

SILABUS PROGRAM PENDIDIKAN PIALANG ASURANSI DAN REASURANSI INDONESIA
Syllabus for Education Program for Indonesian Insurance and Reinsurance Brokers
Tingkat / Level: APAI (Expert Level)



Diselenggarakan oleh (Arranged by) : BP3 - APARI (Education & Professional Development Board of APARI)

(1 kali pertemuan @ 3 Jam) / (each attendance @ 3hours)

No	Materi Pendidikan (Education Material)	Waktu (Timing)		Metode Pembelajaran (Teaching Method)	Tujuan/Sasaran Pembelajaran (Key Learning Objective)	Teaching & Learning Resources	Teaching Staff	Quality Assurance	Assesment
		Pertemuan (Attendance)	Jam (Hours)						
1	Konsep dan Pengertian Manajemen Risiko (Understanding the Concept of Risk Management) - 2.01			Class Room	Peserta di berikan pemahaman lebih mendalam dalam manajemen risiko dan pemahaman mendalam dalam pelaksanaan survey, loss prevention, dan post lost mitigation juga dalam manajemen risiko perusahaan <i>(Participants have a deeper understanding of risk management and deeper understanding of survey implementation, loss prevention, and post lost mitigation as well as in corporate risk management)</i>	Tutorial, Studi kasus, Diklat tutorial & buku-buku <i>(Tutoring, study case, tutor material & book reference)</i>	Tutor	Survey, penilaian dari peserta <i>(Survey, assessment from participants)</i>	Essay
1.1	Proses Manajemen Risiko (Risk Managemen Process)	2	6						
1.2	Survey, Pencegahan Kerugian & Mitigasi setelah Kerugian (Survey, Loss Prevention & Post Lost Mitigation)								
1.3	Manajemen Risiko Perusahaan (Enterprise Risk Management - ERM)								
2	Konsep Harga/Premi Asuransi (Concept of Insurance Premium / Pricing) - 2.02			Class Room	Peserta di harapkan lebih memahami secara mendalam mengenai konsep premi <i>(Participants are expected to deeply understand the concept of premiums)</i>	Tutorial, Studi kasus, Diklat tutorial & buku-buku <i>(Tutoring, study case, tutor material & book reference)</i>	Tutor	Survey, penilaian dari peserta <i>(Survey, assessment from participants)</i>	Essay
2.1	Statistik/Risk & Loss profil untuk Menetapkan Pure Premium / Risk Premium (Risk & Loss Profile Statistics to Determine Pure Premium / Risk Premium)	2	6						
2.2	Unsur-unsur loading, biaya, profit, akuisisi dan pasar-pasar komersial/persaingan pasar (Elements of Loading, costs, profit, acquisition and commercial markets / market competition)								
3	Prosedur dan mekanisme transaksi asuransi dan transaksi Reasuransi melalui Jasa Pialang. (Mechanisme and Procedure for transacting Insurance and Reinsurance Business via Broking Services) - 2.03			Class Room	Peserta di berikan pemahaman mengenai proses transaksi asuransi dan reasuransi melalui pialang <i>(Participants are given an understanding of the process of insurance and reinsurance transactions through brokers)</i>	Tutorial, Studi kasus, Diklat tutorial & buku-buku <i>(Tutoring, study case, tutor material & book reference)</i>	Tutor	Survey, penilaian dari peserta <i>(Survey, assessment from participants)</i>	Essay
3.1	Prosedur dan mekanisme transaksi asuransi melalui Jasa Pialang Asuransi (Mechanisme and Procedure for transacting Insurance Business via Broking Services)	2	6						
3.1.1	Pemetaan kebutuhan calon Nasabah dan Presentasi oleh Pialang (Mapping the needs of potential Clients and Presentation by Broker)								
3.1.2	Keberadaan Surat Penunjukan (Appointment Letter) (Existence of the Letter of Appointment)								
3.1.3	Menyusun Program Asuransi yang Efisien dan Efektif (Structure an Effective and Efficient Insurance Program)								
3.1.4	Proses Transaksi & Dokumentasi (sebagai bagian dari kesepakatan perjanjian) (Documentation & Transaction Process (part of the agreed contract))	2	6						
3.2	Prosedur dan mekanisme transaksi reasuransi melalui Jasa Pialang Reasuransi (Mechanisme and Procedure for transacting Reinsurance Business via Broking Services)								
3.2.1	Pemetaan kebutuhan Perusahaan Asuransi dan Pemilihan Perusahaan Reasuransi (Mapping the needs of Insurance Company & selection of reinsurance companies)								
3.2.2	Proses Transaksi Reasuransi & Dokumentasi (sebagai bagian dari kesepakatan perjanjian) (Documentation & Reinsurance Transaction Process (part of the agreed contract))	2	6						
3.2.3	Menyusun Program Reasuransi yang Efisien dan Efektif (Structure an Effective and Efficient Reinsurance Program)								
4	Managemen Pemasaran Jasa Asuransi / Reasuransi - 2.04 (Market Management Insurance / Reinsurance Services)			Class Room	Peserta mempelajari mengenai pemasaran jasa asuransi maupun reasuransi <i>(Participants learn about the marketing of insurance and reinsurance services)</i>	Tutorial, Studi kasus, Diklat tutorial & buku-buku <i>(Tutoring, study case, tutor material & book reference)</i>	Tutor	Survey, penilaian dari peserta <i>(Survey, assessment from participants)</i>	Essay
4.1	Bauran pemasaran (Marketing Mix)	2	6						
4.2	Sistem dan jaringan pemasaran (System and Network for Marketing)								
4.3	Komunikasi dan Pelayanan Nasabah (Customer Service & Communications)								
4.4	Loyalitas dan Ekspektasi Nasabah (Customers Expectation & Loyalty)								
5	Materi Akuntansi dan Pelaporan Keuangan untuk Pialang Asuransi dan Reasuransi - 2.05 (Accountancy and Financial Reporting for Insurance and Reinsurance Brokers)			Class Room	Peserta mempelajari metode akuntansi dan pelaporan keuangan untuk pialang asuransi maupun reasuransi serta laporan keuangan perusahaan asuransi. <i>(Participants learn accounting and financial reporting</i>	Tutorial, Studi kasus, Diklat tutorial & buku-buku <i>(Tutoring, study case, tutor</i>	Tutor	Survey, penilaian dari peserta <i>(Survey, assessment</i>	Essay
5.1	Dasar-dasar Akuntansi (Basic Accountancy)	2	6						
5.2	Pelaporan Keuangan (Financial Reporting)								

