



Institute
and Faculty
of Actuaries

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Education Committee - Chair

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an experienced, proactive and forward looking volunteer to take on the role of Chair of this important operational committee. This volunteer will already have experience of, and understand the requirements of, actuarial assessment systems.

They will be someone who is keen to build on the high quality education processes and related quality assurance which have been created thus far and to help shape and drive forward the operational aspects of the Education Strategy for the future.

“Task” and “Person” Specification:

“Task” Specification

The Education Board delegates operational matters relating to the admission, education and qualification processes, including syllabus changes, the development of learning materials, and links with universities, to the Education Committee, and oversees the work of that committee.

Thus the Education Committee is responsible for maintaining a modern and effective system of educating potential actuaries and certified actuarial analysts so as to ensure that the supply of qualified actuaries and certified actuarial analysts continues to be of a high standard.

In order to achieve this, the Chair will be someone who will help the IFoA be at the forefront of anticipating issues and responding to proposed changes and who will co-ordinate and lead members of the committee to enable them to collectively, and working in partnership with the Executive staff, play their part in helping the profession to deliver the following activities:

- to liaise with the Board of Examiners and make recommendations to the Education Board for any changes to the assessments to ensure that, whilst maintaining high standards, the assessments are a fair test for candidates, for examinations and other forms of assessment leading to Fellowship, Associateship and the Certified Actuarial Analyst qualifications
- to be responsible for maintaining the Institute and Faculty of Actuaries' accreditation for CERA
- to review the implementation of the Education Strategy
- to ensure that up-to-date Core Reading material is prepared
- to be responsible for the work of the Syllabus and Core Reading Review Groups and regularly review and recommend changes to the syllabus
- to recommend to the Education Board and Council standards for admission as students
- to award and oversee university exemption recognition agreements and accreditation agreements
- to provide a chair for the Student Consultative Forum and Employer Representative Meetings and to ensure that the agreed results from these consultations are implemented
- ensure the committee operates within the values and the guiding principles set out in the IFoA's Governance Manual and Volunteer Induction Pack (VIP)
- to chair the Accreditation Review Panels for accredited university courses.

Reporting:

The Chair of the Education Committee will report to the Education Board and will be an *ex-officio* member of the Education Board.

Tenure

- the appointment will commence from the start of the new Sessional Year
- the appointment is for two years.

Time Commitment

There are five half-day meetings of the committee a year, which the Chair would be expected to attend and chair in person, normally held at Holborn Gate, London. Including preparation time, a full day should be allowed for these meetings. Other meetings (including three Education Board meetings) and other tasks are likely to take at least a further 25 hours a year. Attendance at other meetings can be in person or by conference call.

“Person” Specification

The Chair will be selected by the Chair of the Education Board, and the current Chair of the Education Committee together with the Director of Education and the Head of Learning and Assessment, and approval will be required by the Education Board.

Candidates will ideally:

- be a Fellow of the IFoA
- have a proven track record of participating in and supporting the IFoA's examination process as a volunteer in a PDR role or in a university actuarial appointment
- have experience of chairing a committee, sub-committee, working party or other group of volunteers within the IFoA
- have an understanding of the strategy of the IFoA, and particularly its education strategy
- ensure the Terms of Reference are at the focus of activities and that the committee is supporting the IFoA's strategy and delivers on the Corporate Plan
- network on behalf of the IFoA to keep abreast of emerging issues, including horizon scanning, and 'hot topics' of relevance to delivery of the exams
- have a broad understanding of education requirements in the wider context of the profession
- be able to identify emerging issues affecting the examination system as these arise
- have a desire to foster a sense of community amongst all committee members and the Executive staff
- be willing to seek feedback/input from colleagues and peers in relation to areas of improvement in the influence and contribution of the committee.

In return, the volunteer will:

- be able to influence and contribute to the success of the education of actuaries of the future
- be provided with excellent professional support and assistance during their tenure on the committee
- develop an effective network of contacts across the industry
- have the opportunity to receive CPD if applicable in terms of the current CPD Scheme.

January 2016