

# 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 positive 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	+	

\* Highly relevant paid employment duration (20 hours or more per week)

## Pathways 1–3

minimum years of post-qualification employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

## Pathway 4

minimum 4 years of relevant employment required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

## 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.

