



Institute  
and Faculty  
of Actuaries

## Finance and Investment Education, Continuing Professional Development (ECPD), Subcommittee Terms of Reference

### CPD:

- development of Finance and Investment CPD programme and forward event planning including:
  - liaison with relevant Boards/groups/committees and relevant profession staff to plan content for cross-practice events
  - develop and maintain a framework which summarises the main subject areas which need to be covered, and use this 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 (UK and International) 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)
- work with the Finance and Investment Board providing guidance and direction to the Conference Programme Committee. The Chair of the Conference Programme committee will normally be a representative from the F&I Board and/or subcommittee, who would provide regular reports to the Board and ECPD Subcommittee on the content for the annual conference.

### Education:

- working with the Education Board, via education 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 education 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 (e.g. via practice e- newsletters, *The Actuary* magazine 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 (MIG) and maintain oversight of their work
- encouraging the development of actuarial careers within the practice area, and identifying opportunities for career progression moving to or from another practice area.