



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

Online Professional Skills Course Facilitator

We are seeking to appoint proactive, innovative volunteers to join our Online Professional Skills Course Facilitators team. The Professional Skills Course (PSC) forms stage two of the mandatory Professional Skills Training of the Institute and Faculty of Actuaries. The course prepares members for the increasing levels of responsibility placed upon them in their career.

This course builds on previous training and members will develop the skills they will need to manage, and where possible, prevent ethical dilemmas, and to exercise appropriate judgement and decisions to resolve them.

This opportunity is suitable for all Fellows, regardless of their location. We are interested to hear from suitable qualified members from around the globe.

“Task” and “Person” Specification:

“Task” Specification

The Online Facilitator is required principally to:

- help students get the most out of the course
- guide discussions
- providing input where necessary
- make connections between ethical thinking and practical issues
- help the discussion move along eg
 - encouraging delegates’ contributions
 - ask further questions
 - make links between what is being said
 - suggest further ideas
- give, where appropriate, expert factual input, as well as provide factual correction if it is needed
- ensure the conversation stays ‘on topic’
- summarise the points made.

Tenure

The Online Professional Skill Course Facilitator is normally appointed for two years, renewable at the discretion of the IFoA.

Time Commitment

There are 14 courses per year and we would expect the facilitator to be available for a minimum of two courses per year:

- Specialism session – facilitate the discussion of the specialist group on two case studies and summarise based on the responses made by participants (two to three hours over four consecutive days)
- Q&A – respond to participants’ questions, and engage in discussion (half to one hour per day for three days)

“Person” Specification

We are looking for someone who:

- is a Fellow of the Institute and Faculty of Actuaries
- can deliver effective written communication – with enthusiasm and impact
- is interested in ethical thinking
- can share their views with participants on the course
- has expertise in any of the following specialisms:
 - General Insurance
 - Life
 - Pensions
 - Investment

There will be an opportunity for newly appointed team members to shadow an experienced facilitator during one of the planned courses. The courses will run on the following dates:

9 – 27 May	Facilitator sessions:	23 – 27 May
6 – 24 June	Facilitator sessions:	20 – 24 June
27 June – 15 July	Facilitator sessions:	11 – 15 July
18 July – 5 August	Facilitator sessions:	01 – 05 August
30 August – 16 September	Facilitator sessions:	12 - 16 September

In return, the volunteers will:

- experience working in partnership with the IFoA Executive Staff
- have helped shape learning outcomes of the course
- have the opportunity to receive CPD if applicable in terms of the current CPD Scheme
- have their name, and their employer's name, appear on the Committee Members list in the printed programme of the course and on our website.

This is a PDR role and as such a fee will be paid.

[Professional Development and Responsibility \(PDR\)](#): In addition to the traditional volunteer roles and tasks which our members undertake each year, there are also a number of other opportunities whereby members can offer to provide “paid” support for a fixed service. These opportunities are not by definition, “volunteering” roles. However, we recognise that the fee paid is nominal and we, as a profession, are therefore extremely grateful to, and reliant on, those members who provide this service to enhance and develop our profession.

April 2016