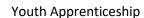
Insurance





INSURANCE

Insurance youth apprentices acquire business management practices and insurance specific concepts that will prepare them to work in a variety of positions within the insurance industry, including claims, underwriting, customer service and sales.

Length of Apprenticeship: One year

OCCUPATIONAL COMPETENCIES

Insurance youth apprentices must complete **a total of 10** competencies. **Nine** of the competencies must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Competencies

- 1. Navigate company insurance software
- 2. Maintain customer data
- 3. Perform administrative tasks contributing to serving customer and business operation needs
- 4. Process premium payments as required by the organization
- 5. Create a list of prospective clients
- 6. Perform customer retention tasks
- 7. Assemble insurance contract for distribution
- 8. Process a simple claim
- 9. Field customer or client inquiries
- 10. Comply with internal and external regulatory requirements

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Risk Management and Insurance
- Financial Services Representative