Professional Diploma in Insurance (PDI)
Application Procedures

1. Applications must be submitted either by post or by hand to the General Office of the Institute of Professional Education And Knowledge (PEAK), Vocational Training Council within the application period.
   Address: 9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong
   Operation hours: 9:00 a.m. to 7:30 p.m. (Monday to Friday)
   Saturday : 9:00 a.m. - 12:00 noon
2. All application documents should be put in an envelope on which marked "Application for PDI".
3. Incomplete application materials will affect the process of admission to the programme.
4. Successful applicants will be required to present their original copies of credentials for verification at the time of registration.
5. Places will be offered to qualified applicants on a first-come-first-served basis. Early application is encouraged.
6. PAYMENT METHOD:
   - Please return the form by mail or in person with a crossed cheque payable to "Vocational Training Council" OR
   - Please return the form by fax / by mail / in person if you pay the course fee by credit card (VISA / MASTER)
   Note: for a course commencing within 7 working days at the time of enrollment, trainees are required to settle the course fee by cash at above address.
7. DEADLINE FOR APPLICATION: 7 Business days prior to commencement date of each module.
8. Venue: PEAK, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong

November 2026 Timetable: *Part-time Evening*

Course Code	Module	Dates & Time	Date of Examination Time: 18:45 – 21:45 (except otherwise specified modules)
793I2	Legal Aspect of General insurance	Nov 02, 09, 16, ~~23~~, 30 Dec 07, 14, 21, 28 Jan 04 (Every Mon, 18:45 - 21:45)	**18-Jan-2027**
784I2	Financial Planning	Nov 09, 16, 23, 30 Dec 07, 14, 21, 28 Jan 04, 11 (Every Mon, 18:45 - 21:45)	**25-Jan-2027**
780I2	Insurance Organization Operations	Nov 05, 12, 19, 26 Dec 01(Tues), 10, 17 Jan 07, 14, 21 (Every Thurs, 18:45 - 21:45)	**04-Feb-2027**
795I2	Motor Insurance	Nov 10, 17, 24 Dec 01, 08, 10 (Thurs), 22 Jan 05, 07 (Thurs), 12 (Every Tue, 18:45 - 21:45)	**26-Jan-2027** *(Time: 18:45 – 22:00 including reading time from 18:45 – 19:00)*
791I2	Insurance Principle and Practice	Nov 04, 11, 18, 25 Dec 02, 09, 16, 23, 30 Jan 06 (Every Wed, 18:45 - 21:45)	**20-Jan-2027**
796I2	Life and Health Insurance	Nov 11, 18, 25 Dec 02, 09, 16, 23, 30 Jan 06, 13 (Every Wed, 18:45 - 21:45)	**27-Jan-2027**
782I2	Marine and Aviation Insurance	Oct 30 Nov 06, 13, 20, 27 Dec 04, 11, 18 Jan 08, 15 (Every Fri, 18:45 - 21:45)	**29-Jan-2027**

 # Students completing 4 PDI modules including one ANZIIF legal module# are eligible for ANZIIF Associate Membership and graduates are eligible to apply for ANZIIF Senior Associate Membership.

^ Pre-requisite requirement for students taking the module of 797I2 Life Insurance Underwriting and Claims: at least a passing grade of module 796I2 Life & Health Insurance or equivalent; OR students can demonstrate sufficient knowledge and skills to complete the module successfully, say preferably possessing a minimum of 2 years' relevant work experience in life and health claims or underwriting, etc., with approval of the Programme Leader.

- **Course Fee HK$4,120 per module**
- **Additional Information:**
  - Students should study the most up-to-date PDI-"Notes to student", "syllabus" and other information available on web **www.peak.edu.hk/course/PDI.html** , including Admission Requirement.
  - There is no guarantee that the external academic or professional recognition that currently applied remains unchanged including the ANZIIF membership eligibility requirements and credits up to a maximum 120 CII credits for PDI graduates. Students should check the up-to-date details on relevant websites.

ENQUIRIES:

Programme Director:	**Mr. John TSANG**	**(Tel: 2836 1863)**
Programme Officer:	**Mr. Alex TSAI**	**(Tel: 2836 1852)**
Programme Secretary:	**Mr. Arvin LAU**	**(Tel: 2919 1429)**

Hotline: 2836 1922 Fax: 2891 5707 E-mail: arvinlau@vtc.edu.hk

Website: www.peak.vtc.edu.hk

Application Procedures of Continuing Education Fund
New arrangement after April 2019

- Please refer to the website of Continuing Education Fund (CEF) at https://www.wfsfaa.gov.hk/cef/en/application/procedures.htm for the details regarding the Eligibility and Reimbursement Procedures.
- This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course "Professional Diploma in Insurance" of the modules is recognised under the Qualifications Framework (QF Level 4).
- For the modules commenced on or before 31 March 2022 (the 1st module should be commenced on or before the date), CEF claimants would be eligible for fee reimbursement upon their successful completion of any 4 modules selected from PDI (CEF Course Code: 33F11053A), with the fulfilment of both the minimum attendance requirement of 70% AND passing each of the 4 modules at 50% or above.
- For the modules commenced on or after 16 August 2022, CEF claimants would be eligible for fee reimbursement upon their successful completion of any one module selected from PDI with the following CEF course codes, with the fulfilment of both the minimum attendance requirement of 70% AND passing the module at 50% or above.

