



Professional Skills Course. PSC Stage 2

Online courses 2017

This course is free to eligible members of the Institute and Faculty of Actuaries

Non members attending the course will be required to pay a course fee of £200.00. Please contact the Education Services Team, e-mail: Education.services@actuaries.org.uk

Closing date for applications: 12 working days before access date

Information about the course

Course timetable

The timetable below indicates the period over which each of the course sessions will run. The markers in blue indicate deadlines that you must meet for your initial participation in group exercises for each session.

Activity	Week 0							Week 1							Week 2							Week 3						
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Receive log-on details																												
Log-on and get to know online environment																												
Deadline to introduce yourself in the 'Introductions' blog																												
Introduction to Professionalism																												
Initial participant discussion contribution due																												
The Actuaries' Code																												
Initial participant discussion contribution due																												
Generic case studies																												
Initial participant discussion contribution due																												
Actuary in the Dock video																												
Initial participant discussion contribution due																												
Specialism session, including presentation and case studies																												
Initial participant comment due																												
Question and Answer																												

All members admitted to the Institute and Faculty of Actuaries on or after 1 July 2006, who have not completed a Professionalism Course under the previous regime, i.e. the 1-day Associate Course, 2-day New Fellows Course, or the 1 day Professionalism event for experienced actuaries, are required to complete the Professional Skills Course:

- within one year of qualification as a Fellow; (i.e. transferring to the category of Fellow) or
- between the 4th and 6th anniversaries of their admission to the profession,

whichever comes first.

For those who are eligible to apply for Associate membership attendance at a Professional Skills Course must be undertaken before application can be made to transfer to Associate.

Please note if you have previously attended a 1-day Associate Professionalism Course or day one of the 2-day Professionalism Course then you are not required to attend the Professional Skills Course. If you have not completed either of these courses then you will need to attend a Professional Skills Course.

The value of the course is enhanced by having a mix of participants from different backgrounds so wherever possible we will restrict company bookings to not more than five participants per course.

Continuing Professional Development – CPD

Fellows and Associates who complete the course are able to claim **7 hours CPD** (one of which can be counted towards technical CPD).

Note: Study for the exams which were taken in the current CPD reporting year can also be counted as private study CPD on condition a learning outcome is inserted.

IMPORTANT – Cancellations

Cancellation of a confirmed place, or a request to transfer to a different course once a place has been confirmed in writing, will be subject to an administration charge of **£150.00** (which is exempt of VAT). The only exception will be cancellation due to illness or extenuating circumstances and we would need to see supporting documentation. Your reasons for cancellation and the supporting documentation will be considered, but we reserve the right to decline the request to cancel. It is not possible to transfer a confirmed booking to a colleague.

Failure to complete the course

All sections of the course must be completed within the timeframes stipulated. You must demonstrate you are actively engaged in the discussions by providing full and comprehensive posts. Once the course has started failure to complete will result in you being required to take the course again at a later date with a charge of £150.00.

If requesting to move a confirmed booking the administration charge must be paid in full before the booking can be transferred.

Failure to fulfil the requirement to complete the PSC Stage 2 Professional Skills Course within the timescales above

Any member who fails to complete the Professional Skills Course (PSC) within the timescales set out will receive an emailed reminder and will be requested to make payment of an administration fee of £50 within 30 days of the date of the reminder email in order to secure an extension of 3 months to take the PSC. Members who make payment of the administration fee must attend a course within 3 months of the date of the reminder email.

Any member who fails to complete the PSC within 3 months of the date of the emailed reminder shall incur a charge of £250 payable within 30 days and will be given a final extension of a further 3 months in which to take the PSC. Members must attend a course within that 3 month period.

Any member who fails to make payment of the administration fee set out in the Professional Skills Handbook, section 5.1 and/or, if applicable, the charge set out in 5.2, within 30 days of the date of the reminder email, or who otherwise fails to comply with the requirement to complete the PSC as set out within this handbook, may be referred for consideration under the Disciplinary Scheme of the Institute and Faculty of Actuaries.

Please refer to the Professional Skills Course – Participants' guide for more information

<https://www.actuaries.org.uk/documents/professional-skills-course-participants-guide>