



Institute  
and Faculty  
of Actuaries

# Continuing Professional Development Scheme

## FAQs

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## Section 1: Application

### 1.1 What do I have to do?

First, you should consider which of the eight categories set out at section 2 of the 2017/2018 CPD Scheme you fall into.

You should then consider whether you are eligible to apply for an exemption from the requirements of the Scheme (see section 11 of the CPD Scheme) or to be classified as Retired (see section 9).

Once you have determined your CPD category, you should ensure that it is correctly recorded in your online CPD record which is accessed via the [members login page](#).

At the end of your CPD year, you must demonstrate that you have either completed the required amount of CPD or that you are exempt from doing so because of your personal circumstances.

### 1.2 What happens if my status changes in the course of the year?

The general rule is that your CPD category is set according to your status on 1 July in each CPD year. If your status changes in the course of the year, your CPD category will not alter until 1 July the following year.

Category 2 members who apply for and are granted a practising certificate will automatically be classified as Category 1 members and their CPD year will run from the date of the successful application.

If a Category 1 member relinquishes their practising certificate mid-CPD year, their Category 2 obligations will not arise until the following 1 July.

## Section 2: Requirements

### 2.1 What kinds of activities can I count towards my minimum requirement?

Any activity which meets the definition of CPD can be counted towards your minimum requirement. CPD is defined in the Scheme as learning which:

- is relevant to the nature of your work or role; and
- addresses a personal development need.

It doesn't matter whether the focus of the learning is technical, professional or connected to the wider business skills required by you in your role.

On that basis, relevant activities may focus on any of the following topics:

- technical knowledge and skills;
- ethical knowledge and skills;
- business skills;
- management or staff development;
- communication; or
- IT skills.

The activity itself may take any of the following forms:

- attending a seminar or presentation;
- attending a training event;
- watching a digital or online learning resource; or
- completing a period of research or private study (not permitted for Category 1 members).

Please note that both lists are intended to provide examples of topics and activities and are not intended to be exhaustive. It is up to individual members to select appropriate and relevant learning to maintain and develop their competence.

## **2.2 Can I still count time spent volunteering for the IFoA?**

Although the specific provisions relating to “Services to the IFoA” no longer feature in the CPD Scheme, you may continue to count any volunteering activities which meet the definition of CPD towards your minimum requirements.

CPD is defined within the Scheme as learning which:

- is relevant to the nature of the member’s work or role; and
- addresses a personal development need.

## **2.3 Can I still count private study towards my overall requirement?**

If you are in Category 1 private study will not count towards your annual CPD requirement.

Members in all other categories may count private study towards their requirements if the activity meets the definition of CPD as set out in the Scheme, i.e. that it is relevant to the nature of your work or role and addresses a personal development need.

## **2.4 Can I count time spent reading articles as private study?**

Yes, (except members in category 1) you can count any time spent studying articles in any publication on the condition that the activity meets the definition of CPD, i.e. learning which:

- is relevant to your work or role; and
- addresses a personal development need.

Only articles which are truly relevant to your work or role and which offer you a learning benefit should be counted. You must detail a separate learning outcome for each article read, rather than a blanket outcome for reading a whole publication.

Members who record significant amounts of private study will be asked to show how each article studied meets the definition of CPD, as set out in the 2017/2018 CPD Scheme and paraphrased above.

## **2.5 What is the difference between private study and watching an on-line recording?**

Private study involves reading or studying professional or technical journals, books or other reading materials (e.g. transcripts of seminars) which are relevant to the member’s work or role.

Watching a recording of an event which involves a live audience and offers those in attendance the opportunity to interact and exchange views would, for example, count as an “external event” on the condition that it includes individuals from outside your organisation.

If the event recorded did not offer those in attendance the opportunity to exchange views or did not involve individuals from outside your organisation it could simply be recorded as “other learning activity”.

**2.6 Can I count watching an in-house bulletin which has been recorded towards my CPD requirements?**

If the recording involved individuals from outside your organisation, it would be classed as an “external event” and capable of being counted towards your minimum requirements.

If, however, the recording was of a member of your organisation reading aloud a bulletin which had been originally issued in text form, it would not count as an “external event” and would more properly be categorised as private study. This is because it was originally created as reading material.

