



Professional Skills Sub-Committee (PSSC)

Note of meeting on Thursday 7 November 2019

Attendees in London:	Malcolm Slee (Chair), Graham Black (GB), Richard Chalk (RC), Fiona Goddard (FG)
Attendees in Edinburgh:	Neil Walton (NW), Vicky Campbell (VC), Mairi MacIntyre (MM)
By phone:	Nicola Kenyon (NK), Jenni Stott (JS), Sally Calder (SC)

1. Welcome

The Chair welcomed everyone to the meeting and, in particular, to RC and NK as it was their first meeting of the PSSC. RC introduced himself to the Committee advising that he had previously presented at GIRO, TIGI and CIGI and would effectively be taking over the role previously served by Richard Winter, who stepped down from the Committee earlier this year.

NK advised that she would be unable to attend meetings as she was currently on maternity leave but was happy to be added to the presenters' pool for the London PST events.

GB also received a warm welcome as this was the first meeting he had been able to attend in person.

2. To agree content for PST events (suggested template)

- The Chair introduced the reason to this year's theme "A Trusted Profession"; the title tied in nicely to the Vox Pops developed and related to some of the topics discussed at this year's conferences.
- Referring to Paper 1, Presentation template, the Chair clarified that slides 30 to 46 were a bank of questions that presenters could select from – it was not expected that all slides would be used.
- FG clarified that the Actuaries' Code questions were new, however the TAS questions had been taken from last year's material.
- The Chair highlighted that the questions added at the beginning was a new style to be taken on for this year. Questions relating to trust would be a hand-out on tables for members to think/discuss as a warm up to the event.
- NW suggested starting the event with asking the question "*What do you think trust is?*" in the hope it would generate different points of view. This could be added to slide 3.
- NW proposed changing the wording in slide 13:
 - o First arrow – replace 'confidence' with 'trust' so that it reads "***Trust in the profession***"

NW would be presenting at the first PST session on 14 November and agreed to share his presentation with the PST presenters after this date giving feedback on what worked and what didn't so that presentation could be adapted if required.

NW further informed the Committee that he would be using the two data science videos developed. FG advised that both videos had not been used at any events to date, therefore it was unlikely that attendees would have had the opportunity to discuss the case study in a group setting.

2.1 To **discuss** possible content for the 10 December PST student event

- FG informed the Committee that the reason for this event was due to feedback received from members asking for more tailored events. The intention for this event was to provide a comfortable space for an open discussion between members who are at a similar level, and would therefore not feel intimidated by experienced members.
- FG advised that SC and Andrew Newman (AN) were scheduled to present at this event. SC, suggested going back to basics, for example: generating discussions around the Actuaries' Code and the Speaking Up principle. The format itself should be similar to all the other PST events, therefore very little change was required.
 - o The Chair highlighted that he had dropped the word "revised" when referring to the Actuaries' Code given the time it has been in place.
 - o The Chair suggested adding a feedback question asking whether or not this style of event was beneficial to them.
- FG explained that the Events webpage previously hadn't reflected the event as a 'student/newly qualified focussed' event. However, this had now been rectified and all members who had signed up to this event had been informed of this change. 33 are currently signed up to attend. ***[Post meeting: this has now increased to 48 attending]***
- FG asked what would be a suitable number of attendance at a tailored event before reverting back to the original PST event style. The Chair suggested that 50 attendees should suffice.

Action: SC to make tweaks to the presentation and then liaise with AN.

3. To **discuss** potential change of content for 2020/21

Suggestions that came up during the Professional Skills Workshop at the CPD Coordinators event, where FG and the Chair presented:

3.1 Discuss recent disciplinary cases. Issues highlighted were that if it was too specific, the person who was the defendant may feel targeted. GB suggested changing the names and content so that it was not obvious who/what the case study was based on.

NK suggested using past cases but adapting the procedure to a more current legal case so that the outcome was up to date.

Sonal Shah had previously suggested developing a case study on disciplinary cases relating to recent Disciplinary cases. FG felt these cases were on the lighter side of what the attendees were referring to.

FG confirmed that a log has been kept of cases and has been looked at in the past, however nothing appeared suitable for developing into a video/case study.

Action: FG and MM to review schedule of past disciplinary cases.

- 3.2 A request for a simplified version of the video style so that it was just the case study - similar to the vignettes but with more substance to the situation.
- 3.3 Another suggestion was based around practice specific videos, for example a pensions video could have a shorter version for pension actuaries to eliminate sections that may involve explanations which they are already familiar with. After a group discussion it was apparent that creating two versions would have very little reward seeing as the videos were only 5 - 6 mins long, with practice specific explanations possibly lasting at most a minute.
- 3.4 Talking heads videos - this was not too far from the suggestion in point 2. There could be an opportunity to use the actors on filming days to create a separate case study video.
- 3.5 NW asked if anything could be used from the Quality Assurance Scheme (QAS). FG advised that it may be too soon to generate any potential case studies for next year, but would follow-up with the QAS team to collaborate in the future.
- Action: FG to check if QAS Reports are in the public domain.**
- 3.6 Potential cases could arise from Actuarial Monitoring Scheme (AMS) in 3 to 4 years' time.
- 3.7 FG advised that she received comments/ideas from Richard Winter that could be developed.
- 3.8 FG summarised by asking the Committee to think about one or two scenarios for any of the main videos, talking heads videos and vignettes. All ideas to be emailed to FG and the Chair by the end of November, and then all ideas would be collated and shared in advance of the next PSSC meeting.
- 3.9 Additional information to note:
- African Standards and Guidance Working Party – no ideas as of yet, any workings with the group would be at a later date.
 - South East Asia video – script currently with the production team for refinement and would be sent out to the working group for final review next week. Filming to commence mid-December with a view to it being completed by mid-January.
 - Proposal from Leeds – Paper 2 Appendix A 'Proposal for two CPD modules for level 3 Professional Skills'. FG advised that although this had been designed as an online tool, it could be adapted for use in a live setting. FG said that Leeds University would be developing the story line, and that the intention was that it would be hosted as an e-Learning tool on the IFoA's VLE.

RC suggested that the references to 'failing' to be removed due to its negativity.

The Chair asked if the IFoA would need to keep a record of the scores. If not, how would members obtain proof to claim CPD.?

Action: FG to ascertain compatibility with the VLE.

NW suggested having a bank of questions so that questions are not repeated when a member resits the test.

Action: FG to take this suggestion to the developer.

4. To **note** update paper on membership of PSSC and Professionalism Pool
Committee noted.
5. To **note** schedule of events for 2019/20
Committee noted.
6. To **note** feedback report for 2018/19
Committee noted.
7. Next steps / further meetings
To plan a meeting mid-December. NK advised that she may not be available to attend.

AOB – RC agreed to be on standby for the London PST events. FG announced that Colin Thores, IFoA Education Actuary, had agreed to be on standby for the Edinburgh events.

Summary of actions: Check actions against revised tracking

Item	Action	By
2(i)	Change the wording to slide 13	VC
2(ii)	To share the first presentation, 14 November, with the rest of the presenters.	VC
2(iv)	To add an additional question to the Student event feedback form	VC
3(i)	To look at the log of disciplinary cases for potential case studies	FG/MM
3(ii)	To check and see if the QAS reports are in the public domain	VC
3(iii)	Committee to think about one or two scenarios for any of the: main videos, talking heads videos and vignettes	All
3(iv)	Paper 2, Leeds proposal: references to 'failing' to be removed	FG
3(v)	Paper 2, Leeds proposal: To check how/if the records are stored	FG
3(vi)	Paper 2, Leeds proposal: To review the process of generating questions	FG