



Institute  
and Faculty  
of Actuaries

## **Life Education and Continuing Professional Development (ECPD) Subcommittee**

The committee is responsible for the following:

### **CPD:**

- Development of Life CPD programme and forward event planning including:
  - Liaison with relevant Boards/groups/committees and relevant IFoA staff to plan content for cross-practice events
  - Develop and maintain a CPD matrix which summarises the main subject areas which need to be covered, and use the matrix as a tool for planning appropriate provision. This includes ensuring that:
    - CPD covers a range of relevant topics
    - CPD is at various levels (beginner, intermediate and high)
    - CPD is provided in locations where there is a concentration of members within a specific practice area
    - Ensure there is appropriate professionalism development within the CPD programme
- Monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced /incorporated into event planning)
- Oversight and guidance of Conference Programme Committee (if delegated by the Board). Ideally a CPD member should also sit on the conference committee. Alternatively the Conference Programme Chair would provide regular reports to the CPD subcommittee on the content.
- Can form subgroups, as appropriate, to manage organisation of larger events.

### **Education:**

- Working with the Education Board, via staff actuary, on developments in the practice area which impact on the examinations syllabus and education needs of members. Regular review of exam syllabus.
- Review of core reading in accordance with annual timetable (as advised by staff actuary) and writing and maintaining core reading material as required/ approving the sourcing of additional volunteers to assist in this task, as required.