**2.7 I undertake group research which is sponsored by the IFoA. Can I count this towards my CPD requirements?**

Research is no different to any other learning activity: when a member conducts research alone it is classed as “private study” for the purposes of the CPD Scheme.

As such, Category 1 members, who are not permitted to count private study activities towards their minimum CPD requirements, cannot rely on time spent engaged in study alone, albeit as part of a larger group research project, to meet their CPD obligations.

Time spent engaged in meetings, however, where the research topic is discussed and ideas exchanged may be counted by Category 1 members towards their requirements so long as it meets the definition of CPD, i.e. where it is relevant to their work or role and where it addresses a personal development need.

If, you presented the outcome of the research to a group, you can also count the presentation and time spent engaged in discussion towards your CPD requirement.

**2.8 I am a fully regulated Associate of the IFoA and I act as a trustee for a number of charity pension schemes. Do I need to do CPD?**

As a fully regulated Associate you will be a Category 2 member for CPD purposes.

If you work more than 20 hours per year you will have to complete the Category 2 requirements in full (see section 4 of the CPD Scheme for full details).

If you are not paid for the work you do and this is the only work you do, you may be eligible to be classified as Retired and a Category 7 member for CPD purposes. You should read section 9 of the CPD Scheme and questions 9.1 and 9.2, below, for further detail.

If your unpaid work for these charities relies on your actuarial training and expertise, in the widest sense, or on your membership of the IFoA, you will be required to complete such CPD as you consider to be appropriate in the circumstances.

**2.9 I have retired from my actuarial work and have taken up a role as an exam marker for the IFoA. Do I still need to do CPD?**

Although you have retired from your day to day role, your work as examiner will rely on your actuarial skills and expertise. For that reason, you do not qualify to be classified as Retired and treated as a Category 7 member for CPD purposes.

Instead, you will be a Category 2 member under the CPD Scheme. If you work for less than 20 hours per annum, you can apply for an exemption from the full requirements of the CPD Scheme.

You will, however, need to comply with your Actuaries' Code obligation to maintain your competence for the role you undertake.

Attendance (by phone or in person) at examiners' meetings may be counted towards your CPD requirement where the activity addresses a learning need. Time engaged in marking or attending exams cannot be counted towards your requirements.

**2.10 How much time can I record for viewing online content provided by the IFoA including Stage 3 Professional Skills Training videos?**

You can record the time spent watching the case studies and working through the content which may include time spent accessing additional resources, reflecting and making notes.

For guidance on the types of evidence accepted for watching online content, please see question 13.4, below.

**2.11 I am a CERA (Chartered Enterprise Risk Actuary). Are there any additional CPD requirements that I have to meet?**

Members who also have the CERA qualification are advised to include some risk management learning and skills in the technical CPD undertaken. Of course, if your work or role directly involves risk management then you will already be ensuring that your learning activities are relevant to your work.

**2.12 How many hours can I count for attendance at conferences?**

As the focus of the CPD Scheme is the benefit derived by a member from an activity, the IFoA do not advertise a standard number of hours for attendance or engagement in our conferences and events. Instead it is for each member to decide on the appropriate amount of time to claim taking into account the total time engaged which may, for example, include discussion with colleagues at break out sessions.

You may find that other event providers advertise a certain number of hours of CPD available at their conferences and seminars. We would encourage members to consider the sessions attended and assess whether they meet the definition of CPD for them, personally, rather than automatically recording the advertised hours.

**Section 3: Category 1 members – All practising certificate holders**

**3.1 Should my CPD activity be updated prior to submitting my application for a certificate?**

Yes, your CPD activity must be updated in your online record prior to submitting your application. The Membership Team will verify that you have met the requirements of the CPD Scheme by checking your online CPD record over the period in question. It is imperative,

therefore, that you have updated your CPD record on the website before submitting your application.

**3.2 If I apply for an initial certificate, do I have to meet the Category 1 CPD requirements in full?**

Yes, to be eligible to apply for an initial PC, you must comply with the Category 1 requirements in place at the time of application.

**3.3 If, due to the timing of my application, the time period overlaps, can I count the same CPD activity for both applications?**

No, one CPD activity cannot be claimed for both applications; the time period CPD is measured over cannot be greater than one year (i.e. 365 days).

