



## General Insurance Education and Continuing Professional Development (ECPD) Subcommittee Terms of Reference

### CPD:

- Development of General Insurance CPD programme and forward event planning including:
  - Liaison with relevant Boards/groups/committees and relevant IFoA staff to plan content for cross-practice events
  - Develop and maintain a CPD matrix which summarises the main subject areas which need to be covered, and use the matrix as a tool for planning appropriate provision. This includes ensuring that:
    - CPD covers a range of relevant topics
    - CPD is at various levels (beginner, intermediate and high)
    - CPD is provided in locations where there is a concentration of members within a specific practice area
    - Ensure there is appropriate professionalism development within the CPD programme
- Monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced /incorporated into event planning)
- Oversight and guidance of Conference Programme Committee (if delegated by the Board). Ideally a CPD member should also sit on the conference committee. Alternatively the Conference Programme Chair would provide regular reports to the CPD subcommittee on the content.
- Can form subgroups, as appropriate, to manage organisation of larger events.

### Education:

- Working with the Education Board, via staff actuary, on developments in the practice area which impact on the examinations syllabus and education needs of members. Regular review of exam syllabus.
- Review of core reading in accordance with annual timetable (as advised by staff actuary) and writing and maintaining core reading material as required/ approving the sourcing of additional volunteers to assist in this task, as required.

### Fostering a sense of community:

Activity to foster a sense of community amongst members in the practice area by:

- Ensuring that there are adequate communications (eg via practice newsletters, The Actuary and the IFoA's website) to members on areas of interest, or developments which impact on their work within the practice area or within the profession generally. These communications might be delegated out to the other subcommittees where the subject area falls within their remit.
- Supporting the creation and establishment of Member Interest Groups

- Encouraging the development of actuarial careers within the practice area, and identifying opportunities for career progression moving to or from another practice area.

*NB With reference to the above the following functions of the former GI Communications Subcommittee have been transferred to the GI ECPD Subcommittee:*

- GI newsletter
- News from the Industry articles in The Actuary
- Encouraging GI contributions to the Actuary magazine