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5.3	Laporan Keuangan untuk Pialang Asuransi & Reasuransi (Financial Report for Insurance & Reinsurance Brokers)				<i>methods for insurance and reinsurance brokers & insurance's financial statements</i>	<i>material & book reference</i>		<i>from participants</i>	
5.4	Membaca Laporan Keuangan Perusahaan Asuransi (learning & read the insurance company's financial statements)								
6	"Problem Solving/ Current Issue" - 2.06	1	3	Class Room	Peserta membahas mengenai issue terhangat pada saat pembelajaran. Melakukan pembahasan, diskusi & karya tulis (Participants discussed the hottest issues at the time of learning. Conducted discussions, discussions & write a papers)	Ceramah, materi ceramah (Lecture, lecturer material)	Lecturer	Survey, penilaian dari peserta (Survey, assessment from participants)	Paper, group discussion
	Ceramah (Karya Tulis) Lecture (Paper)								
7	Kode Etik APPARINDO - 2.07 (APPARINDO's Code of Ethics)	1	3	Class Room	Peserta di berikan pemahaman yang lebih dalam mengenai kode etik perusahaan Pialang Asuransi/Reasuransi. (Participants are given a deeper understanding of the APPARINDO's code of ethics)	Ceramah, materi ceramah (Lecture, lecturer material)	Lecturer	Survey, penilaian dari peserta (Survey, assessment from participants)	Paper, group discussion
	Ceramah (Karya Tulis) Lecture (Paper)								
8	Kode Etik Profesi APARI - 2.08 (Professional Code of Ethics APARI)	1	3	Class Room	Peserta di berikan pemahaman yang lebih dalam mengenai kode etik profesi APARI (Participants are given a deeper understanding of the APARI prophetic code of ethics)	Ceramah, materi ceramah (Lecture, lecturer material)	Lecturer	Survey, penilaian dari peserta (Survey, assessment from participants)	Paper, group discussion
	Ceramah (Karya Tulis) Lecture (Paper)								
9	Pembahasan Produk-produk Asuransi - 2.09 (Session/Discussion of Insurance Products)								
9.1	Asuransi Harta Benda, Kendaraan Bermotor & Rekayasa (Property Insurance, Motor Insurance & Engineering Insurance)								
9.1.1	Asuransi Harta Benda (Property Insurance) - Property All Risk/ Industrial All Risk & Fire Insurance - Terrorism & Sabotage (T&S)	1	3	Class Room	Peserta di berikan pemahaman yang lebih dalam atas produk asuransi baik Kerugian maupun jiwa. (Participants are given a deeper understanding of the insurance products both general and life insurance)	Tutorial, Studi kasus, Diklat tutorial & buku-buku (Tutoring, study case, tutor material & book reference)	Tutor	Survey, penilaian dari peserta (Survey, assessment from participants)	Essay
9.1.2	Asuransi Kendaraan Bermotor dan Alat Berat (Motor Insurance & Heavy Equipment)								
9.1.3	Asuransi Rekayasa (Engineering Insurance) - Construction All Risks & Erection All Risks (Incl. Marine Cum) - Machinery Breakdown & Electronic Equipment Insurance	2	6	Class Room					
9.2	Marine & Aviation Insurance								
9.2.1	Pengantar Pelayanan Niaga (Introduction to Shipping)	1	3	Class Room					
9.2.2	Asuransi pengangkutan (Marine Cargo Insurance)	3	9	Class Room					
9.2.3	Asuransi Mesin dan Rangka Kapal (Marine Hull Insurance)								
9.2.4	Port Liability								
9.2.5	Protection & Indemnity (P&I)	2	6	Class Room					
9.2.6	Aviation								
9.2.7	Airport Liability								
9.3	Liability Insurance								
9.3.1	Comprehensive General Liability (Incl. Public Liability, Product Liability, Employee Liability-Workmen Compensation, AL)	2	6	Class Room					
9.3.2	Professional Indemnity (Incl. Director & Officer Insurance)								
9.4	Bussiness Interruption Insurance	2	6	Class Room	Peserta di berikan pemahaman yang lebih dalam atas produk asuransi baik Kerugian maupun jiwa. (Participants are given a deeper understanding of the	Tutorial, Studi kasus, Diklat tutorial & buku-buku	Tutor	Survey, penilaian dari peserta	Essay
9.4.1	Business Interruption, ALOP, Delay Star Up								