**Section 4: Category 2 members – Fully regulated Fellows and Associates who do not hold a practising certificate**

**4.1 I work outside the UK but am fully regulated by the IFoA. How do I comply with the UK CPD Scheme?**

Non UK-resident members who are fully regulated by the IFoA may elect to comply with the CPD requirements of one of the actuarial bodies listed at Schedule 5 of the CPD Scheme.

The listed bodies' CPD schemes have been scrutinised and are considered to be equivalent to our own requirements, with the exception of the professional training provided by the IFoA. For that reason, members who choose to comply with the requirements of one of the listed bodies' rules must still complete the relevant stage of Professional Skills Training. You should refer to section 4.6 of the CPD Scheme for full details of your obligations.

If you would like to comply with the requirements of one of the approved overseas bodies' CPD Schemes, please contact the Membership Team at [cpd\\_feedback@actuaries.org.uk](mailto:cpd_feedback@actuaries.org.uk) before 31 July.

If your circumstances change and you are no longer in the position to comply with the selected body's CPD arrangements, you must inform us so that your record can be updated accordingly.

**Section 5: Category 3 members – Partially regulated Fellows and Associates**

**5.1 I have opted for Partial Regulation by another full member of the International Actuarial Association (IAA). How do I comply?**

As a partially regulated member of the IFoA you are a Category 3 member for CPD purposes. Your requirements are set out in full in section 5 of the CPD Scheme.

In short, you must comply with the requirements of your primary regulator's CPD arrangements and complete the relevant stage of the IFoA's Professional Skills Training in each CPD year.

As a Category 3 member, you will either be required to complete Stage 2 or Stage 3 of the Professional Skills Training. This will depend on your personal circumstances. You should

refer to Schedules 2 and 3 of the CPD Scheme to determine which stage you should complete.

## **Section 6: Category 4 members – Certified Actuarial Analysts (CAA)**

### **6.1 I am a qualified CAA Do I have to do CPD this year?**

Your obligations under the CPD Scheme will take effect from 1 July following your qualification or admission as a CAA.

You should refer to section 6 of the 2017/2018 CPD Scheme to understand your obligations.

In summary, as a CAA you will be a Category 4 member for CPD purposes. You must complete at least 15 hours of learning activities which:

- are relevant to the nature of the your work or role; and
- address a personal development need.

Of those 15 hours, at least:

- 5 hours should be gained at “external events” (training or development activities which expose you to an exchange of viewpoints and include individuals from outside your own organisation); and
- 2 hours must contribute to your understanding of ethical behaviours in relation to you role.

## **Section 7: Category 5 members – Students (who are not Student Actuarial Analysts)**

### **7.1 Although I am a Student, I haven’t sat any exams for over 10 years. Does the CPD Scheme apply to me?**

Yes. As a member of the IFoA, you have obligations under the CPD Scheme. You are a Category 5 member for CPD purposes and your requirements are set out in full at section 7 of the CPD Scheme.

If you joined the IFoA before 1 July 2006, you must complete Stage 3 of the Professional Skills Training each year which amounts to two hours of Professional Skills Training which may be acquired by attending events, by completing an online activity or by a combination of both.

### **7.2 Do I need to record my CPD activities?**

Yes, you must record at least 2 hours of Stage 3 Professional Skills Training along with a relevant learning outcome.

You should retain evidence of your activities for two years so that you are able to provide it to the IFoA if selected for monitoring.

## **Section 8: Category 6 members – Student Actuarial Analysts (SAA)**

### **8.1 What are my CPD obligations as an SAA?**

As an SAA you will be a Category 6 member for CPD purposes. Your obligations under the CPD Scheme will take effect from 1 July following the date you joined as an SAA.

You should refer to section 8 of the CPD Scheme in force from that date to understand your obligations.

In summary, as an SAA you will not have to complete any learning on technical skills.

You must, however, complete Stage 1 of the Professional Skills Training regime (see Schedule 1 of the Scheme for full details) by the end of your first CPD year.

## **Section 9: Category 7 members – Retired members**

### **9.1 I no longer work in an actuarial role. Do I still have to do CPD?**

Under the CPD Scheme, if you have been classified as Retired by us, you may not be required to do any CPD.

You can apply to be classified as Retired if you:

- are not in paid work which relies upon your actuarial training and experience, in the widest interpretation, or on your membership of the IFoA; and
- do not expect to return to such work in the foreseeable future.

