



Institute
and Faculty
of Actuaries

Continuing Professional Development Scheme 2018/2019

Note: Text in red italics is defined in Schedule 4 and hyper-linked for ease of reference

1. Application

1.1 All members of the Institute and Faculty of Actuaries (IFoA) have an obligation under the Actuaries' Code to maintain their competence. This Continuing Professional Development Scheme (the Scheme) sets out the framework which assists members in complying with this obligation. Continuing professional development (CPD) is learning which is relevant to the nature of the member's work or role and which addresses a personal development need.

1.2 All members must either:

- Demonstrate that they have undertaken the appropriate minimum amount of continuing professional development (*CPD*) in accordance with the requirements of this Scheme; or
- Demonstrate that due to their personal circumstances, they are exempt from the requirements of this Scheme; or
- Be participating in the *outcomes focused CPD pilot*, as an employee of a Quality Assurance Scheme (QAS) accredited organisation.

1.3 This Scheme is effective from 1 July 2018 to 30 June 2019.

2. Categories

2.1 Each member of the IFoA will fall into at least one of the following categories:

Category 1: All members who hold a *practising certificate* issued by the IFoA

Category 2: All *fully regulated* Fellows and Associates of the IFoA who do not hold a *practising certificate* *

Category 3: All *partially regulated* Fellows and Associates of the IFoA *

Category 4: All Certified Actuarial Analysts of the IFoA *

Category 5: All Student members of the IFoA who are not Student Actuarial Analysts*

Category 6: All Student Actuarial Analyst members of the IFoA *

Category 7: *Retired* members

Category 8: Honorary Fellows and Affiliates

** and who have not been registered as retired members for the purposes of Category 7.*

2.2 The specific requirements of each category are set out in sections 3 to 10 of this Scheme.

- 2.3 Members must check that the CPD category recorded in their on-line CPD record is correct.
- 2.4 All members taking part in the outcomes focused CPD pilot should refer to the Senior Quality Assurance Representative within their organisation for guidance.

3. Category 1

3.1 Definition

All members who hold a practising certificate issued by the IFoA are Category 1 members for the purposes of this Scheme.

3.2 CPD year

The Category 1 CPD year runs for one full year from the relevant date.

Category 1 members' obligations under this Scheme shall have effect from the relevant date.

3.3 Requirements

Category 1 members must complete at least 30 hours of CPD in the course of each CPD year.

Of those 30 hours, a minimum of 20 hours must relate to technical skills.

Of those 20 hours relating to technical skills, at least 10 hours must be obtained at external events.

Category 1 members must complete two hours of Professional Skills Training (PST), as set out in Schedule 3 to this Scheme. Time spent completing the relevant PST requirement may be counted towards the overall 30 hours requirement.

The balance of members' minimum requirement may be gained through such other activities as each member deems appropriate taking into account the nature of their work or role and their personal development needs.

Category 1 members are not permitted to count time engaged in private study towards their minimum CPD requirement.

Category 1 members must record a learning outcome for each CPD activity listed in their on-line CPD record.

3.4 Recording CPD

Category 1 members must record their CPD in their on-line CPD record by the end of their CPD year, prior to submitting their application for a practising certificate.

3.4.1 Failure to record

Category 1 members who fail to comply with the requirements of this Scheme will not be entitled to renew their practising certificate until such time as their compliance has been addressed to the reasonable satisfaction of the IFoA.

3.5 Evidence of CPD

Category 1 members must retain evidence of their participation in the activities listed in their on-line CPD record for a period of two years from the date of the activity and must produce that evidence to the IFoA upon request.

4. Category 2

4.1 Definition

All fully regulated Fellows and Associates of the IFoA who do not hold a practising certificate on 1 July 2018 and who have not been classified as retired by the IFoA are Category 2 members for the purposes of this Scheme.

4.2 CPD year

The Category 2 CPD year runs from 1 July 2018 to 30 June 2019.

Category 2 members' obligations under the Scheme shall have effect from 1 July following their transfer to Fellow or Associate.

