

CBSE | DEPARTMENT OF SKIL EDUCATION CURRICULUM FOR SESSION 2022-2023

INSURANCE (SUBJECT CODE 814)

JOB ROLE: Sales Executive

CLASS–XI & XII

COURSE OVERVIEW:

Insurance as a financial intermediary, it is a commercial enterprise and a major part of the financial services industry, but individual entities can also self-insure through saving money for possible Insurance is a means of protection from financial loss. It is a form of risk management, primarily used to hedge against the risk of a contingent or uncertain loss. An entity which provides insurance is known as an insurer, insurance company, insurance carrier or underwriter, future losses.

This course provides an introduction to insurance services and financial institutions; students also compare the operations of different private institution product. Students **examine the principles of insurance and the various services of LIC and GIC**

OBJECTIVES OF THE COURSE:

In this course, the students will be introduced to the fundamentals concepts of insurance and features and principles of various general insurance products available in our country. This course prepare the students to take up various positions in the insurance industry .The course is also a stepping stone for students aspiring to undertake higher education in Commerce, Insurance, Management, etc.

Following are the main objectives of this course.

- To acquaint the learners with basic principles underlying the provisions of tax laws
- To familiarize the students regarding various functions and concepts of general Insuranceand career opportunities available in these fields.
- To develop practical understanding among the students associated to procedure oftaking up of policy and claim settlement procedure, organizing through classroom discussion/ participation and projects.
- To provide brief insight about the structure of IRDA in our country and how it work ondifferent parameters.

- To provide knowledge to students in concise and understandable format so that students could learn and apply these concepts in their career for the growth.
- To develop skills in students which are required for insurance career
 - Customer Dealings
 - People with patience
 - People good with numbers and accounting
 - Good Analytical Skills

SALIENT FEATURES:

In this modern time, money and its necessity is very important. A developed financial system of the country ensures to attain development. To attain development there should be a good developed financial system to support not only the economic but also the society. So, a bank plays a vital role in the socio economic matters of the country.

The important role of banks/insurance Company

- It promotes saving habit of people
- Capital formation and promote industry.
- Generates employment opportunities
- Facilitating Trade and Commerce Industry.
- Applying of monetary policy

LIST OF EQUIPMENT AND MATERIALS:

The list given below is suggestive and exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the institution so that the routine tasks can be performed by the students regularly for acquiring adequate practical experience.

Teaching/Training Aids:

- Computer
- Different forms available for taking policy
- Different forms available for claim settlement
- Broachers of different companies.
- Computer
- LCD Projector
- Projection Screen

- White/Black Board
- Chart papers

CAREER OPPORTUNITIES:

- Actuary. Actuaries assess risk so they can set premiums
- Claims Adjuster
- Claims Examiner
- Insurance Claims and Policy Processing Clerk
- Insurance Investigator
- Insurance Sales Agent
- Insurance Underwriter

VERTICAL MOBILITY:

After 12th grade in commerce, a student can opt for graduation in commerce and take insurance as specialization, following career options are available in field..

- Diploma courses
- Certificate courses
- B.Com. in Banking and Insurance
- Master's Degree courses specialization in insurance
- Master in Insurance & Risk Management.
- Master in Quantitative Finance and Insurance.
- MSc in Econometrics, Operations Research, and Actuarial Studies. .
- Master in finance, accounting and insurance. .
- MSc in Finance and Risk Management.
- MSc Insurance and Risk Management.
- PhD programs

CURRICULUM:

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skills subject along with other subjects.

INSURANCE XI (SUBJECT CODE 814)
Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	Employability Skills		
	Unit 1 : Communication Skills-III	13	2
	Unit 2 : Self-Management Skills-III	07	2
	Unit 3 : ICT Skills-III	13	2
	Unit 4 : Entrepreneurial Skills-III	10	2
	Unit 5 : Green Skills-III	07	2
	Total	50	10
Part B	Subject Specific Skills		
	Unit 1: Introduction	30	10
	Unit 2: Life Insurance	50	20
	Unit 3: Annuities and Unit Linked Policies	45	10
	Unit 4: Post - Issue Matters	25	10
Part C	Practical Work	150	50
	Project		10
	Viva		05
	Practical File	60	15
	Demonstration of skill competency via Lab Activities		10
	Total	60	40
	GRAND TOTAL	260	100

NOTE: The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

INSURANCE XII (SUBJECT CODE 814)
Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	Employability Skills		
	Unit 1 : Communication Skills-IV*	13	-
	Unit 2 : Self-Management Skills- IV	07	3
	Unit 3 : ICT Skills- IV	13	3
	Unit 4 : Entrepreneurial Skills- IV	10	4
	Unit 5 : Green Skills- IV*	07	-
	Total	50	10
Part B	Subject Specific Skills		
	Unit 1: General Insurance	25	10
	Unit 2: Fire Insurance	25	08
	Unit 3: Marine Insurance	30	08
	Unit 4: Motor Vehicle Insurance	20	08
	Unit 5: Medi-Claim and Accident Insurance	25	08
	Unit 6: Burglary and Theft Insurance	25	08
	Total	150	50
Part C	Practical Work		
	Project	60	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
	Total		60
GRAND TOTAL		260	100

Note: * marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams.