You will not be required to complete CPD unless you undertake **unpaid work** which relies on your actuarial training and experience, in the widest interpretation. If you do, you should complete such CPD as you reasonably consider to be appropriate in the circumstances. The rationale behind this rule is that members who are, for example, completing accounts for a church group should ensure that they have the relevant skills and knowledge to undertake this work, in line with their Actuaries' Code requirement, and make sure that those skills are maintained with appropriate learning.

Examples of circumstances in which members have been classified as Retired are:

- member who left employment as an actuary to retrain as a maths teacher;
- members who are no longer working as actuaries who wish to maintain their membership of the IFoA;
- members who only undertake unpaid volunteer work; and
- members who have given up work to look after their children and have no plans to return to actuarial work in the future.

In general, members who hold senior roles within their organisations are not normally granted Retired status. From a public interest point of view, we do not consider that it is appropriate for senior members of the IFoA to be classified as retired and carry out no CPD.

Retired members are Category 7 members for CPD purposes.

You should refer to section 9 of the CPD Scheme for full details.

### **9.2 Although I have been classified as Retired I do voluntary work which relies on my training as an actuary. Do I have to complete CPD?**

You are required under section 9.5 of the CPD Scheme to complete such CPD as you reasonably consider to be appropriate in the circumstances.

If, for example, you are an external trustee for a pensions scheme you may consider it appropriate to keep abreast of developments within the pensions sector or update your knowledge on appropriate handling of conflict situations.

If you decide to complete appropriate learning activities, you should retain written evidence of those activities for two years so that you are able to provide evidence to the IFoA if you are selected for monitoring.

## **Section 10: Category 8 members – Honorary Fellows and Affiliates**

### **10.1 I am an Honorary Fellow/Affiliate and have never before been subject to the IFoA's CPD arrangements. Why has this changed?**

In short, although you are now regarded as a Category 8 member for CPD purposes, your obligations have not changed: you will not be required to complete any technical or Professional Skills Training activities.

## **Section 11: Recording**

### **11.1 How do I access my CPD record?**

To access your CPD record, simply sign in to the [website](#) using your username (which is your ARN) and password. The option to review or add a CPD record can be found under the “my Account” section of the website.

### **11.2 How do I record my CPD activities?**

The record will ask you to classify each CPD activity recorded as either:

- an “external event”; or
- “other learning activity”.

If the activity is an “external event” you will be asked to further describe the activity by making a selection from the following options:

- IFoA event;
- own organisation’s event;
- digital or online learning; or
- other external event.

If the activity is “other learning activity” you will be asked to make a selection from the following options:

- digital or online learning;
- own organisation’s event;
- private study (NB this option is not available to Category 1 members);or
- other activity.

You will then be asked to confirm a description of the activity and the date on which it was completed.

You should then record the number of hours of technical and/or professional learning completed. If you enter any time in the professional hours field, you will be asked to confirm whether the activity counts towards your Stage 3 Professional Skills Training requirements or whether it was simply other professional learning.

**11.3 I have recently attended a two-day conference relevant to my area of work. How many CPD entries must I complete for this activity?**

You are only required to complete one CPD entry for each single learning activity even where that activity spans a number of days, such as a conference or training course.

It is open to you to list the individual sessions or components of a conference or training course if you would like to record a separate learning outcome for each one.

**11.4 Can I design my own CPD record form or use one from another professional body?**

No, members who are required to record their CPD must do so using the online recording system within the members' area of the website. This is because we use our online system to monitor records efficiently.

**11.5 Do I have to record my CPD activities online?**

Yes, you should record your CPD activity in your online record.

You should also retain written evidence of those activities for two years so that you are able to provide evidence to the IFoA if you are selected for monitoring.

**11.6 Can I add my hours after the CPD year ends?**

Category 1 members must have all their CPD activities recorded in their online record by the date they make their initial application or a renewal application for a practising certificate.

The CPD year for all other members runs from 1 July to 30 June. Those members' CPD records remain open for recording activities for one month following the end of the CPD year, until 31 July. The online system then closes on 31 July and members are not able to add or amend any activities recorded for the previous CPD year.

Members in Category 1 whose CPD records are not compliant as at the end of their CPD year will not be able to renew their practising certificates.

