



February – November 2019

# INSURANCE LEADERSHIP DEVELOPMENT PROGRAMME

## Insurance Leadership Development Programme - Application Form

Please complete all sections accurately and honestly. Sections marked with \* are mandatory. Ensure your application form along with supporting documents are submitted by no later than the **31<sup>st</sup> January 2019**.

### Section 1: Programme Details

Are you employed by an organization registered as a member of the Insurance Institute of Gauteng?

YES	NO
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### Section 2: Personal Details *(Please provide a copy of your ID)*

Title (Mr, Mrs, Ms, Miss, Other)	
Surname (Family Name)	
Forenames (as it appears on your ID)	
Preferred name	
Gender (please circle)	Male / Female
Date of birth (dd/mm/yyyy)	
Race (please circle)	Africa, Coloured, Indian, White
ID Number	
Nationality	

### Section 3: Contact Details

Telephone number	
Cell number	
Fax number	
Email address	
Alternative email address	
Physical home address	
Municipality	



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## Section 4: Current Employment

Name of employer	
Address	
Date appointed	
Job title	
Managerial level	first line, middle manager, senior manager, executive
Number of direct reports	
Telephone number	
Size of company	Large, Medium, Small Enterprise
Total years of service at current employer	
SDL Levy number	

## Section 5: Work Experience (Please provide a full CV as a separate attachment)

How many years full-time managerial work experience do you have?		
How many years total work experience do you have?		
<p><i>In order to consider your application and your suitability for the ILDP, you are asked to provide further details of your experience. Kindly complete the sections below. Please indicate the number of years' experience you have of the particular criterion and provide a statement summarizing those experiences. Your answers should demonstrate and support your ability to contribute to the ILDP. Your curriculum vitae will be used to supplement the information provided below.</i></p>		
Criterion	Years' experience	Summary Statement
An involvement in strategic planning and decision-making. The objectives and effects of which are measured outside of standard operational activities.		

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## Section 5: Work Experience *Cont...*

Criterion	Years' experience	Summary Statement
A responsibility for co-ordinating the work of others in a team whether internal or external to your working environment and whether corporate, project or event based.		
A responsibility for meeting financial targets, managing or working with budgets. The outcomes of which may be determined by the efforts of more than one person. Demonstrate your specific input.		
A responsibility for developing and improving the performance of people, innovation, creative output, processes or technology whether for internal or external application.		
A responsibility for managing specific projects or teams both within or external to the organization. Clarify the size and nature of the tasks and how you managed or directed others.		

## Section 6: Educational History

Please indicate (with an 'X') your highest qualification achieved:

Matric (G12)	Certificate / Diploma	Bachelor's Degree / B Tech	Honors Degree / Higher Diploma	Master's Degree	Doctorate





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## Section 6: Educational History cont...

Name of qualification/s, institution and year obtained:

.....

.....

.....

.....

*Please provide proof of qualifications as separate attachments.*

## Section 7: Personal Motivation:

In support of your application, please explain how you believe you will benefit from the programme. State your career objectives and an honest view of your strengths and developmental areas.



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## Section 8: Line Manager Motivation

Please motivate why this candidate is being nominated for the ILDP. What career progression discussions have taken place?

Name of line manager and designation:

.....

## Section 9: Funding

Are you funding the costs in your personal capacity? (Yes/No) \_\_\_\_\_

Is your organization funding the costs of the program? (Yes/No) \_\_\_\_\_

If so, what are the bursary terms?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Section 10: Declarations

If you have a disability that may affect your learning, please elaborate below:

Do you have a disability?	
If yes, what is the nature of the disability?	<ul style="list-style-type: none"> <li>• Blind / partially sighted</li> <li>• Wheelchair user / mobility difficulties</li> <li>• Mental health difficulties</li> <li>• Autistic Spectrum Disorder</li> <li>• Deaf / hearing impairment</li> <li>• Personal care support</li> <li>• Unseen disability – e.g. diabetes, epilepsy, asthma, spinal disorder</li> <li>• Learning difficulty – e.g. dyslexia</li> <li>• Multiple disabilities</li> </ul>
What accommodation do you require to support you during the programme regarding the disability specified above?	<ul style="list-style-type: none"> <li>• help to exit a building in the event of an emergency evacuation</li> <li>• accommodation due to mobility or fatigue-related issues</li> <li>• accommodation served by a lift</li> <li>• wheelchair accessible accommodation</li> <li>• a room with hoist</li> <li>• an en-suite room</li> <li>• an adapted bathroom / toilet</li> <li>• accommodation for a carer</li> <li>• grab rails in kitchen, bathroom and bedroom</li> <li>• a kitchen or bathroom with height adjusted facilities</li> <li>• a fridge in the room for medication</li> <li>• other, please specify below</li> </ul>
Are there long term health conditions that you need to declare that will impact your participation on the programme? Please specify.	





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## Declaration:

I declare that the information given in this application is true, complete and accurate and that no information requested or other material, has been omitted.

I understand the requirements, operationally and personally, of the programme, specifically in relation to the study blocks to be attended, exams, assignments, syndicate work and individual presentations.

I understand that the cost of the programme is subsidised by Sasria SOC limited. I agree that if I withdraw from the programme prior to completion, or if I fail any subjects that results in any financial implications, the IIG reserves the right to claim the value of said sponsorship from me/my company.

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

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***Please see next page for details and deadlines on the three-phase application process.***

***\*Please note that all applicants will be required to write an online assessment.***



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*The below outlines the 3 Phase Application Process and Deadlines.*

*Please ensure that all submissions are eligible, that your attachments are appropriately labelled and that all documents are submitted by the stipulated deadlines.*

## Phase One: Applications

### Applications Open

Applications are taken for all entrants. The following items must be submitted to warrant a successful entry to Phase Two for the Online Case Study. Only applicants who have submitted all the below will be accepted to Phase Two of the Intake Process.

- This Completed Application Form
  - Ensure you have completed each section, ensure your answers are honest and eligible!
  - Personal Motivation (*may be attached separately if the space provided above is not sufficient*)
  - Line Manager/Nominator Motivation (*may be attached separately if the space provided above is not sufficient*)
- Full CV
- Proof of Education Qualifications

**Applications Close: Thursday, 31 January 2019**

## Phase Two: Applicant Assessment

**Online Case Study: 04 - 07 February 2019.**

**All applicants** will be required to complete a three-hour online case study analysis which would assess understanding and strategic analysis.

The opportunity for assessment is open to applicants during a specific period starting Monday 04 February 2019 but the analysis would be written in one sitting once timing had commenced for each applicant.





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GIBS c/o *Thornhill will provide online and telephonic support between 08h00-20h00* during the week of assessment in case any applicants experience technical or other issues. These details will be shared with applicants who have successfully made it through Phase 1 of the intake process.

Applicants who do not complete the online case study will not be chosen for the programme. This portion is compulsory for all applicants.

## Phase Three: Interviews

**Interviews: 18 – 20 February 2019**

Interviews for selected entrants will take place between 18 – 20 February 2019. Further details will be shared with applicants who have successfully made it through Phase 1 and 2 of the intake process.

## Notifications

**Acceptance/Denial Notices: Monday 25<sup>th</sup> February 2019**

Following phase three of the intake process, applicants will be advised on the 25<sup>th</sup> February 2019 of their official acceptance into the 2019 ILDP programme.

Please note that the Official Programme Launch and Induction will take place on the 25<sup>th</sup> March 2019.