VETASSESS

Information sheet

# Insurance Agent

**ANZSCO: 611211** **Group D**

## About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

## Job description

An Insurance Agent represents insurance companies in selling insurance to clients.

## Occupations considered suitable under this ANZSCO code:

- Insurance Underwriter
- Life Assurance Representative

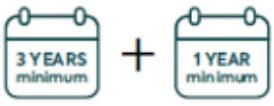
## Occupations not considered under this ANZSCO code:

- Insurance Broker
- Insurance Consultant
- Insurance Investigators, Loss Adjusters and Risk Surveyors
- Financial Investment Adviser
- Financial Institution Branch Manager
- Sales Assistants and Salespersons
- Sales Representative (Business Services)

These occupations are classified elsewhere in ANZSCO or are not at the required skill level.

# Insurance Agent is a VETASSESS Group D occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Certificate III or IV. Applicants can fulfil the assessment criteria for this occupation in one of four ways.

| GROUP D | Criteria for a suitable Skills Assessment | | | | |
|---|---|---|---|---|---|
| | **Post-qualification Pathways** | | | | |
| | **Minimum comparable Certificate III or IV or higher AQF level** | | **With highly relevant major field of study** | | **Highly relevant employment duration** |
| 1 |  Minimum AQF Certificate IV | + |  | + |  |
| 2 |  Minimum AQF Certificate IV | + | No highly relevant major | + |  |
| 3 |  Minimum AQF Certificate III | + |  | + |  |
| | **Pre-qualification Pathway** | | | | |
| | **Highly Relevant employment duration** | | | | **Minimum comparable Certificate IV AQF level** |
| 4 |  Within last 5 years | + | With or without highly relevant major field of study | + |  |

**Description of Pathways**

The information below describes the available pathways for a Skills Assessment under **Group D** . Please note that in order to achieve a suitable Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

## Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate IV or higher and in a field highly relevant to the nominated occupation.

Certificate IV or higher includes AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

**Please note:** The qualification level requirement AQF Certificate IV or higher can be satisfied by one qualification, while the requirement for a highly relevant major can be met by a separate qualification at a minimum of AQF Certificate III level.

## Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate IV or higher and in a field not highly relevant to the nominated occupation.

Certificate IV or higher includes AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

**Please note** - This pathway applies where a qualification is assessed at AQF Certificate IV level or higher and is not highly relevant to the nominated occupation, or where no other relevant qualification at AQF Certificate III level is available for consideration.

## Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate III in a field highly relevant to the nominated occupation.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **three** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

## Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate IV or higher with or without a highly relevant major field of study to the nominated occupation.

Certificate IV or higher includes AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **four** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

## Qualification

* This includes qualifications assessed at AQF Diploma, Advanced Diploma, Associate Degree, Bachelor, Master and Doctoral level.

Highly relevant majors of study include:

- Insurance
- Business
- Commerce
- Management

## Employment

Highly relevant tasks include, but are not limited to:

- Interviewing clients to identify their insurance needs.
- Explaining to clients the details of insurance and conditions, risk coverage, premiums and benefits.
- Assisting clients to determine the type and level of coverage required.
- Calculating premiums and establishing method of payment.
- Reviewing clients' circumstances to ensure that the level and coverage of insurance are still appropriate.
- Settling and monitoring insurance claims to ensure that both client and insurer are satisfied with the outcome.
- Recording information about clients and their policies.
- Identifying and drawing up lists of potential clients from a variety of sources and contacting them to arrange interviews.
- Keeping up-to-date with changes in the insurance industry and informing clients of new developments.

## Employment information

Insurance Agents sell insurance through various means, such as in person, over the phone, or online. With experience, they may lead and mentor teams of agents, set sales targets and ensure these are met. They maintain their knowledge of relevant products and industry development.

Insurance Agents may sell insurance from a single company, or represent multiple companies. They usually receive commission on their sales.

Some Insurance Agents own and manage an insurance agency. In addition to the general tasks associated with this occupation, they may oversee the day-to-day running of the agency, coordinate the work of other agents, and handle administrative and financial transactions for the agency.

## Supporting material for assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting your proof of identity, qualification and employment claims. A full list of the documents required can be found on the VETASSESS website under Eligibility Criteria.

While the VETASSESS Skills Assessment for migration purposes is distinct from an assessment for professional membership or registration purposes, you are advised to provide copies of relevant professional membership/ licensing documents (including from overseas) if held.

You are also further encouraged to provide evidence of membership of or affiliation to industry or professional bodies and copies of any relevant prizes, certificates or other forms of commendation.

You should also provide details of any relevant training or professional development courses undertaken. These may be detailed in the Curriculum Vitae/Resume provided.