Members in all other categories whose CPD records are not compliant as at the end of their CPD year on 31 July, will be offered an extension to 30 September to update their CPD records upon making payment of an administration fee. Members must then send details of the relevant activities to the Membership Team at [cpd\\_feedback@actuaries.org.uk](mailto:cpd_feedback@actuaries.org.uk) for inclusion within their CPD records. If a member is unable to provide details of qualifying CPD activities they may be referred under the Disciplinary Scheme for failing to comply with the requirements of the CPD Scheme.

In certain circumstances, you may be offered the alternative of making payment of a charge and having the fact of your default recorded in both the IFoA's Register of Non-compliers and the Actuarial Directory. This option is only likely to be open to members who have not defaulted on the terms of the CPD Scheme in the preceding ten year period.

**11.7 Can I record a CPD activity in two separate CPD years?**

No, you cannot. Any CPD activity can only be recorded once, against the date you complete the activity.

**11.8 Can I count time spent marking exams?**

No, the actual time spent marking exams would not offer a learning opportunity, therefore would not count as CPD.

In order to be able to carry out the marking activity, you may be required to refresh your knowledge of current techniques before embarking on the actual exam marking. The refreshing of your understanding, if gained through private study, is not able to be counted towards your minimum requirement as a category 1 member. However, if you attend an examiners' meeting or seminar to refresh your understanding, that can be counted.

**Section 12: Learning outcomes**

**12.1 What do I need to include in my learning outcomes?**

Learning outcomes should contain a short description of the benefit you gained from the activity. This could be a sentence or short list of bullet points summarising what you learned.

Where the title of the activity or event reflects the benefit that you gained, a cross-reference to that title will also be accepted.

If the activity provided you with more than one learning outcome, for example a conference comprising a number of individual sessions, you can choose to list the benefits of all sessions in one single CPD entry or to complete separate CPD entries for each session.

**Section 13: Evidence**

**13.1 Do I have to retain evidence for all of the CPD activities I record?**

No. If you record more than the required minimum activities under the terms of the CPD Scheme, you will only be asked to evidence the activities that you count towards your minimum requirement.

For example, a Category 1 member who recorded 50 hours of activities would only be asked to provide evidence for 30 hours in total.

**13.2 How can I evidence my CPD activities?**

You are required to provide written evidence of your participation in the CPD activities which you count towards your minimum requirements.

We accept a wide range of written evidence (in any form, e.g. email, letter or fax) from members.

Some common forms of evidence submitted by members are:

- a signed register of attendance;
- a communication from the organiser of an event which confirms the member's attendance;
- a certificate vouching for the completion of a course or activity;
- copies of lectures or presentations delivered by the member;

- minutes of a meeting which confirms the member's attendance (either in person or remotely);
- articles or papers written for publication;
- written vouching from another qualified person of your attendance at or completion of an activity; and
- written confirmation from a provider of an on-line resource.

Please note that we do not accept annotated hand-outs or travel tickets as proof of a member's attendance.

We take a pragmatic approach when considering evidence presented by members who are selected for monitoring. If you are in any doubt about the evidence you have of your attendance at an event, please contact the Membership Team at [cpd\\_feedback@actuaries.org.uk](mailto:cpd_feedback@actuaries.org.uk) and we will be happy to discuss with you.

### **13.3 How can I evidence my private study activities?**

We accept a learning outcome recorded in your online CPD record as evidence of your private study activities.

Learning outcomes should contain a short description of the benefit you gained from the activity. This could be a sentence or short list of bullet points summarising what you learned or the title of the activity or event, where that title reflects the benefit you gained.

It is up to you to determine what information to include in each learning outcome.

### **13.4 What evidence would I need to provide if I recorded time spent using virtual/online learning?**

We are able to verify your use of our own online resources internally. As a result, you do not need to retain evidence of having watched or participated in IFoA's online material.

Some providers issue a confirmation email when an online resource is accessed. In those circumstances, that email can be used as evidence.

If you choose to view and/or work through an online resource in a group, an attendance record should be taken and can be used as evidence.

If you view or work through resources in a group, you can also record the time you spent discussing the issues involved.

You may also have your completion of an online activity evidenced by written vouching provided by a Fellow of the IFoA who can attest to your completion of the activity. That Fellow does not need to have completed the activity with you.

The Membership Team will also accept a screen shot showing the end of an on-line video resource as evidence of your completion of the activity.

### **13.5 What will happen if I can't provide evidence of my activities?**

If you are selected for monitoring by the Membership Team and are unable to provide evidence of your completion of the minimum requirement of CPD activities, you may be

referred under the Disciplinary Scheme for failing to comply with the requirements of the CPD Scheme.

