



Notes accompanying the application form to act as a supervisor of an actuary during an adaptation period under the Actuarial Association of Europe Agreement

1. Who should use this form?

- 1.1. Fellows of the Institute and Faculty of Actuaries who wish to apply to act as a supervisor of an actuary during their adaptation period. That actuary must be a member of a full member association of the Actuarial Association of Europe (AAE). A list of full member associations can be found here: <http://actuary.eu/about-the-aae/member-associations/>

2. What will I need to do as a supervisor?

- 2.1. You will need to:

- 2.1.1. have been approved by the Institute and Faculty of Actuaries prior to the commencement of the actuary's adaptation period;
- 2.1.2. provide adequate particulars of the actuary's experience during their adaptation period;
- 2.1.3. certify that the actuary has completed an adaptation period so that the applicant has at least 3 years' practical experience in total, of which at least one year should normally be carried out in the UK under your supervision in:
- a general insurance office;
 - the Government Actuary's Department;
 - a professional firm;
 - a firm of stockbrokers;
 - a life assurance office;
 - a firm or institution carrying out actuarial work in health and care;
 - a UK academic institution. However, you will need to certify that you undertake UK specific research or UK actuarial consultancy or teach courses involving specific UK matters as part of or in parallel with your academic role; or
 - another organisation approved by the Institute and Faculty of Actuaries;
- 2.1.4. confirm that you have the relevant knowledge to assess that the actuary's work is of the standard expected of a UK actuary working in the same field;
- 2.1.5. have read the requirements set out in the [Certificate of Completion of Adaptation Period](#);
- 2.1.6. have kept your Continuing Professional Development (CPD) requirements up-to-date in accordance with the Institute and Faculty of Actuaries' CPD scheme.

- 2.1.7. have complied with the professional skills requirements of the Institute and Faculty of Actuaries as set out from time-to-time; and
 - 2.1.8. have worked as an actuary in the UK for at least 3 years of the last 5 years.
- 2.2. Further details concerning the supervision of an actuary under the AAE Agreement can be found in the [Certificate of Completion of Adaptation Period](#). You are encouraged to read this document as you will need to certify that you have read it for the purposes of completing this form.

3. What should I do now?

- 3.1. You will need to complete the application form and submit it to the Membership Team of the Institute and Faculty of Actuaries at Level 2 Exchange Crescent, 7 Conference Square, Edinburgh EH3 8RA.