4.3 Requirements

Category 2 members must complete at least 15 hours of CPD in the course of the CPD year.

Of those 15 hours a minimum of 5 hours must be obtained at external events.

The balance of Category 2 members' minimum requirement may be gained through such other activities as the individual member deems appropriate taking into account their work or role and their personal development needs.

Category 2 members must also complete one of the following Professional Skills Training (PST) stages in each CPD year:

- **Stage 3 - Professional Skills for Experienced Members** (see Schedule 3)
Most fully regulated Fellows and Associates will have completed Stage 2 of the PST before reaching Category 2 and will therefore be required to undertake Stage 3 each year.
- **Stage 2 - the Professional Skills Course** (See Schedule 2)
Category 2 members who have not yet completed Stage 2 of the PST must do so within one year of transferring to the category of Fellow. Members will progress to Stage 3 of the PST in the following CPD year.

Time spent completing the relevant PST requirement can be counted towards the overall 15 hours requirement.

4.4 Recording CPD

Category 2 members must record their CPD activities, and any learning outcomes corresponding to private study activities, for the CPD year in their on-line CPD record by 31 July 2019.

Category 2 members who fail to record their CPD by the deadline will be granted an extension to 30 September 2019, upon making payment of an administration fee.

4.5 Evidence of CPD

Category 2 members must retain evidence of their participation in the activities listed in their on-line CPD record for a period of two years from the date of the event and must produce that evidence to the IFoA upon request.

For the purposes of the Scheme, a relevant learning outcome shall constitute evidence of private study.

4.6 Category 2 members working overseas

Category 2 members may elect to satisfy the requirements of this Scheme by complying with one of the recognised International Actuarial Association (IAA) bodies' CPD Schemes (listed in Schedule 5 to the Scheme).

Members who choose to comply with another IAA body's CPD requirements must complete the relevant Category 2 PST component in each CPD year, as set out at section 4.3 of the Scheme.

Category 2 members who wish to comply with an IAA CPD Scheme must confirm their decision to the Membership Team in writing at cpd_feedback@actuaries.org.uk by 31 July 2019.

Category 2 members who fail to inform the Membership Team of their decision to comply with an IAA body's Scheme by the 31 July 2019 deadline will be granted an extension to 30 September 2019, upon making payment of an administration fee.

If your circumstances change during the CPD year and you no longer believe you are eligible to comply with another IAA body's CPD Scheme, please contact the Membership Team at cpd_feedback@actuaries.org.uk for guidance.

Category 2 members who elect to comply with one of the IAA bodies' schemes must retain evidence of their compliance:

- with the chosen IAA scheme; and
- with the relevant PST requirement,

for a period of at least two years from the date of each event and must produce that evidence to the IFoA upon request.

5. Category 3

5.1 Definition

All members who are partially regulated Fellows and Associates of the IFoA on 1 July 2018 and who have not been classified as retired by the IFoA are Category 3 members for the purposes of this Scheme.

5.2 CPD year

The Category 3 CPD year runs from 1 July 2018 to 30 June 2019.

Category 3 members' obligations under the Scheme shall have effect from 1 July following their transfer to Fellow or Associate.

5.3 Requirements

Category 3 members must comply with the CPD requirements of their primary regulator.

Category 3 members must also complete one of the following Professional Skills Training (PST) stages in each CPD year:

- **Stage 3 – Professional Skills for Experienced Members** (see Schedule 3)
To be undertaken each year by all Category 3 members who have completed Stage 2 of the PST or a professionalism event under the IFoA's historic regime.
- **Stage 2 – Professional Skills Course** (see Schedule 2)
To be completed by Category 3 members within one year of transfer to the category of Fellow.

On completion of Stage 2 of the PST, members will progress to Stage 3.

5.4 Evidence of CPD

Category 3 members must retain evidence of their participation in their CPD activities, which includes PST activities, for a period of two years from the date of the activity and must produce that evidence to the IFoA upon request.

5.5 Obligation to confirm a change in circumstance

Category 3 members must inform the Membership Team at cpd_feedback@actuaries.org.uk as soon as practicable if they are no longer eligible to be partially regulated.