In certain circumstances, members may be offered the alternative of making payment of a charge and having the fact of their default recorded in both the IFoA's Register of Non-compliers and the Actuarial Directory.

This option is only likely to be open to members who have not defaulted on the terms of the Scheme in the preceding ten year period.

## **Section 14: Exemptions**

### **14.1 How do I know if I am eligible to receive an exemption?**

You should consider section 11 of the CPD Scheme which sets out the circumstances in which members are eligible to be granted an exemption from the full requirements of the CPD Scheme. You may find the following summary to be useful:

#### Full exemption

- Category 2 and 4 members
  - If your actuarial training and experience, in the widest interpretation, and your membership of the IFoA, makes no contribution to your paid work;
  - You have not been in paid work related to your actuarial training and experience over the course of the CPD year for a total of more than 20 hours; or
  - There are exceptional circumstances, such as serious ill health, which prevent you from complying with the requirements of the Scheme.

#### Partial exemption

- Category 1 members

If you are absent from work for three or more consecutive months you may apply for a partial exemption. In order to be eligible, you must have a contract of employment in place and be absent from work rather than simply out of work. If your application is accepted, you will be required to complete 2.5 hours of CPD activities for each whole month worked over the course of two consecutive CPD years which include the period of absence. This requirement is subject to a minimum of 10 hours of CPD over the course of the two CPD years. Your activities should follow the rules applicable to the full requirement, in that two thirds must relate to technical skills and half of those hours must be gained externally. At least four hours of the activities must be Stage 3 PST.
- Category 2 members

If you are absent from work for more than three consecutive months you may apply for a partial exemption. In order to be eligible, you must have a contract of employment in place and be absent from work rather than simply out of work. If your application is accepted, you will be required to complete:

  - the relevant stage of Professional Skills Training;
  - one hour of learning gained at an external event; and
  - one additional hour of CPD for each whole calendar month worked in the CPD year.

Where your absence spans two CPD years, the exemption may be applied to each year in which you are absent for at least one whole month.

- **Category 3 members**  
If you are absent from work for more than six consecutive months in any one CPD year you may apply for a partial exemption. In order to be eligible, you must have a contract of employment in place and be absent from work rather than simply out of work. If your application is accepted, you will not be required to complete any Professional Skills Training in that year. You will still have to complete such other CPD as required by your primary regulator.
  
- **Category 4 members**  
If you are absent from work for more than three consecutive months you may apply for a partial exemption. In order to be eligible, you must have a contract of employment in place and be absent from work rather than simply out of work. If your application is accepted you will be required to complete:
  - two hours of learning which contributes to your understanding of ethical behaviours in relation to your role;
  - one hour of learning gained at an external event; and
  - one additional hour of CPD for each whole calendar month worked in the CPD year.

Where your absence spans two CPD years, the exemption may be applied to each year in which you are absent for at least one whole month.

- **Category 5 and 6 members**  
If you are absent from work for more than six consecutive months in any one CPD year you may apply for an exemption from the requirements of the CPD Scheme in respect of that CPD year. In order to be eligible, you must have a contract of employment in place and be absent from work rather than simply out of work.

#### **14.2 How do I apply for an exemption?**

If you wish to apply for an exemption from the requirements of the CPD Scheme, please complete the exemption application form and return to the Membership Team at [cpd\\_feedback@actuaries.org.uk](mailto:cpd_feedback@actuaries.org.uk) before 31 July 2018.

#### **14.3 I am a Fellow (non-practising certificate holder) and plan to take a period of maternity/paternity/adoption leave this year. I will be away from work for 9 months in total: 5 months in this CPD year and 4 months next year. Do I still need to do CPD?**

Yes, you do. As a Category 2 member, you are, however, entitled to apply for a partial exemption from your requirements.

If you are granted the exemption you will need to complete one hour of CPD for each whole month worked, one additional hour gained externally plus the relevant stage of the PST. In total, this year you will be required to complete 8 hours of CPD (of which at least one hour is external) in addition to the relevant stage of the PST. Next year you will have to complete 9 hours (of which at least one hour is external) plus the relevant stage of the PST.

It is up to you to decide the split of technical learning v. learning on soft skills.

You should refer to section 11.2.2 of the CPD Scheme for full details.

