

Transition from Work-Based Skills/Work Experience Form A/B to PPD

The transition from one work experience scheme to another is not intended to extend the time to qualify. The principles provided below are a guide to support you in transitioning to PPD.

Transition from WBS to PPD for Fellows

- If you wish to qualify as a Fellow after 18 January 2019, you will be required to submit a combination of both WBS and PPD documentation to complete the minimum of 36 months experience overall.
- All students should have started PPD from September 2018.

When work experience is submitted for Fellowship qualification	Number of months of WBS expected	Number of months of PPD expected	Minimum total number of months required
By the end of 2019	24 months	12 months	36 months
By the end of 2020	12 months	24 months	36 months
By the end of 2021- onwards	0 months	36 months	36 months

*The table above is a guide and may not fit all students applications. Where students have either more or less WBS/PPD than stated above, their application will still be considered as long as the minimum amount of work experience recorded meets the requirement of their desired qualification.

Please note: The 2021 qualifiers deadline in January 2022 will be the last opportunity for students to submit a work-experience application that contains an element of Work-Based Skills, Form A/B or the Accredited Employers Scheme. After that deadline, work-experience applications must consist of PPD only and no prior recording under previous schemes will be considered. The January 2021 qualifiers date will be published shortly.

Transition from WBS to PPD for Associates

If you wish to qualify as an Associate you will need to submit at least 12 months' worth of PPD. As of January 2019, WBS is no longer accepted for Associateship applications. *Please note, if you joined the IFoA after 2 January 2019, different requirements apply, please see [PPD for 2019 joiners](#).*

PPD pro-rata requirements

PPD pro-rata requirements if submitting Work-Based Skills (WBS)/Work Experience and PPD combination

PPD Requirements:

PPD Years submitted	Minimum Credits* required	Minimum formal learning hours
1	7	2
2	14	4
3	20	6

*There are 4 mandatory competencies which need to be completed over the course of your PPD. You do not need to complete these every year but they all must be completed before you can qualify.

Work Experience Requirements:

WBS years submitted	Minimum review questions	Minimum formal learning hours
1	4	10
2	8	20
3	12	30

Pre-2004 Joiners

If you joined the Institute of Actuaries prior to 1 July 2004 and previously used Form A/B to record your work experience, the following guidelines will apply.

- From February 2019, you can no longer qualify as Associate or Fellow using solely your Work Experience Form A/B.
- You should now be completing PPD to the same guidelines as all other students.
- If you wish to qualify as a Fellow after 1 February 2019 you will be required to submit a combination of both work experience and PPD documentation to complete the minimum requirement of 36 months experience overall.

Work experience submitted for Fellow (pre July 2004 joiners - Institute of Actuaries)

Month when the work experience is submitted for Fellowship qualification	Number of months of work experience expected on Form A/B	Number of months of PPD expected	Minimum total number of months required
February 2019 – end of 2019	24 months	12 months	36 months
By the end of 2020	12 months	24 months	36 months
By the end of 2021-onwards	0 months	36 months	36 months

Work experience submitted for Associate (pre July 2004 joiners - Institute of Actuaries)

Month when the work experience is submitted for Associate qualification	Number of months of work experience expected	Number of months of PPD expected	Minimum total number of months required
February 2019 onwards	0 months	12 months	12 months

Pre 2004 joiners - Faculty of Actuaries

If you joined the Faculty of Actuaries prior to 1 July 2004 and had no work experience requirements, you will now be required to start completing PPD from the month you joined the Faculty. For example if you joined the Faculty of Actuaries in July 1999 then you would start to complete the PPD requirements from July 2018 and carry on completing work experience in PPD until you are ready to become either an Associate or Fellow.