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV*	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology Skills-IV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV*	07
	TOTAL DURATION	50

Note: * marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams.

The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: General Insurance	25
2.	Unit 2: Fire Insurance	25
3.	Unit 3: Marine Insurance	30
4.	Unit 4: Motor Vehicle Insurance	20
5.	Unit 5: Medi-Claim and Accident Insurance	25
6.	Unit 6: Burglary and Theft Insurance	25
	TOTAL DURATION	150

S. No.	Unit	Sessions
1.	General Insurance	<ul style="list-style-type: none"> • Meaning and importance of General Insurance. • Different types of General Insurance. <ul style="list-style-type: none"> (i) Fire Insurance. (ii) Marine Insurance. (iii) Motor Vehicle Insurance. (iv) Medi-Claim Insurance. (v) Accident Insurance. (vi) Burglary and Theft Insurance. (vii) Present Organizational set up of General Insurance companies in India - GICI - its subsidiaries, Private Companies. (viii) Principles of General Insurance - Insurable Interest, Indemnity, subrogation, good faith.
2.	Fire Insurance	<ul style="list-style-type: none"> • Types of Fire insurance Policies - Their main features and clauses. • Meaning & Significance of Average Clause. • Procedure for taking Fire Insurance Policies* and settlement of claims.*
3.	Marine Insurance	<ul style="list-style-type: none"> • Three types of Marine insurance - Cargo Insurance, Hull Insurance and Freight Insurance. • Types of Policies. • Clauses of a Marine Insurance Policy. • Marine losses. <p>Topics in study material are-</p> <ul style="list-style-type: none"> ➤ Sale Contract ➤ History of Marine insurance

Note: * marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams.

S. No.	Unit	Sessions
4.	Motor Vehicle Insurance	<ul style="list-style-type: none"> • Types of Polices and Risks Covered therein. • Procedure for obtaining motor Insurance Policy. • Settlement of claims. <p>Topics in study material are-</p> <ul style="list-style-type: none"> ➤ Liability to pay compensation in certain cases on the principle of no fault ➤ Forms of Motor Vehicle Insurance Policies
5.	Medi-Claim and Accident Insurance	<ul style="list-style-type: none"> • Important conditions of such Polices and Benefits available therein, Procedure for claims.
6.	Burglary and Theft Insurance	<ul style="list-style-type: none"> • Need for such Insurance. • Information to be furnished and procedure to be follow. • Recovering the claims. <p>Topics in study material are-</p> <ul style="list-style-type: none"> • Exclusions from the Policy* • Procedure of Claim under Theft or Burglary Policy* • Format of Theft and Burglary Policy*

Note: * marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams.

PRACTICAL GUIDELINES FOR CLASS XI

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Senior Secondary School Curriculum (Under NSQF). Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads:-

Project -10 marks

Projects for the final practical is given below .Student may be assigned

Viva based on Project -05 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -15 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

Suggested list of Practical –

1. Visit the websites of five different Insurance companies offering Life Insurance. Make a Project detail of various policies offered by them.

2. Prepare a comprehensive report for each of these companies covering the following:
 - a) Insurance products best suited for the different life stages- take 5 examples like child below 10 years, 20 year old young boy, Married woman, 30 year old unmarried lady, a retired person etc.
 - b) Recommend the best suited Life insurance policy to different category of individuals.
 - c) List of documents to be submitted for applying each type of insurance policy. Also paste sample application forms.
 - d) Explain the claim procedure along with the required document at the time of occurrence of insured event.

3. Prepare a comprehensive report for each of these companies covering the following:
 - a) Insurance products best suited for the different life stages- take 5 examples like child below 10 years, 20 year old young boy, Married woman, 30 year old unmarried lady, a retired person etc.
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 - c) List of documents to be submitted for applying each type of insurance policy. Also paste sample application forms.
 - d) Explain the claim procedure along with the required document at the time of occurrence of insured event.

Demonstration of skill competency in Lab Activities - 10 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

- a) Introduction,
- b) Identification of core and advance issues,
- c) Learning and understanding and
- d) Observation during the project period.

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Secondary School Curriculum (Under NSQF). Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

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The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -15 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

Suggested list of Practical –

1. Make a detailed profile of your neighbours and friends, in terms of their demographic, risk appetite and insurance requirements.
2. Prepare a comprehensive report based on the above covering the following:

- a) Insurance products best suited for their requirements and give the rationale for the same.
 - b) Details of the regulatory aspects of each of the recommended types of Insurance from investment and protection point of view.
 - c) List the documents to be submitted and fill few sample applications.
 - d) Explain the procedure along with the requirements for claiming insurance at the time of occurrence of insured event.
3. Make a detailed profile of your friends, in terms of their demographic, risk appetite and insurance requirements.
4. Prepare a comprehensive report based on the above covering the following:
- a) Insurance products best suited for their requirements and give the rationale for the same.
 - b) Details of the regulatory aspects of each of the recommended types of Insurance from investment and protection point of view.
 - c) List the documents to be submitted and fill few sample applications.
 - d) Explain the procedure along with the requirements for claiming insurance at the time of occurrence of insured event.

Demonstration of skill competency in Lab Activities -10 marks

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- b. Identification of core and advance issues,
- c. Learning and understanding and
- d. Observation during the project period.