

Underwriter Training Course Outline



The Aim of the Underwriter Training Course is to familiarise delegates with the PPL platform and for delegates to gain practical experience of using the system. The course is an instructor led course of 2 hours in length. Delegates will be provided with laptops to facilitate hands on experience as they work through set scenarios.

At the end of the course, delegates will be able to:

- Navigate around the Dashboard
- Review and respond to new Placements: Quotes and Firm Orders, including layered and sectioned risks both as an Open Market Underwriter and as a Facility Market
- Add line conditions and subjectivities
- Review and respond to new Endorsements

The Learning Programme is shown below

Step	Content	Method of Learning	Approximate Timings
Introduction	<ul style="list-style-type: none"> • Introduction to Course and background of PPL • Aim/Learning Outcomes • Log in • Dashboard Navigation 	Trainer demonstration and PowerPoint presentation	20mins
Quotes	<ul style="list-style-type: none"> • Overview of all features and links • Reviewing a new Quote request • Responding to a Quote request 	Delegates hands on practical	30mins
Firm Orders	<ul style="list-style-type: none"> • Overview of all features and links • Reviewing a Firm Order with policy layers & sections • Adding Line Conditions and Subjectivities • Adding Risk Codes and Settlement Information • Adding and amending Underwriter references 	Delegates hands on practical	40mins
Endorsements	<ul style="list-style-type: none"> • Overview of all features and links • Responding to an Endorsement request 	Delegates hands on practical	20mins
Close	<ul style="list-style-type: none"> • Any further questions • Feedback survey completion 	Discussion	10mins