

UK Professional Qualifications FAQs

1. What types of professional development are eligible to be considered for tuition support?

This policy and its associated procedures apply to all permanent employees of AIG UK group companies, including Talbot Underwriting Ltd. Such companies are referred to in this policy as “AIG”.

This policy covers recognised professional qualifications which are relevant to your professional development at AIG.

2. How do I know what qualification will be most suitable to meet my needs?

Prior to applying, you must discuss your development needs with your line manager, whilst identifying the knowledge, skills and behaviours that you would like to develop. With the support of your line manager, it is your responsibility to source the qualification that meets your identified development needs and will add value to AIG.

3. Who is eligible?

All permanent AIG employees are eligible to apply. Consultants, contractors, and fixed term employees are not eligible.

4. I have already started my studies and have a professional qualification agreement in place. Do I still need to follow this process?

If your qualification is not being funded via an apprenticeship, you will need to apply again in March and September to request additional funding to continue your qualification, regardless of whether you have a professional qualification agreement in place and whether you have already started your studies.

5. Does this mean that, even though I have started my qualification, AIG might not provide the funding I need to complete?

We aim to ensure that we fund the studies of those employees who have started a qualification and already have a professional qualification agreement in place through completion.

Where there is evidence that an employee is not meeting the requirements of their studies, or that the length of time to complete is deemed too long, this will be discussed with the employee and their line manager to determine whether funding should be continued.



6. Are apprenticeship programmes for early careers or junior roles only?

No, “apprenticeship” is the name that the government has attributed to all levy-funded programmes, which range from L3 programmes (equivalent to A-levels) to L7 programmes (equivalent to Master’s). If the programme you are applying for is relevant to your job role, if you meet the eligibility criteria for levy-funding and if your line manager supports your request, then you can apply for one of the apprenticeships that AIG offers.

7. What is the application process?

You will be able to apply twice a year throughout the months of March and September. In March, you will be applying for funding required in July-December of the same year. In September, you will be applying for funding required in January-June of the following year.

Unfortunately, we cannot extend the application deadline beyond the last day of either March or September.

All applications will need to be approved by your line manager.

8. What if I want to apply for a professional qualification at another time of the year, not during March or September?

Unfortunately, we will not be able to accept or approve applications that are submitted outside of the March and September timelines.

Implementing the bi-annual process:

- a. allows employees the opportunity to plan their development in advance;
- b. ensures that applications for support can be considered equally at both points in the year and that our budget is distributed fairly;
- c. allows for greater awareness of what skills are being funded to ensure this aligns with business needs.

9. I wish to study the Senior Insurance Professional (CII Advanced Diploma) apprenticeship programme, but I have already completed some of the ACII units. Can I still undertake the programme?

Yes, the completed ACII units will count towards exemptions for the overall ACII qualification. If you have achieved 50% or more of the required qualification/unit credits, then you will be ineligible for the apprenticeship programme. You can still apply for these units and complete your qualification through a non-apprenticeship (self-study) request.



10. Does AIG support study leave?

Yes, but only if it's a qualification that has been approved through the AIG's professional qualification process. AIG understands the need for study leave and, therefore, provides employees with:

- one day study leave per exam, and
- one day or half day on the day of the examination (dependent on the length of the exam and location).

Study leave is to be agreed with the employee's line manager and recorded accordingly in WorkDay.

11. What if I don't want to undertake the apprenticeship and I only want to undertake the exams via a self-study method?

AIG has adopted the apprenticeship work-based learning model as its preferred mode of study. Therefore, if there is an apprenticeship programme that covers the qualification that you wish to study, this will be the only option available to you. You will not be able to receive funding to pay for a non-apprenticeship qualification unless you are ineligible for the apprenticeship programme.

Participating in an apprenticeship programme offers benefits beyond a standard study route including:

- a. Off-the-job learning curriculum – consisting of blended learning activities to support your learning. Full activity calendar available prior to starting studies.
- b. Access to tuition and tutors for additional guidance and support, as required.
- c. Curriculum included exam preparation ensuring readiness for exam.
- d. Access to additional tools and materials that would previously have been at cost to the employee.
- e. Opportunity to expand your network by meeting others completing the same programme of study.