6. Category 4 requirements

6.1 Definition

All members who are Certified Actuarial Analysts of the IFoA on 1 July 2018 and who have not been classified as retired by the IFoA are Category 4 members for the purposes of this Scheme.

6.2 CPD year

The Category 4 CPD year will run from 1 July 2018 to 30 June 2019.

Category 4 members' obligations under the Scheme shall have effect from 1 July following their qualification as a Certified Actuarial Analyst.

6.3 Requirements

Category 4 members must complete at least 15 hours of [CPD](#) in the course of the CPD year.

Of those 15 hours:

- a minimum of 5 hours must be obtained at [external events](#); and
- a minimum of 2 hours must contribute to the member's understanding of ethical behaviours in relation to their role.

The balance of Category 4 members' minimum requirement may be gained through such other activities as the individual member deems appropriate taking into account their work or role and their personal development needs.

6.4 Recording CPD

Category 4 members must record their [CPD](#) activities, and any [learning outcomes](#) corresponding to private study activities, for the CPD year in their [on-line CPD record](#) by 31 July 2019.

Category 4 members who fail to record their [CPD](#) by the deadline will be granted an extension to 30 September 2019, upon making payment of an [administration fee](#)

6.5 Evidence of CPD

Category 4 members must retain [evidence](#) of their participation in the activities listed in their [on-line CPD record](#) for a period of two years from the date of the event and must produce that [evidence](#) to the IFoA upon request.

For the purposes of the Scheme, a relevant [learning outcome](#) shall constitute [evidence](#) of private study.

7. Category 5 requirements

7.1 Definition

All Students, who are not Student Actuarial Analysts, of the IFoA on 1 July 2018 and who have not been classified as retired by the IFoA are Category 5 members for the purposes of this Scheme.

7.2 CPD year

The Category 5 CPD year runs from 1 July 2018 to 30 June 2019.

Category 5 members' obligations under the Scheme shall have effect from 1 July following admission to the IFoA.

7.3 Requirements

There is no technical skills requirement for Category 5 members.

Category 5 members are required to undertake the following PST stages at the time specified below:

- **Stage 1 – On-line Professional Awareness Test** (see Schedule 1)
To be completed by all Category 5 members who joined the IFoA on or after 1 March 2012, before being eligible to sit the IFoA's Business Awareness Exam (CT9).

Category 5 members who joined the IFoA before 1 March 2012 are not required to complete Stage 1 of the PST.

On completion of Stage 1, members will progress to Stage 2.

- **Stage 2 – Professional Skills Course** (see Schedule 2)
To be completed by Category 5 members who joined the IFoA on or after 1 July 2006:
 - between the fourth and sixth anniversaries of their admission to the IFoA; or
 - before transferring to Associate status,

whichever comes first.

Members will progress to Stage 3 of the PST in the following CPD year.

- **Stage 3 – Professional Skills for Experienced Actuaries** (see Schedule 3)
To be completed annually by all Category 5 members who have
 - completed Stage 2 of the PST*; or
 - joined the IFoA prior to 1 July 2006*

* and are not retired members for the purposes of Category 7

7.4 Recording CPD

Category 5 members must record their stage 3 PST activities, for the CPD year in their [on-line CPD record](#) by 31 July 2019.

Category 5 members who fail to record their [CPD](#) by the deadline will be granted an extension to 30 September 2019, upon making payment of an [administration fee](#).

7.5 Evidence of CPD

Where the Stage 3 CPD activity is not provided by the IFoA, Category 5 members must retain [evidence](#) of their activities for a period of two years from the date of the activity and must produce that [evidence](#) to the IFoA upon request. A relevant learning outcome must also be recorded.

8. Category 6 requirements

8.1 Definition

All members who are Student Actuarial Analysts of the IFoA on 1 July 2018 and who have not been classified as retired by the IFoA are Category 6 members for the purposes of this Scheme.

8.2 CPD year

The Category 6 CPD year runs from 1 July 2018 to 30 June 2019.