**14.4 I am a practising certificate holder and plan to take a period of maternity/paternity/adoption leave in the coming months. I am planning on being on leave for 12 months – one month in my current CPD year and eleven months in the following CPD year. Am I eligible to apply for an exemption?**

Yes, you are eligible to apply for a partial exemption from the full requirements of the CPD Scheme.

If you are granted the exemption your annual CPD requirement for this CPD year and the following CPD year will be replaced with an obligation to complete 2.5 hours of activities for each whole month worked over the course of two consecutive CPD years, subject to a minimum of 10 hours.

Assuming that you work for 12 whole months, you will be required to complete 30 hours of activities in total. Those hours must be completed by the end of the second CPD year and must satisfy the following conditions:

- At least two thirds of the total activities must relate to technical skills, half of which must be gained at external events; and
- At least four hours must be Stage 3 PST.

**14.5 How can I comply with the CPD requirements to renew my practising certificate, when I am off on maternity/paternity/adoption leave?**

Ideally, if you apply for a partial exemption in advance of your renewal, we can calculate the minimum amount of CPD you should complete to be able to renew your certificate.

The activities completed by Category 1 members granted a partial exemption should follow the same structure as the normal Category 1 requirements, i.e. that two thirds of the requirement should relate to technical learning, half of those technical hours should be gained at external events and a total of 4 hours of PST should be completed over the course of the two CPD years.

If you work for a total of four whole months or less in the course of the two year period you must complete ten hours of CPD activities, as follows:

- Six hours of activities relating to technical skills;
- Three of those six hours to be obtained at external events; and
- Four hours of Stage 3 PST.

**14.6 I am currently taking an extended career break to look after my children. I plan to return to actuarial work in the near future. Do I have to do CPD?**

Under the terms of the CPD Scheme, given that you do plan to return to actuarial work in the future, you would not be eligible to be classified as Retired by the IFoA.

Depending on your CPD category, you may be eligible to receive an exemption from the requirements of the CPD Scheme until you return to work.

You should consider which category of membership you would fall into under the CPD Scheme (see section 2 of the CPD Scheme) and then refer to section 11 of the Scheme to work out whether you would be eligible to receive an exemption.

**14.7 I am a fully regulated Fellow (non-PC holder) of the IFoA and no longer carry out actuarial work. I continue to work part-time and hold a Non Executive Director position. Do I qualify for an exemption from the CPD requirements?**

As a fully regulated Fellow who does not hold a PC you are a Category 2 member for CPD purposes.

While Category 2 members are eligible to receive an exemption from the full requirements of the CPD Scheme where they can show that their actuarial training and experience, in the widest interpretation, and their membership of the IFoA make no contribution to their paid work, exemptions will not usually be granted to members who hold the following roles:

- Non-Executive Director;
- Trustee; or
- Senior roles, more generally.

**14.8 I only work infrequently throughout the year. Do I qualify for an exemption?**

If you are a member in Category 2 or Category 4 and work less than 20 hours in any CPD year you may be eligible to receive an exemption from the full requirements of the CPD Scheme.

If you work for more than 20 hours, you must complete the full CPD requirements. Please read section 11 of the CPD Scheme for full details.

**14.9 I have been ill and absent from work for an extended period of time. What do I need to do in respect of my CPD obligations?**

We understand that members may be absent from work for long periods of time due to illness and that this may prevent them from fulfilling their CPD requirements.

The rules relating to exemptions for long-term illness can be summarised as follows

<b>Category</b>	<b>Exemption available?</b>	<b>Further detail in CPD Scheme</b>
1	Partial exemption available where absence from work exceeds three consecutive months - member must remain employed in order to be eligible.	section 11.1
2	Full exemption granted where serious ill health prevents you from complying with the requirements of the CPD Scheme. Partial exemption available where absence exceeds three consecutive months - member must remain employed in order to be eligible.	section 11.2
3	Partial exemption from requirements of the CPD Scheme (i.e. completion of relevant stage of the Professional Skills Training regime) if you are absent from work for more than six consecutive months in any CPD year.	section 11.3

	Remember that you must still comply with the requirements of your primary regulator.	
4	Full exemption granted where serious ill health prevents you from complying with the requirements of the Scheme. Partial exemption available where absence exceeds three consecutive months - member must remain employed in order to be eligible.	section 11.2
5	Full exemption from requirements if you are absent from work for more than six consecutive months in any CPD year. Member must remain employed in order to be eligible.	section 11.4
6	Full exemption from requirements if you are absent from work for more than six consecutive months in any CPD year.	section 11.4
7	No exemptions granted.	
8	No CPD requirement.	

