



**The Insurance
Practitioner
Apprenticeship**

Apprenticeship Supervisors

How to claim CPD for your Apprentice Supervision work



The
Insurance
Institute

APPRENTICE SUPERVISORS

How to claim CPD for your Apprentice Supervision work

As a qualified supervisor, you are entitled to claim hours per apprentice for the correction of work in relation to their case studies, up to a maximum of 7.5 hours in any one calendar year.

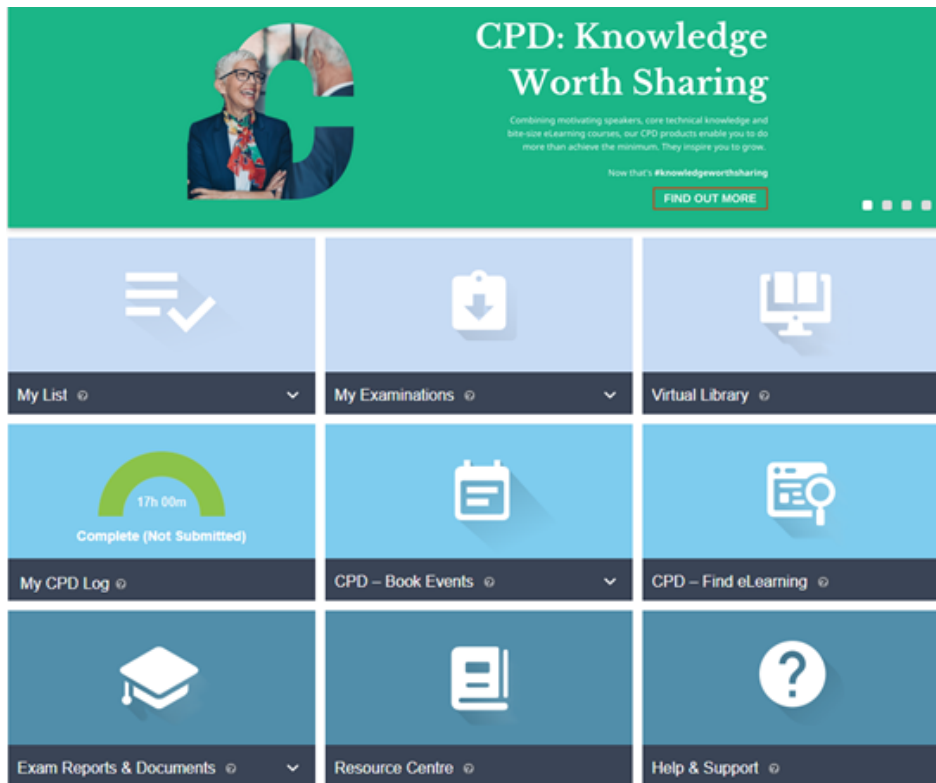
In respect of APA/ CIP/ QFA and Grandfathered persons*. This breaks down as follows:

- 1) Up to max of 2.5 hours per semester (there are 3 semesters, i.e. Sept – Jan, Feb – May, June – Aug) or 30 mins per case study.
- 2) A max of 15 such events can be added to your CPD portfolios if you are a recording member with us. (You can add the CPD hours to your own portfolio as they are set up as activities in Connect).

When adding the activities/events, you must attach the completed evidence form (i.e. the Case Study Marking form – the last page of case study document the apprentice submits), in pdf format.

To log your CPD, you should;

- 1) Log into your personal member area through www.iii.ie
- 2) Click on Connect
- 3) Click on My CPD log



4)Click on Add CPD

5)Type in Supervisor in Activity name

Add CPD

Tip: Use keywords to refine your search results. If results are not successful, amend the keywords to improve your search criteria.

Activity name

Company name

Provider name

CPD Activity type

[Search](#)

[View CPD Log](#)

Activity Name ^	Company	Provider	Details	CPD Hours	Activity Type	Ethics	
Apprentice Supervisor CIP01 Case Study 3 (Please attach the completed Case Study Marking form)	Insurance Institute of Ireland	Insurance Institute	View	0.5	Examinations & Tests	No	Add CPD
Apprentice Supervisor CIP01 Case Study 2(Please attach the completed Case Study Marking form)	Insurance Institute of Ireland	Insurance Institute	View	0.5	Examinations & Tests	No	Add CPD
Apprentice Supervisor CIP01 Case Study 1(Please attach the completed Case Study Marking form)	Insurance Institute of Ireland	Insurance Institute	View	0.5	Examinations & Tests	No	Add CPD

You will be presented with the list of all case studies available for each CIP Module.

Please select from the list the case study you have marked, and add this to your CPD profile using the 'Add CPD' button. (Please include the date, as the due date of the case study).

Upload a PDF of the completed evidence form (page 21 of the Case Study Marking form), for each case study you are claiming for. (Note this evidence form, will be required in the event that you are pulled for audit by the Central Bank of Ireland), The Insurance Institute or indeed the Chartered Insurance Institute.

*If you are an ACII / FCII holder, please refer to the CII CPD guidelines (see <https://www.cii.co.uk/>) to determine what CPD you can claim for your Apprentice Supervision work and how to record it.

For any questions relating to this, please contact: memberservices@iii.ie