

## Curriculum 2019 Terms of reference – IT Working party

### Purpose

To support the Curriculum 2019 Task & Finish group with particular focus on the technology platforms and assets required to deliver the project.

### Objectives

- Review and input to the module teams in development of their IT assessment requirements
- Consider the implications of recommendations made by the module teams for IT
- Champion, lead and practically engage with complex technology issues and opportunities through to resolution contributing expertise and ensure that the technology required for the system to operate is achievable through IFoA infrastructure
- Ensure that the IT developments are consistent with the strategic objectives of the IFoA
- Consider initiatives, innovations and best practice across HE and other sectors and their potential use within the project
- Consider the resources required to implement potential IT solutions including value for money and make appropriate recommendations to IFoA
- Provide regular reports to the Curriculum Task & Finish Group via the Learning Project Manager
- Provide updates to the IT Programme Board (or its successor) on developments which could be utilised IFoA wide

### Responsibilities

The group has general responsibilities for the following:

- Identifying opportunities for IT transformation
- Providing advice and insight to module teams in respect of IT solutions, identifying risks and opportunities.
- Acting as the delegated experts responsible for the digital technology capabilities relevant to the curriculum
- The technology component of the Curriculum project
- Monitoring successful implementation of procured technology
- Autumn 2019, report on success of the IT Working Party following 2 examination sessions of new curriculum.

Agreed membership of 8 core members:

Education Actuary – Colin Thores  
Head of IT – Tim Morrison  
Procurement Business Partner – Lewis Burke-Smith  
Learning Project Manager – Michelle Stewart  
Head of Learning – Chris Bristow  
Operational Delivery Representative - Lidia Serrano Gomez  
Volunteer/Subject Matter Expert - TBD  
Student Representative – TBD

Additional specialists and advisors to be co-opted to the group for advice or delegated specific task(s), as deemed appropriate such as:

VLE Co-ordinator – Rosie Brooks  
IT Sub contractor – David Muir  
External Suppliers/Companies  
Examiners

Meetings:

Monthly starting January 2017.  
Oxford  
1.5hr maximum  
Ongoing frequency to be determined by the Group.

Reporting:

Meeting notes will be taken and circulated for information to:

Curriculum 2019 Task and Finish Group  
IT Programme Board - as necessary  
Karen Brocklesby - Registrar  
Liz Harriman – Deputy Registrar

Group activity and regular progress reporting will also be provided to Curriculum 2019 Task and Finish Group.

IT Programme Board to provide updates on technology issues which may create impact on decisions and technology related items, including but not limited to: CRM system, VLE, website, examination software and delivery.

Curriculum 2019 - examinations with technology dependency and existing suppliers:

Software	Examination
Excel	Modelling Practice CP2 Actuarial Mathematics 1 and 2 CM1B, CM2B
Powerpoint/Word	CP3 - Communication Practice
'R' – open source platform	Actuarial Statistics 1 and 2 CS1B, CS2B
UKPM	UKPM – UK Practice modules, online tests

Supporting notes:

- Existing CA2 = CP2 in Curriculum 2019
  - Existing proposition offers flexibility of upload/download of PDF of exam from remote locations
  - Delivered using combination of website and VLE.
  - Supplier – Kineo
  - Existing challenges and repeated IT failures to the delivery of this examination using this delivery model
  - Student technology requirements - Microsoft Word and Excel
- Existing CA3 = CP3 in Curriculum 2019
  - As of September 2017, removal of video presentation element to this exam and assessment
  - Current supplier – Trilby
  - Existing proposition offers flexibility of upload/download of PDF of exam from remote locations
  - Downloadable software – bespoke design
  - Download/upload format
  - Student technology requirements - Microsoft Word and Powerpoint
- UKPM
  - UKPM – truly online test
  - Supplier – BTL
  - Students have 90 day completion window so need to consider transition pattern for April 2019

