



# AUSTRALASIAN INSTITUTE OF CHARTERED LOSS ADJUSTERS

ABN 18 074 804 167

## QUALIFICATIONS AND RIGHTS FOR CLASSES OF MEMBERSHIP OF THE AUSTRALASIAN INSTITUTE OF CHARTERED LOSS ADJUSTERS

This document sets out the admission and elevation criteria and the rights for the classes of membership of the Australasian Institute of Chartered Loss Adjusters. Any questions of interpretation of this document shall be determined by the Board in its absolute discretion.

In this document the following words will have these defined meanings:

**ANZIIF** means the Australian and New Zealand Institute of Insurance and Finance;

**Board** means Board of Directors of the Australasian Institute of Chartered Loss Adjusters;

**Division Council** means a Division Council of the Australasian Institute of Chartered Loss Adjusters;

**Institute** means the Australasian Institute of Chartered Loss Adjusters.

### Provisional:

A person shall be eligible for admission to the class of Provisional Membership upon the successful completion of an application form and the requisites contained therein and when the person:

- (i) has attained the age of 18 years; and
- (ii) at the time of application for admission to membership is primarily engaged in the practice of loss adjusting; and
- (iii) has successfully completed (or agrees to complete within 6 months of joining) the Institute's entrance examination criteria, being Module LA501 – Introduction to Loss Adjusting from the ANZIIF Diploma of Loss Adjusting; and
- (iv) completes the 4 module Certificate in Loss Adjusting Practice within 3 years of joining AICLA (or meets the licensing/registration conditions in the country of practice) or such other qualification the standard of which the Board is satisfied is not less than the foregoing requirements; and
- (v) agrees to comply with requirements of Continuing Professional Development as prescribed by the Board.

### Provisional Members:

- may state on business cards and letterhead “**Provisional member of AICLA**”
- will be eligible for a reduced subscription;
- are not eligible to vote in any matter concerning the Institute or hold positions on a division council or the board;
- cannot use post nominals;
- do not receive a certificate from the Institute.

### Affiliate:

A person shall be eligible for admission or elevation to the class of Affiliate Membership when that person:

EITHER: A

- (i) holds at least a **Certificate in Loss Adjusting Practice** having passed four modules by examination from the ANZIIF Diploma of Loss Adjusting or such other qualification the standard of which the Board is satisfied is not less than the foregoing requirements; and
- (ii) has complied with the requirements of Continuing Professional Development as prescribed by the Board;

OR: B

- (i) has satisfied the conditions to be awarded the Diploma of Loss Adjusting by Recognition of Prior Learning (RPL); and
- (ii) has served as a practising loss adjuster for a minimum of 5 years; and
- (iii) has complied with the requirements of Continuing Professional Development as prescribed by the Board;

OR: C

- (i) has a minimum of a degree in Law, Engineering, Accountancy or other specialized discipline to a standard of which the Board is satisfied; and
- (ii) has a minimum of 15 years experience in loss adjusting and at least 5 years as a manager or in a mentoring role; and
- (iii) provides written recommendation from the accredited loss adjusting professional body in his/her country to support the application for Affiliate membership.

### Affiliate Members:

- receive a membership certificate from the Institute;
- may use post nominals “**AICLA (Aff)**”;
- may state on business cards and letterhead “**Affiliate member of AICLA**”;
- are eligible to vote in general matters concerning the Institute and hold positions on a Division Council or the Board.

### Associate:

A person shall be eligible for elevation to the class of Associate Membership when that person:

EITHER: A

- (i) has completed 8 modules, LA501, 502, 503, 504, 505, 506 and any two modules from LA507 to 511 with at least 6 by examinations from the ANZIIF Diploma of Loss Adjusting course or such other qualification the standard of which the Board is satisfied is not less than the foregoing requirements; and
- (ii) has served as a practising Loss Adjuster for a minimum of five (5) years; and
- (iii) has served as a member of the Institute for a minimum period of 12 months; and
- (iv) has complied with the requirements of Continuing Professional Development as prescribed by the Board;

OR: B

- (i) holds a Diploma of Loss Adjusting from ANZIIF awarded by Recognition of Prior Learning; and
- (ii) satisfies in the opinion of the AICLA Professional Standards Committee the training, experience and professional standards to qualify as a chartered loss adjuster; and
- (iii) has served as a practising loss adjuster for a minimum of 15 years; and
- (iv) has served as a member of AICLA for a minimum of 3 years; and
- (v) has complied with the requirements of Continued Professional Development as prescribed by the Board.

### Associate Members:

- receive a membership certificate from the Institute;
- may use the post nominals “**AICLA**”;
- may, if Continuing Professional Development accreditation is achieved, use the term “**Chartered Loss Adjuster**”;
- are eligible to vote in general matters concerning the Institute and hold positions on a Division Council or the Board.

### Fellow:

A person shall be eligible for elevation to the class of Fellow Membership when the person:

EITHER: A

- (i) has served as an Associate member of the Institute for a minimum period of 5 years; and
- (ii) has served as a practising loss adjuster for a minimum period of ten (10) years; and
- (iii) has a university degree as approved by the Board, or ANZIIF fellowship; and
- (iv) has complied with the requirements of Continuing Professional Development as prescribed by the Board.

OR: B

- (i) has served as an Associate member of the Institute for a minimum period of ten (10) years; and
- (ii) has served as a practising loss adjuster for a minimum period of fifteen (15) years; and
- (iii) has complied with the requirements of Continuing Professional Development as prescribed by the Board.

### Fellow Members:

- receive a membership certificate from the Institute;
- may use the post nominals “**FCLA**”;
- may, if Continuing Professional Development accreditation is achieved, use the term “**Chartered Loss Adjuster**”;
- are eligible to vote in general matters concerning the Institute and hold positions on a Division Council or the Board.

**Life:** (refer [www.aicla.org](http://www.aicla.org))

**Honorary:** (refer [www.aicla.org](http://www.aicla.org))

**Retired:** (refer [www.aicla.org](http://www.aicla.org))

*These Qualifications and Rights may be varied by the Board at any time.*



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**Australasian Institute of  
Chartered Loss Adjusters**

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