CEF course code (for the modules commenced after 16 August 2022)	CEF Course Title in English (for the modules commenced after 16 August 2022)
33Z139239	Insurance Organization Operations (Module from Professional Diploma in Insurance)
33Z139247	Liability Insurance (Module from Professional Diploma in Insurance)
33Z139255	Marine and Aviation Insurance (Module from Professional Diploma in Insurance)
33Z139263	Personal Investment and Financial Services (Module from Professional Diploma in Insurance)
33Z139271	Financial Planning (Module from Professional Diploma in Insurance)
33Z13928A	Business Financial Planning (Module from Professional Diploma in Insurance)
33Z139298	Insurance Principle and Practice (Module from Professional Diploma in Insurance)
33Z139301	Insurance Underwriting and Claims (Module from Professional Diploma in Insurance)
33Z13931A	Legal Aspect of General Insurance (Module from Professional Diploma in Insurance)
33Z139328	Property Insurance (Module from Professional Diploma in Insurance)
33Z139336	Motor Insurance (Module from Professional Diploma in Insurance)
33Z139344	Life and Health Insurance (Module from Professional Diploma in Insurance)
33Z139352	Life Insurance Underwriting and Claims (Module from Professional Diploma in Insurance)
33Z139360	Legal Aspect of Life Insurance (Module from Professional Diploma in Insurance)
33Z139379	Legal Framework for Insurance Contract (Module from Professional Diploma in Insurance)

- ***For CEF reimbursement, please note the following application procedures:***

1. Application forms can be obtained from the Home Affairs Enquiry Centres, Office of the Continuing Education Fund (OCEF) and the https://www.wfsfaa.gov.hk/cef/download/SFO313.pdf. Please refer to "Guidance Notes for Application [SFO 312_E (2024)]" when completing the application form (https://www.wfsfaa.gov.hk/cef/download/SFO312E.pdf). (Remark: the CEF Institutional Code of Vocational Training Council is "501").
2. For submission of paper-based application, applicants should submit the original of the completed application form [SFO 313 (2024)], **within one year upon successful completion of the Course,** together with a copy of the required documents stated in Part E of [SFO 313 (2024)] to OCEF by post or in person (Address: Units 07-11, 25/F., CDW Building, 388 Castle Peak Road, Tsuen Wan, New Territories). Applicants may also put their application documents into the drop-in boxes located outside the OCEF or on 11/F, Cheung Sha Wan Government Offices; OR

Complete and submit the online application form with supporting documents through "GovHK"

(https://eform.cefs.gov.hk/form/sfo017/en/). Applicants who did not use "iAM Smart+" for digital signing in the online submission of the application form are required to print out a hard copy of the form and sign the Declaration in Part D and submit the printed form with original signature to the OCEF within one month after online submission in order to be considered as a valid application. Applicants using "iAM Smart+" for digital signing are not required to submit the printed copy of application form to the OCEF.

3. "Successful completion" of the Course means that applicants must pass the course assessment(s) and fulfill the attendance requirement as set out in the relevant programme brochures. **Please be reminded that reimbursement can only be claimed upon completion of the Course. Completion of an individual module which is not registered under CEF would not be accepted for the reimbursement.**

Refund Policies for CEF applicants: Please note that once refund, student will not be allowed to sit for the examination.

1. In case of closure of the course provider prior to the commencement of the Course, the course provider shall refund to the course participants in full all course fees and other monies then paid by the CEF participants immediately.
2. If a course cannot be operated according to the specifications and descriptions originally published and made known to the CEF participants or otherwise the course specifications and descriptions as specified in the application then submitted by the course provider in applying for registration and that the CEF participants decline to accept the revised arrangements, the course provider shall refund to the CEF participants in full or on a pro-rata basis the course fees and other monies then paid by the CEF participants within one month after the CEF applicants have requested for course fees refund.
3. If a course cannot be operated on the date or at the time specified in the course leaflet or brochure and CEF participants decline the revised arrangements, the course provider shall refund in full or on a pro-rata basis the course fees collected to CEF participants within one month after the CEF participants have requested for course fees refund.
4. In case of cessation of a course after its commencement, the course provider shall refund the CEF participants the course fees and other monies then paid by the CEF participants on a pro-rata basis within one month after the cessation of the course.