



INSURANCE ACADEMY OF BOTSWANA

Study. Learn. Earn.

ETP0198 · TVET 000700 · HRDC

12-WEEK PROFESSIONAL COURSE

Introduction to Short Term Insurance: Personal Lines

The cover people rely on when the day goes wrong.

Ground yourself in personal-lines products, risk assessment and the clear customer disclosure the market expects.

12 Weeks · Level 3 · Distance · Online

Register today
myiab.link/appy



Accurate advice and sound personal-lines practice – grounded in Botswana’s market.

In Botswana, individuals aspiring to become insurance agents must follow a structured process to ensure they are equipped with the knowledge and skills to represent insurance companies effectively.

Prospective agents complete a specialised programme covering the essential principles of insurance, the products in the market and the regulatory framework — grounding every representative in the legislation that governs personal-lines practice.

iAB courses culminate 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.

Accurate advice, sound personal-lines practice.

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
motor insurance

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 Aspiring insurance agents

Individuals working towards the Certificate of Proficiency and NBFIRA licensing.

02 Personal-lines representatives

Representatives who advise on and service personal-lines policies.

03 Client service and operations

Staff who handle personal-lines enquiries, disclosure and administration.

04 Employers developing teams

Organisations building category-aligned competence across a personal-lines team.

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 The legislative framework

How the law of contract, the Insurance Industry Act and NBFIRA rules govern practice.

02 Personal-lines products

Multi-peril, all risks, personal accident, home owners and household contents cover.

03 Motor insurance

How personal motor cover is structured and applied.

04 Underwriting a standard risk

Assessing and underwriting a standard personal-lines risk.

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 motor insurance.

Legislation

01

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

Short Term Insurance

02

- Introduction to short term insurance
- Short term multi-peril insurance

Personal Insurance

03

- Personal all risks insurance
- Personal accident insurance

Home Owners Insurance

04

- Home owners insurance
- Household contents insurance

Motor Insurance

05

- Personal motor insurance
- Underwrite a standard risk

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



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.

02 Communications

Assessment updates and exam reminders by email.

03 Academic guidance

Facilitator and academic support where applicable.

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

On request

Contact our registrations team for the current course fee and instalment options.

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.



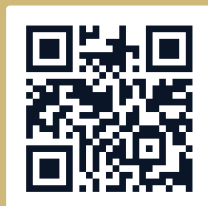
REGISTER NOW

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



TELEPHONE
+267 311 7200



WEBSITE
iab.co.bw



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Be the reason a claim goes right.
Start today.

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