



Insurance Underwriting Fundamentals and Practice Course

23 – 27 November 2026
Vienna

Insurance Underwriting Fundamentals and Practice Course

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Overview

Insurance Underwriting Fundamentals and Practice Course is a five-day foundation-to-intermediate course for underwriters, underwriting assistants, submission support teams, portfolio analysts, and supervisors, who leave with an Underwriting Decision File. The course connects submission quality, exposure assessment, risk selection, appetite, authority, coverage terms, exclusions, limits, deductibles, rating inputs, premium adequacy, referrals, portfolio balance, concentration, reinsurance, renewals, adverse selection, loss experience, conduct, and file controls. Agile Leaders Training Center provides practical insurance underwriting training.

Who Should Attend

- Underwriting functions responsible for risk selection, terms, and premium decisions
- Underwriting support functions responsible for submission quality and file preparation
- Broker and agency functions responsible for presenting risks to insurers
- Portfolio functions responsible for concentration, performance, and renewal analysis
- Risk and compliance functions responsible for authority and conduct controls
- Underwriting supervision functions responsible for referrals and decision quality

The course assumes participants already handle insurance submissions, policy information, or portfolio records and leaves out jurisdiction-specific legal advice, advanced actuarial modeling, and specialist medical underwriting.

Departments and Industries

The course supports departments that assess insurable risks, set terms, control underwriting authority, and monitor portfolios across insurance and commercial settings.

- General insurance underwriting departments
- Broker placement and submission teams
- Reinsurance and delegated authority operations
- Corporate risk and insurance functions
- Portfolio management and pricing support teams
- Insurance risk, compliance, and internal audit functions

Learning Objectives

By the end of this course, participants will be able to:



- Apply an end-to-end underwriting decision process
- Use exposure, appetite, and authority assessment tools
- Compare coverage terms, exclusions, limits, and deductibles
- Analyze rating inputs, premium adequacy, and loss experience
- Evaluate referrals, concentrations, reinsurance, and renewals
- Build an Underwriting Decision File

Course Agenda

Day 1: Underwriting Role and Governance

- Underwriting Value Chain and Decision Map
- Underwriting Appetite and Business Class Matrix
- Authority Limit and Referral Framework
- Professional Conduct and Conflict Checklist
- Underwriting File Quality Standard

Day 2: Submission and Exposure Assessment

- Submission Completeness and Data Quality Checklist
- Hazard, Exposure, and Control Identification Canvas
- Risk Selection and Adverse Selection Guide
- Survey, Evidence, and Information Gap Register
- Risk Acceptance, Decline, and Referral Record

Day 3: Coverage and Premium Decisions

- Coverage Term and Exclusion Comparison Grid
- Limit, Deductible, and Retention Decision Sheet
- Rating Input and Premium Component Model
- Premium Adequacy and Expense Test
- Quotation, Condition, and Decision Rationale Template

Day 4: Portfolio and Renewal Control

- Loss Experience and Trend Analysis Worksheet
- Accumulation and Concentration Dashboard
- Portfolio Balance and Capacity Review
- Reinsurance Interaction and Net Exposure Schedule
- Renewal Review and Change Decision Diary



Day 5: Insurance Underwriting Practice

- Exercise: Submission and Exposure Review
- Exercise: Appetite, Authority, and Referral Decision
- Exercise: Coverage, Rating, and Premium Decision
- Exercise: Portfolio Concentration and Renewal Review
- Capstone Exercise: Underwriting Decision File

Practical Exercises

The course includes the following suggested activities:

- Suggested activity: test a submission for completeness, identify exposures and controls, and document information gaps.
- Suggested activity: apply appetite and authority limits before recording an acceptance, decline, or referral decision.
- Suggested activity: compare coverage terms, select limits and deductibles, and test premium adequacy using stated inputs.
- Suggested activity: combine case decisions, loss experience, concentration, reinsurance, and renewal actions in one underwriting file.

FAQs

Who suits insurance underwriting fundamentals training, and what does it assume?

Insurance underwriting fundamentals training suits underwriting, submission, placement, portfolio, risk, compliance, and supervision functions and assumes workplace exposure to insurance or risk information.

How does insurance underwriting training differ from general insurance operations training?

Insurance underwriting training focuses on exposure assessment, risk selection, appetite, authority, coverage, premium, referrals, and portfolio decisions, while general insurance operations also covers policy administration, claims, finance, and broader service processes.

How does an underwriting appetite guide insurance decisions?

An underwriting appetite identifies preferred and restricted business by risk type, exposure, territory, product, capacity, and portfolio objectives, helping underwriters decide whether to accept, decline, modify, or refer a submission.

Why does premium adequacy matter in insurance underwriting?

Premium adequacy tests whether rating inputs and assumptions reasonably cover expected claims, expenses, risk uncertainty, and the intended portfolio approach before an underwriter issues terms.



How do concentration and reinsurance affect underwriting decisions?

Concentration and reinsurance affect how much exposure the insurer retains, where accumulations arise, when capacity becomes constrained, and whether individual decisions remain consistent with portfolio and risk-transfer limits.

Conclusion

Participants take back an Underwriting Decision File containing submission checks, exposure assessments, appetite and authority records, coverage comparisons, rating sheets, premium tests, referrals, concentration dashboards, reinsurance schedules, and renewal decisions. The file turns underwriting judgment into a traceable workflow. It supports consistent case decisions, portfolio control, supervision, and review.