



Institute
and Faculty
of Actuaries

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Study Mentor in South-East Asia

For subjects:

- **CA1 to CA3**
- **ST1 to ST9**
- **SA1 to SA6**

The Institute and Faculty of Actuaries (IFoA)'s Actuary Representative of South-East Asia is seeking to hear from members in this region who would like to be considered for the role of Study Mentor. This opportunity is applicable to all suitably qualified Fellows.

The Role: Study Mentors are appointed by the IFoA to help students understand and improve their performance in a particular examination subject.

The aim of study mentoring is to help students understand:

- how to improve their examination technique and time management generally
- how to improve their examination performance in their specific subject
- some topics of their choice with high level discussions.

The study mentoring sessions are informal and in small groups (2 to 4 students). The Study Mentor and students will be paired up by the IFoA and subsequently introduced to each other. Both parties will then arrange when and where to meet. The frequency and duration of these sessions are entirely agreed between the Study Mentor and students.

Typically the mentoring sessions are organised over a couple of hours after work at the Study Mentor or students' office place. Some sessions might be organised via conference calls for countries where a local Study Mentor might not be available. Toll-free dial-in numbers will be provided by the IFoA where possible.

It is important to note that Study Mentors are not expected to be direct substitutes for formal tutorial services such as ActEd.

“Task” and “Person” Specification:

“Task” Specification

Study mentoring will take place during the periods leading up to the April and September exams:

- for April exams this would be February and March
- for September exams this would be July and August.

Study Mentors will have the flexibility to design how they would like to conduct the study sessions.

After each exam session, Study Mentors are encouraged to provide an informal feedback to the IFoA on how the sessions went.

Support

Administrative support for the role will be provided by the IFoA's office in Singapore.

Complimentary training is offered by the IFoA's Education Actuaries in the UK twice a year (February and July) via group conference calls prior to the start of the mentoring season.

Here are some free resources available on the IFoA's website:

- Past year papers and solutions: <http://www.actuaries.org.uk/students/pages/past-exam-papers>.
- Exam preparation, tips and techniques: <http://www.actuaries.org.uk/students/pages/exam-preparation-tips-and-techniques>

You are also welcome to use your own study materials and notes to aid discussions.

Tenure

The role is for a term of one year renewable for a period of up to five years.

Time Commitment

The timings below are given as a guide and will vary according to experience:

- allow two to three hours to attend each study mentoring session in person
- allow one hour if the study mentoring session is held via conference call
- allow one hour preparation time before each study mentoring session.

“Person” Specification

Study Mentors must be a Fellow of the IFoA and demonstrate:

- an in depth knowledge of the subject areas for which they will be providing mentoring
- strong communication skills
- an ability to provide constructive advice which is specific to that student and will enable them to improve exam performance
- an ability to identify shortfalls in the exam techniques that the student has demonstrated.

Those interested in becoming Study Mentors will need to be based in South-East Asia. Ideally they should hold a pass in subjects that they would like to act as a Study Mentor in.

Previous exam experience will assist in this role but it is not a mandatory requirement.

This is one of the IFoA's volunteering roles and you can count this towards your CPD requirement provided that this is relevant to your work or role and offers you a learning outcome in accordance with the current [CPD Scheme](#).

We, as a profession, are extremely grateful to, and reliant on, those members who provide this service to enhance and develop our profession.

January 2016