Category 6 members' obligations under the Scheme shall have effect from 1 July following their admission as Student Actuarial Analyst.

8.3 Requirements

There is no *technical skills* requirement for Category 6 members.

Category 6 members must undertake Stage 1 of the *PST* (see Schedule 1) by the end of their first CPD year.

9. Category 7 requirements

9.1 Definition

Members who:

- are not in paid work which relies upon their actuarial training and experience, in the widest interpretation, or on their membership of the IFoA; and
- do not expect to return to such work in the foreseeable future,

may apply to the IFoA to be registered as *retired* and classified as a Category 7 member.

By doing so, *retired* members will no longer be required to confirm their status to the IFoA each CPD year.

9.2 Requirements

Category 7 members do not have to complete any *CPD*, unless they are doing relevant unpaid work (see paragraph 9.5 below).

9.3 Obligation to confirm a change in status

Category 7 members must inform the Membership Team at cpd_feedback@actuaries.org.uk as soon as reasonably practicable if they return to work.

9.4 How to apply

Retired members who wish to apply to the IFoA to join Category 7 must complete an application form and return to the Membership Team at cpd_feedback@actuaries.org.uk confirming their retired status.

9.5 Unpaid work

Category 7 members who undertake unpaid work which relies upon their actuarial training and experience, in the widest interpretation, must complete such *CPD* as they reasonably consider appropriate in the circumstances.

Category 7 members who complete *CPD* must retain evidence of their participation in those activities for a period of two years from the date of the activity and must produce that evidence to the IFoA upon request.

10. Category 8 requirements

10.1 Definition

All Honorary Fellows and Affiliates of the IFoA are Category 8 members.

10.2 Requirements

Category 8 members do not have to complete any CPD under this Scheme.

11. Exemptions

11.1 Category 1 members

11.1.1 Partial exemption

Members in Category 1 who are absent from work for more than three consecutive months may apply for a partial exemption from the requirements of the CPD Scheme.

Members in Category 1 who are granted a partial exemption must complete 2.5 hours of CPD activities for each whole month worked over the course of two consecutive CPD years which include the period of absence, subject to a minimum of 10 hours over the course of the two consecutive CPD years.

The required amount of CPD must be completed by the end of the two year period and must satisfy the following conditions:

- at least two thirds of the total activities must relate to technical skills, half of which must be gained at external events; and
- at least four hours must be Stage 3 PST.

The balance of the required CPD hours, if any, may be gained through such other activities as each member deems appropriate, taking into account the nature of their work or role and their personal development needs.

Category 1 members are not permitted to count time engaged in private study towards their required CPD hours.

Category 1 members must record a learning outcome for each CPD activity listed in their on-line CPD record.

11.2 Category 2 and 4 members

11.2.1 Full exemption

Members in Categories 2 and 4 may be entitled to an exemption from the full requirements of the CPD Scheme if the IFoA, in its sole discretion, is satisfied that the public interest is not served by requiring that member to complete a programme of CPD.

Although each case will be considered on its merits, exemptions may be granted where the member can show that:

- (1) their actuarial training and experience, in the widest interpretation, and their membership of the IFoA, makes no contribution to their paid work; or
- (2) they have not been in paid work related to their actuarial training and experience over the course of the CPD year for a total of more than 20 hours; or
- (3) there are exceptional circumstances such as serious ill health, which prevent the member from complying with the requirements of this Scheme.

11.2.2 Partial exemption

Members in Categories 2 and 4 who are absent from work for more than three consecutive months may apply for a partial exemption from the requirements of the CPD Scheme in respect of the relevant CPD years.

Where the period of leave spans more than one CPD year, the partial exemption will apply to each CPD year in which the member is absent from work for at least one month.

Members in Category 2 who apply for and are granted a partial exemption must complete:

- the relevant stage of Professional Skills Training;
- one additional hour of learning gained at an external event; and
- one additional hour of CPD for each whole calendar month worked in the CPD year.

Members in Category 4 who apply for and are granted a partial exemption must complete:

- two hours of learning which contributes to the member's understanding of ethical behaviours in relation to their role;
- one additional hour of learning gained at an external event; and
- one additional hour of CPD for each whole calendar month worked in the CPD year.

