

III CDip L.A. EXPERIENCE FORM

(PLEASE USE BLOCK CAPITALS) Please complete all sections of this form that are relevant to you. If you require additional space to provide examples of how you meet experience requirements, please attach additional sheet(s).



Personal Details	
Salutation Mr/ Ms/ Mrs/	
First Name	
Surname	
Maiden Name	
Date of Birth	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address	
Telephone	
Mobile	
Email Address 1*	
Email Address 2*	

* Please note 2 unique email addresses are required

Employment Details	
Employer	
Job Title	
Area of Work	
<input type="checkbox"/> Administration/Processing <input type="checkbox"/> Finance <input type="checkbox"/> Loss Assessing <input type="checkbox"/> Broking <input type="checkbox"/> HR/Training <input type="checkbox"/> Risk Management/Surveying <input type="checkbox"/> Claims <input type="checkbox"/> IT/Data <input type="checkbox"/> Sales/Marketing <input type="checkbox"/> Compliance <input type="checkbox"/> Loss Adjusting <input type="checkbox"/> Underwriting	
Work Address	
Work Telephone	
Address where you wish to receive exam related materials: <input type="checkbox"/> Home <input type="checkbox"/> Work Please note materials will be delivered 9 to 5 Monday to Friday and require a signature.	

Present Position	
Company	
Position	
Date of joining company	
Date on assuming current position	

Experience in claims management (minimum 2 years required)	
Company	
Company Address	
Position	
Date of joining company	
Company	
Company Address	
Position	
Date of joining company	
Company	
Company Address	
Position	
Date of joining company	

General Claims Experience

Please tick all that apply and give brief examples of how you meet some or all of these experience requirements:

Ability to take instructions from client

Ability to identify the parties in a case

Understanding the roles of other professionals (e.g. brokers, solicitors)

Making initial calls to set up inspections

Minimum of 2 years exclusive and focussed experience in property or liability claims

Ability to determine whether a loss is covered or not and interpret policy details

Demonstrating increasing specialisation and expertise in a given area

Main responsibilities in current role

Please tick all that apply under property claims and / or liability claims and give brief examples of how you meet some or all of these experience requirements:

Property Claims

Ability to measure losses and establish quantities

Ability to establish pricing

Establishing parameters for settlement

Good understanding of insurance principles such as subrogation rights and operation of subrogation

Understanding of operation of recovery rights

Determining potential fraudulent claims and ensuring that claims 'leakage' is kept to a minimum

Ability to determine liability and / or contributory negligence in motor damage and third party damage

Understand when "Contribution" would operate

Issue payment instructions & fee notes

Understand the need to take into account interested parties when making payments

Other (please detail in space below)

Main responsibilities in current role

Please tick all that apply under property claims and / or liability claims and give brief examples of how you meet some or all of these experience requirements:

Liability Claims

Understanding of different court jurisdictions, Injuriesboard.ie procedures and the book of Quantum

Good understanding of insurance principles and ability to reserve damage and small injury claims adequately

Handling referrals from junior members of staff

Determining liability and / or contributory negligence on Circuit and High Court cases

Determining potential fraudulent claims and ensuring that claims 'leakage' is kept to a minimum

Sound technical knowledge in the assessment of injuries. Awareness of medical terminology relevant to claims

Bringing injury cases to conclusion by effectively reserving, investigating, negotiating and settling such claims across the classes

Authority to assess incoming evidence for admittance or request further information

Any restrictions imposed on your authority (e.g. amount of sum insured, types of products etc.)

Knowledge of the Statutory and Common law requirements to allow assessment of Safety Statements, Risk Assessments and other documents at the insured's premises or accident scene.

Clear understanding of the Operation of the Courts Act and Statutes of Limitations and the time allowed to make a claim.

Other - please detail in space below:

