · online learning, following a structured implementation plan issued at the start of your course.

Distance learning

Structured flexibility using prescribed course material, scheduled milestones and weekly assessments. Ideal for working professionals who need maximum location and study-time flexibility.

Online learning

Digitally supported learning combining course material, virtual facilitation and remote learner engagement. Ideal for learners who want flexibility with structured online interaction.

YOUR WEEKLY ASSIGNMENT RHYTHM

During Weeks 1 to 11 you will complete one online assignment each week. Assignment information and a reminder are sent to your registered email address every Friday morning. The assignment link opens at 12:00 on Friday and remains available until 23:45 on Sunday. Once you begin, you must complete your attempt within the time allowed for your course.

Plan to complete your assignment early. The link closes automatically at 23:45 on Sunday, and late submissions cannot be made through an expired link.

WEEK 12 · REVISION & MOCK

A full review, then a practice examination under examination conditions.

FINAL EXAMINATION

Your final examination date and session details will be communicated for your registered intake.

Important: course information is communicated by email. Learners are responsible for keeping their contact details current.

A qualification you can plan for

Many students take advantage of our instalment arrangement.

If you choose to pay in instalments, your milestones are set out below.

DISTANCE / ONLINE

P2,250

3 instalments of P750

INSTALMENT SCHEDULE

First instalment	Second instalment	Third instalment
On enrolment	Week 5	Week 10

PAYMENT COMPLIANCE

Please ensure payments are made by the stipulated dates. iAB reserves the right to terminate your enrolment agreement and/or restrict entry to training and examination sessions should your student account fall into arrears.

FEES & ACCOUNTS

If you experience difficulty, contact our financial management department at the earliest opportunity to make suitable arrangements.

fees@iab.co.bw

Payments are made directly into the iAB bank account. Payments are not accepted at our offices.

Why study with iAB?

iAB exists for one sector. We deliver accredited, industry-specific education that turns study into competence – and competence into a career in insurance and financial services.

01 **A specialist institution**

Botswana's dedicated insurance and financial-services academy, grounded in Botswana's legislation and market.

02 **Accredited and recognised**

Accredited by the Botswana Qualifications Authority (ETP0198) and the Human Resource Development Council, and registered as a technical and vocational provider (TVET 000700).

03 **Built around working learners**

Distance and online delivery on a structured weekly rhythm, so study fits around the job you already have.

04 **Practical and assessed**

Weekly assignments and a final examination make sure knowledge is applied, not simply covered.

05 **Levy-claimable for employers**

HRDC accreditation supports employer skills-levy claims for eligible training.

BQA · ETP0198

TVET · 000700

HRDC ACCREDITED

REG. BW0000132853

Training supports professional and regulatory readiness. Licensing, appointment and regulatory approval remain subject to the applicable employer and NBFIRA requirements.

Credentials that carry weight

iAB is a formally accredited and registered education provider. Our standing gives employers confidence that training is recognised, quality-assured and eligible for skills-levy support.

BOTSWANA
QUALIFICATIONS
AUTHORITY

ETP0198

Accredited education &
training provider

TVET REGISTRATION

000700

Registered technical &
vocational provider

HRDC

Accredited

Levy-claimable training
eligibility

WHAT EACH CREDENTIAL MEANS

01 Legal name

Insurance Academy of Botswana
(Pty) Ltd

02 Company registration

Reg. No. BW0000132853

03 Accreditation

Confirms the quality of our training materials, assessment policies and practices.

04 Levy status

HRDC accreditation supports employer skills-levy claims for eligible training.

05 Regulatory pathway

iAB courses culminate in the Certificate of Proficiency (CoP) examination, a prerequisite for licensing. On passing, candidates apply to NBFIRA for licensing.

Training supports professional and regulatory readiness. Licensing, appointment and regulatory approval remain subject to the applicable employer and NBFIRA requirements.



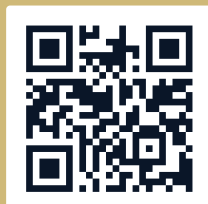
REGISTER NOW

Your next step starts here

You do not need to wait for the perfect moment. Whether you are entering the industry, strengthening your professional foundation or developing the capability of your team, this course gives you a structured way to move forward.

REGISTER TODAY
myiab.link/appy

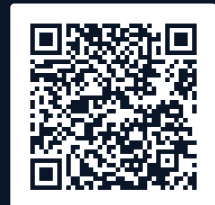
Scan to open the
registration form



 **Speak to iAB on WhatsApp**

+267 78 135 922

Scan to start a chat about
this course



REGISTRATIONS
registrations@iab.co.bw



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+267 311 7200



WEBSITE
iab.co.bw



Unit 1, Plot 102, Light Industrial, Commerce Park, Gaborone

Protect futures. Build your own.
Start today.

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