The balance of the required CPD hours, if any, may be gained through such other activities as each member deems appropriate, taking into account the nature of their work or role and their personal development needs.

11.3 Category 3 members

Category 3 members who are absent from work for more than six consecutive months in any one CPD year may apply for a partial exemption from the requirements of this Scheme.

Category 3 members who are granted a partial exemption will have no PST requirement in respect of that CPD year. They will, however, be required to complete such other CPD as required by their primary regulator.

11.4 Category 5 and 6 members

Members in Categories 5 and 6 who are absent from work for more than six consecutive months in any one CPD year may apply for an exemption from the requirements of the CPD Scheme in respect of that CPD year.

11.5 Applying for an exemption

To apply for an exemption, members must complete an application form and return to the Membership Team at cpd_feedback@actuaries.org.uk by 31 July 2019.

12. Enforcement

Members may be referred under the Disciplinary and Capacity for Membership Schemes in relation to any default under the Scheme.

In certain circumstances, members may be offered the alternative of making payment of a *charge* and having the fact of their default recorded in both the IFoA's Register of Non-compliers and the Actuarial Directory.

This option is only likely to be open to members who have not defaulted on the terms of the Scheme in the preceding ten year period.

Schedule 1

Stage 1 Professional Skills Training – On-line Professional Awareness Test

1. Application

All Category 5 members who joined the IFoA on or after 1 March 2012 must pass Stage 1 before being eligible to sit the IFoA's Business Awareness Exam (CT9).

All Category 6 members must pass Stage 1 by the end of their first CPD year.

2. Registration

Members may register to sit Stage 1 using the application form available on the [IFoA's website](#).

3. Completion

On successful completion of Stage 1, Category 5 members will progress to Stage 2 of the PST.

Schedule 2

Stage 2 Professional Skills Training - Professional Skills Course

1. Application

1.1 Category 2 and 3 members

Category 2 and 3 members admitted to the IFoA on or after 1 July 2006 who have not already completed Stage 2 or a professionalism course under the previous regime must sit Stage 2 within one year of transfer to the category of Fellow.

1.2 Category 5 members

Category 5 members admitted to the IFoA before 1 July 2006 must undertake Stage 2 before transferring to Associate status.

Category 5 members admitted to the IFoA on or after 1 July 2006 must undertake Stage 2:

- between the fourth and sixth anniversaries of their admission to the IFoA; or
- before transferring to Associate status.

2. Format

2.1 Interactive on-line course

Members must complete a number of web-based modules over a period of three weeks.

2.1.1 The requirement to complete Stage 2 will be deemed to have been fulfilled when the on-line facilitator confirms that the participant has sufficiently engaged with the course content and contributed appropriate on-line postings. Guidelines will be issued to participants prior to their commencing the on-line course so that they are fully aware of the expectations of the facilitators with regard to the expected level of participation.

3. Registration

Members may apply to undertake an on-line course in the 'my account' area of the website.

4. Completion

On completion of Stage 2, members will progress to Stage 3 of the [PST](#) in the following CPD year.

Schedule 3

Stage 3 Professional Skills Training – Professional Skills for Experienced Members

1. Application

Stage 3 must be completed by members in the following categories:

Category 1: All members who hold a *practising certificate* issued by the IFoA;

Category 2: *Fully regulated* Fellows and Associates of the IFoA who do not hold a *practising certificate*;

Category 3: *Partially regulated* Fellows and Associates of the IFoA*; and

Category 5: Student members of the IFoA who:

- o completed Stage 2 of the PST*; or
- o joined the IFoA prior to 1 July 2006*

** and are not retired members for the purposes of Category 7*

2. Format

Stage 3 is an annual requirement to complete two hours of Professional Skills Training which may be acquired by attending events, by completing an on-line activity or by a combination of both types of activity.

While the IFoA offers events and on-line programmes at no cost, members are free to source events and on-line courses from other providers, subject to the requirement that they satisfy one or more of the objectives specified at section 3, below.

