



Postgraduate Diploma in Insurance in Risk Management (PgDIRM)

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. - 7:30 p.m. (Monday to Friday) 9:00 a.m. - 12:00 noon (Saturday)
2. All application documents should be put in an envelope on which marked "Application for PgDIRM".
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 the above address.
7. **DEADLINE FOR APPLICATION:** 7 Business days prior to the commencement date of each module.
8. **Venue:** PEAK, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong

May 2025 Timetable: Part-time Evening

Course Code	Module	Dates & Time (Time: 18:45- 21:45)	Date of Examination (Time: 18:45-21:45)
PBA60002	Law and Practice of Insurance	May 06, 20, 23(Fri), 27 Jun 03, 10, 17, 24 Jul 08, 15 (Every Tue, 18:45 - 21:45)	29 Jul 2025
PBA60012	Corporate Governance and Compliance	May 07, 14, 21, 28 Jun 04, 11, 18, 25 Jul 02, 09 (Every Wed, 18:45 - 21:45)	23 Jul 2025
PBA60004	Property Insurance Management	May 08, 15, 22, 29 Jun 05, 12, 19, 26 Jul 03, 10 (Every Thu, 18:45 - 21:45)	24 Jul 2025

◆ **Course Fee HK\$7,800 per module**

◆ **Additional Information:**

- Students should study the most up-to-date PgDIRM-"Notes to student", "syllabus" and other information available on web www.peak.edu.hk/course/PE526001G.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. Students should check the up-to-date details on relevant websites.
- Graduates have the advantage of having direct access to an international premier professional qualification of Fellowship of the Australian and New Zealand Institute of Insurance and Finance (ANZIIF) by completing eight PgDIRM modules and any two out of five specified Skills Units of ANZIIF (refer to PEAK website).
- Students completing any three PgDIRM modules are eligible for ANZIIF Associate Membership. Students completing any six PgDIRM modules are eligible for ANZIIF Senior Associate Membership.
- Graduates can be awarded up to a maximum 190 CII credits (90 at Advanced Diploma and 100 at Diploma level).
- Subject to final approval of relevant accreditation institutions, the classes and assessment may be arranged to be delivered via online platform if circumstances render face to face teaching is not reasonable practicable and students should be reminded to check whether such special arrangement still fulfill the minimum attendance requirement of face to face teaching hours in claiming under CEF reimbursement.


ENQUIRIES:

Programme Director: Mr. John TSANG (Tel: 2836 1863 E-mail: johnsang@vtc.edu.hk)

Programme Secretary: Ms. Vivian PANG (Tel: 2919 1545 E-mail: vivi7756@vtc.edu.hk)

Hotline: 2836 1922 **Fax:** 2891 5707 **Website:** www.peak.vtc.edu.hk

Application Procedures of Continuing Education Fund

PBA60001 Enterprise Risk Management	CEF code: 33Z137201	
PBA60002 Law and Practice of Insurance	CEF code: 33Z13721A	
PBA60003 Managing Insurance Organizations and Self-insurance	CEF code: 33Z137228	
PBA60004 Property Insurance Management	CEF code: 33Z137236	
PBA60005 Liability Insurance Management	CEF code: 33Z137244	
PBA60006 Marine Insurance Management	CEF code: 33Z137252	
PBA60007 Life and Medical Insurance Management	CEF code: 33Z137260	
PBA60008 Reinsurance Management	CEF code: 33Z137279	
PBA60009 Operational Risk Management	CEF code: 33Z137287	
PBA60010 Financial Risk Management	CEF code: 33Z137295	
PBA60011 Financial Planning Management	CEF code: 33Z137309	
PBA60012 Corporate Governance and Compliance	CEF code: 33Z137317	



This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course "Postgraduate Diploma in Insurance in Risk Management" of this module is recognised under the Qualifications Framework (QF Level 6). Eligible applicants can apply for fee reimbursement upon successful completion of each CEF reimbursement course, i.e. met the minimum attendance requirement of 70% AND passing the module at 50% or above.

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.

- **For CEF reimbursement, the following documents should be attached together with the claim form to PEAK for chopping stamp**
 - **the tuition fees receipt**
 - **the attendance certificate – minimum 70% attendance record**
 - **the notification of examination result – at least passing marks of 50% as required by OCEF**
 - **Result slip**

****The application must be submitted to the Office of CEF within ONE year upon the successful completion of the course.***

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 tuition fees and other monies then paid by the CEF participants as soon as practicable.
2. If the Course cannot be operated according to the specifications and descriptions originally published and made known to the CEF Course 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 CEF Course participants decline to accept the revised arrangements, the course provider shall refund to the CEF Course participants in full or on a pro-rata basis the tuition fees and other monies then paid by the CEF Course participants within one month after the CEF Course participants have requested for course fees refund.
3. If the Course cannot be operated on the date or at the time specified in the Course leaflet or brochure and CEF Course participants decline the revised arrangements, the course provider shall refund in full or on a pro-rata basis the tuition fees collected to CEF Course participants within one month after the CEF Course 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 Course participants the tuition fees and other monies then paid by the CEF Course participants on a pro-rata basis within one month after the cessation of the course.