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9.5	Penjaminan (Bond & Financial Lines Insurance)	1	3	Class Room	(Participants are given a deeper understanding of the insurance products both general and life insurance)	(Tutoring, study case, tutor material & book reference)	Tutor	(Survey, assessment from participants)	Essay
9.5.1	Surety Bond								
9.5.2	Credit Insurance								
9.5.3	Trade Credit Insurance								
9.6	Other General Insurances	2	6	Class Room					
9.6.1	Oil & Gas Insurance								
9.6.2	Cyber Insurance								
9.7	Medical Insurance	2	6	Class Room					
9.7.1	Asuransi Medis (Medical Insurance)								
9.7.2	Managed Care								
9.7.3	Coordination of Benefit & BPJS								
10	Survey Risiko - 2.10 (Risks Survey)	Full Day		Kunjungan ke lokasi survey (visit to location of survey)	Peserta di berikan pemahaman yang lebih dalam tata cara survey dan apa yang menjadi poin penting dalam proses survey risiko. (Participants are given a deeper understanding of the survey procedures and what are the key points in the risk survey process)	Tutorial di lokasi (Tutorial in the location of survey)	Tutor	Survey, penilaian dari peserta (Survey, assessment from participants)	Survey Report
	Survey Risiko (Risk Survey)								
GRAND TOTAL		35	105						

Sincerelly Yours,

Ismet Uprani, AAAIK, CIIB
 Head of BP3-APARI 2016-2020

Bambang Suseno, CIIB
 Chairman of APARI 2016 - 2020