



Education Committee – Terms of Reference 2015 - 2016

Reporting to the Education Board

1. OVERARCHING AIMS:

To be responsible to the Education Board 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 high standard

2. KEY RESPONSIBILITIES:

- 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 both examinations leading to Fellowship, Associateship and the Certified Actuarial Analyst qualification
- To be responsible for maintaining the Institute and Faculty of Actuaries accreditation for CERA on behalf of the IFoA Council.
- 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 exemption recognition agreements and accreditation agreements.

3. GOVERNANCE OBLIGATIONS:

Comply with the relevant sections of the Governance Manual and Volunteer Induction Pack (VIP). Matters discussed in meetings are normally considered confidential unless they are specified otherwise.

4. PRINCIPAL CONTACTS:

Student Consultative Forum
Employer Forum
University Liaison Forum
Board of Examiners
Education Directorate

5. MEMBERSHIP:

Chair: David Bowie
Executive Support: Natascha Farrell

Chair of the Exam Board
Deputy Chair of the Exam Board
One or more university representatives
ActEd representative
Independent Examiner representative
Lead on accreditation and Chair of the University Liaison Forum

Lead on links with students and Chair of the Student Consultative Forum
International representatives
Lead on employer liaison
Recent qualifier from Student Consultative Forum

Education Committee

Terms of Reference for individual representatives on the Education Committee

Chair of the Exam Board and Deputy Chair of the Exam Board:

- Provide a link with the Board of Examiners.
- Report on exam results after April and September sessions.
- Report on the practicalities of implementing changes to the examination processes.
- Participate in meetings of the Student Consultative Forum.

University representative:

- Report on issues relating to universities.
- Participate in meetings of the University Liaison Forum.
- Participate in accreditation and reaccreditation panels as appropriate.

ActEd representative:

- Report on issues relating to tuition.
- Report on issues relating to students.
- Provide feedback on Acted representation at subject batch marking meetings

Independent Examiner representative:

- Chair annual meeting of Independent Examiners.
- Feedback on issues arising for Independent Examiners.
- Assist in training of Independent Examiners.
- Participate in meetings of the University Liaison Forum.
- Participate in accreditation and reaccreditation panels as appropriate.

Lead on accreditation and chair of the University Liaison Forum:

- Chair annual meeting of University Liaison Forum.
- Feedback on issues arising from the University Liaison Forum meetings.
- Participate in accreditation and reaccreditation panels as appropriate.

Lead on links with students and chair of the Student Consultative Forum:

- Chair meetings of the Student Consultative Forum, twice a year.
- Assist the Registrar in preparing student surveys.
- Feedback on issues relating to students.

International representatives:

- Report on issues relating to students based overseas.
- Participate in the International Student Consultative Forum.

Lead on employer liaison:

- Chair meetings of Employer Forum as and when they are held.
- Assist the Registrar in preparing communications with employers.
- Feedback on issues relating to employers.

September 2014