



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### CERA Review Panel – External Reviewer

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Learning Directorate is seeking to appoint an Associate or Fellow of the IFoA into the role of External Reviewer. The External Reviewer will be a member of the CERA Review Panel and will undertake reviews of the provision of CERA.

This opportunity is open to all Associates and Fellows of the IFoA, regardless of your location, subject to meeting the requirements set out below.

#### The Role

The Review Panel is charged with ensuring the quality and rigour of the education programmes used by actuarial associations to award the CERA designation to their members. An External Reviewer plays a key role in providing the resource and expertise necessary for the Panel to carry out this function.

The purpose of the reviews is to ensure quality standards are maintained for the CERA qualification by all associations accredited to award it.

#### “Person” and “Task” Specification:

##### “Person” Specification

As an External Reviewer, you must have:

- experience of Risk Management at a senior level and/or experience of teaching/examining ST9 or an equivalent university course
- a good understanding of the CERA syllabus
- an ability to review the quality of delivery
- an understanding of the importance, and a commitment to produce reports on time.

A CERA qualification is highly preferable as is knowledge of governance processes.

##### “Task” Specification

An External Reviewer will participate in a review of another actuarial association's provision of CERA education.

These are desk-based reviews using information supplied by the association under review. You will be part of a team of two or three reviewers and will take part in no more than two reviews in any 12-month period. There are initial, annual and triennial reviews conducted on behalf of the CERA Board by the CERA Review Panel.

## **Support**

The CERA Review Panel (its Chair, Review Panel members and External Reviewers) and the CERA Administrator, who is the main point of contact, will support the External Reviewer.

## **Tenure**

We hope that volunteers will take on this role for a period of three years, to provide continuity in the appointment.

## **Time commitment**

The time commitment will be minimal and is likely to include attendance (by phone) at a one-hour monthly meeting, plus attendance from time to time on occasional review groups (no more than two in any 12-month period).

The reviews take approximately three months to complete and will require up to two hours work per week.

## **In return, the volunteer will:**

- have the opportunity to share her/his knowledge and experience with peers on a global scale
- contribute to the ongoing quality assurance process of the CERA designation, thereby guaranteeing its future viability
- have opportunities for Personal Development and Lifelong Learning in the Education area.

## **Claiming CPD**

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

**May 2017**