



## Professional Skills Sub-Committee (PSSC)

### Note of meeting on Tuesday 17 December 2019

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

#### 1. Welcome

The Chair welcomed everyone to the meeting.

#### 2. 2.1 Debrief of initial PST events using new material

- JS circulated an email on 21 November which gave feedback on the first event in London, 20 November. This year's layout helped to fill all the tables leaving the rows of reserved seats at the back empty. JS felt the scenes in the videos used were too similar.
- JS handed out a few copies of the Actuaries' Code, and asked other participants to view the Actuaries' Code on their phone/iPad in preparation for the quiz – this helped to create a lot of engagement.
- JS suggested four or five quiz questions on one slide at a time would work better as one question per slide felt quite time consuming. VC explained the difficulties of displaying this as the questions were multiple choice, therefore would require four questions plus four multiple choice answers for each on one slide. This would compromise the print size considerably.
- FG added that at this event there was a show of hands at the end to gauge if participants preferred the new starting time of 18.00. The result came to roughly 40% in favour of the later time and 60% in favour of reverting back to the original time of 17.30. JS reinforced the earlier starting time as preferential. It was suggested that this question was also asked at the January event. Bookings for March to June events open at the end of January 2020 which would give enough time to change the time back to 17.30 if required.
- The Chair shared his experience of a recent event which was held locally for 14 people. Both data science videos were used and 'A level playing field' - he felt this combination worked well. However would reduce the number of Actuaries' Code quiz questions used from ten to six.
- SC and Andrew Newman used three questions that generated discussion at the student/new qualifier event on 10 December.
- FG advised that new slides, which highlight the key features of the new online Actuaries' Code, had been added to the template presentation. VC to circulate.

- SC reported back that the December Edinburgh PST event went well and was full to capacity and slightly short on time near the end.
- NW's first event in Edinburgh went well. Questions were presented in handouts given to participants at the beginning - this proved quite useful and worth taking on-board for future events.
- NW and SC used both 'Professionalism' and 'A Trusted Profession' Vox Pops respectively at the Edinburgh PST events. JS added that 'A Trusted Profession' Vox Pops looked very professional and felt the audience appreciated the comments made.
- The Chair would like additional feedback from members and suggested a question re Vox Pops to be added to the feedback form.

**Actions: To circulate the updated presentation – VC**  
**Reduce the number of quiz questions used - Presenters**  
**To have the Actuaries' Code available at events - VC**  
**Add a Vox Pops question to the feedback form – VC**

**3. 3.1 To discuss** overview of potential content

FG highlighted the key points in paper 1, *Overview of potential content for 2020/21*, and asked the Committee to keep in mind the variations that were available when moving on to paper 2 such as: role play, vignettes, quiz material, talking heads/full videos.

**3.2 To discuss/agree** breakdown of suggested content

Discussed a range of topics to potentially develop for 2020-21 content.

**4. To note** schedule of events for 2019/20

Paper 5, schedule of events for 2019/20, was noted.

**5. Date of next meeting**

FG gave a brief run through of the timeline and suggested meeting at the end of January with the aim to view/discuss completed first drafts. VC to circulate the doodle and template.

**Summary of actions:**

Item	Action	By
2(i)	To circulate the updated presentation	VC
2(ii)	Presenters to note to reduce the number of quiz questions used at PSTs	NW,SC, MS, JS
2(iii)	Arrange to have copies of the Actuaries' Code available at events	VC
2(iv)	Add a question on the Vox Pops to the feedback form	VC
3.2(xi)	Set up a doodle to identify a date for a meeting in January	VC