If you are eligible to receive an exemption, complete the exemption application form and return to the Membership Team at [cpd\\_feedback@actuaries.org.uk](mailto:cpd_feedback@actuaries.org.uk) as soon as you become eligible and, at the latest, before 31 July 2018 to make a request.

**14.10 I am a Category 2 member and was made redundant one month into the new CPD year. I have decided to take a career break before I look for a new job. How does this affect my CPD obligations?**

Your career break won't impact your CPD requirements for the current CPD year. You will be expected to complete 15 hours of activities, as normal.

Partial exemptions are only offered to those members who are "absent" from work for at least three consecutive months, i.e. on periods of parental or other unpaid leave or absent from work due to illness. Under the terms of our Scheme, you would not be considered "absent" from work.

Depending on your plans, you may wish to consider whether you meet the conditions to become a Category 7 (Retired) member. Alternatively, next year you may meet the requirements for a full exemption from the CPD Scheme if you work for less than 20 hours in that year.

**14.11 I have been made redundant and I am struggling to meet my CPD requirements this year due to the costs involved in booking and travelling to events. As I am absent from work, I would like to request a partial exemption from the full CPD requirements.**

Partial exemptions are only offered to those members who are "absent" from work for at least three consecutive months, i.e. on periods of parental or other unpaid leave or absent from work due to illness. Under the terms of our Scheme, you would not be considered "absent" from work.

The fact that you aren't in work, however, shouldn't be a barrier to completing your CPD - there are a number of free opportunities available [online](#) to help you meet your requirements.

## Section 15: Enforcement

### 15.1 What will happen if I don't complete the necessary CPD?

Members in categories 2 and 4 whose CPD records are not compliant as at the end of their CPD year can request an extension to 30 September to update their CPD records, upon payment of a £50 administration fee. Members must then send details of the relevant activities to the [Membership Team](#) for inclusion within their CPD records. If a member is unable to provide details of qualifying CPD activities, they may be referred under the Disciplinary Scheme for failing to comply with the requirements of the CPD Scheme.

In certain circumstances, you may be offered the alternative of making payment of a charge and having the fact of your default recorded in both the IFoA's Register of Non-compliers and the Actuarial Directory.

This option is only likely to be open to members who have not defaulted on the terms of the CPD Scheme in the preceding ten year period.

## Section 16: Monitoring

### 16.1 How many members CPD records are monitored each year?

We select 10% of members in each category for monitoring every year.

Those selected are asked to provide evidence of activities which meet the minimum requirement for their category.

Because of the CPD cycle, members should keep evidence of each activity for a minimum of two years from the date of the activity.

Guidance on acceptable forms of evidence is given at Section 13, above.

## Section 17: "External events"

### 17.1 What is an "external event"?

"External events" are defined in the CPD Scheme as "any training or development activity which exposes a member to an exchange of viewpoints and includes individuals from outside the member's own organisation".

### 17.2 I find it difficult to source relevant events close to where I live. How can I meet my "external events" requirement?

You can meet your "external events" requirement remotely so long as the learning activity is:

- relevant to the nature of your work or role;
- addresses a personal development need;
- exposes you to an exchange of viewpoints; and
- includes individuals from outside your own organisation.

### 17.3 I recently took part in a training webinar conducted by colleagues from my firm. Those colleagues are based in a different geographical location to me and work in a specialist unit. I consider that they are "outside my everyday working environment". Would this training session count as an "external event"?

Although the employees who hosted the webinar which you took part in were from another specialist branch of your firm, they remain members of the same organisation. For that reason the IFoA does not consider that they meet the standard of being outside your normal everyday working environment.

If, however, the event had been held within the firm but either hosted by or featured a person from outside the organisation, it would qualify as an “external event” for the purposes of the CPD Scheme.

**17.4 I recently sat an exam at an external institution. Can I count that as an “external event” for the purposes of my CPD requirements?**

No, you cannot. Sitting an exam does not count as an “external event” under the CPD Scheme.

If you are a Category 2 or Category 4 member you will be able to count the time spent preparing for your exam as private study.