

Work-Based Skills

Learning Log — *Notes of completion for students*

Applying for Fellowship/Associateship

You should use the **review form** to accumulate evidence of your work-based skills. This form requires updating every six months. Once completed both the **review form** and the **final sign off form** will become part of your application for Fellowship/Associateship.

Completing the Forms

Before submitting the forms to Napier House you should ensure you have:

- completed relevant date boxes
- attached your answers to the required number of review questions
- identified the skills covered
- had the forms reviewed and signed by your final supervisor*
- enclosed the relevant fee when submitting the **final sign off form** for Fellowship/Associateship

* The **final sign off form** must be completed by a Fellow of the Faculty or Institute of Actuaries. Where a student works for an organisation which does not employ any Fellows the student and supervisor should contact the Work-Based Skills Co-ordinator, e-mail wbs@actuaries.org.uk

Confirmation of Work-Based Skills

If at any time, during the skills development process, the supervisor feels unable to sign the learning log then the student should contact the Work-Based Skills Co-ordinator, e-mail wbs@actuaries.org.uk.

Further Information and Guidance

Further information and guidance is available from:

- Work-Based Skills student document which is available on the Actuarial Profession's website www.actuaries.org.uk
- Work-Based Skills Co-ordinator, e-mail wbs@actuaries.org.uk