3. Objectives

In order to qualify as Stage 3 training the activity should enhance the member's understanding of an actuary's professional obligations and achieve one or more of the following objectives:

- enhance understanding of principles of ethical behaviour and how to apply these in making professional judgements;
- enhance understanding of what it means to act in the public interest;
- equip actuaries to make reasoned and justifiable decisions in resolving ethical dilemmas;
- assist actuaries to demonstrate ethical behaviour in conducting their professional life; and
- enable actuaries to recognise ethical dilemmas and take appropriate action.

3.1 Where the activity is not provided by the IFoA, the following conditions must be satisfied:

- must be sourced from a suitable provider, of appropriate repute, such as a training company, a professional body, an employer of actuaries, a regulator, or another IAA member body;
- must allow actuaries to demonstrate a relevant *learning outcome*; and
- must be capable of being evidenced to the IFoA in writing.

Schedule 4

Definitions

Administration fee	A payment of £50 to the IFoA.
Charge	A payment of £750 to the IFoA.
CPD	Learning which is relevant to the nature of the member's work or role and which addresses a personal development need.
Evidence	Written evidence of participation in the CPD activity recorded which includes but is not limited to: <ul style="list-style-type: none"> • a signed register of attendance; • a certificate vouching for the completion of a course or activity; • hard copies of lectures or presentations delivered by the member; • articles or papers written for publication; and • written confirmation from a provider of an on-line resource.
External events	Any training or development activity which exposes a member to an exchange of viewpoints and includes individuals from outside the member's own organisation. <p>External events may include, but are not limited to:-</p> <ul style="list-style-type: none"> • relevant activities held within the member's organisation which are hosted by, or which feature or include, a person from outside that organisation; and • digital or on-line seminars or other web-based learning activities.
Fully regulated	Fellows or Associates who are subject to the full regulation of the IFoA (i.e. who have not been granted partial regulation status).
Learning outcome	A description of the knowledge and/or skills which the member gained as a result of taking part in the CPD activity.
On-line CPD record	Members' personal CPD records accessible via the members' section of the IFoA website .
Outcomes Focused CPD Pilot	The IFoA's pilot of an outcomes focused CPD Scheme with participating organisations, or parts of organisations, holding a current accreditation under the IFoA's Quality Assurance Scheme.
Partially regulated	Members who have been granted partial regulation status by the IFoA.
Practising certificate	A practising certificate issued by the IFoA.
Professional Skills Training	The training regime operated by the IFoA which focuses on helping members take appropriate steps to make well reasoned decisions in situations where complex ethical judgements are required.

Relevant date	<p>Either, the date:</p> <ul style="list-style-type: none"> • of the member's application for a practising certificate, whether an initial or renewal application; or • selected by the member in accordance with the provisions of the Practising Certificate Scheme.
Retired	<p>Members who:</p> <ul style="list-style-type: none"> • are not in paid work which relies upon their actuarial training and experience, in the widest interpretation, or on their membership of the IFoA; • do not expect to return to such work; and • have been registered by the IFoA as retired.
Technical skills	<p>Skills which are technical in nature and specific to a member's area or role.</p>

Schedule 5

CPD Schemes recognised by the IFoA

- **Institute of Actuaries of Australia (Australia)**
- **Canadian Institute of Actuaries (Canada)**
- **Institut des Actuaire (France)**
- **Deutsche Aktuarvereinigung e.V. (Germany)**
- **Actuarial Society of Hong Kong (Hong Kong)**
- **Society of Actuaries in Ireland (Ireland)**
- **Actuarial Society of Malaysia (Malaysia)**
- **Het Actuarieel Genootschap (Netherlands)**
- **New Zealand Society of Actuaries (New Zealand)**
- **Singapore Actuarial Society (Singapore)**
- **Actuarial Society of South Africa (South Africa)**
- **Association Suisse des Actuaire (Switzerland)**
- **American Academy of Actuaries (United States)**
- **Casualty Actuarial Society (United States)**
- **Society of Actuaries (United States)**