



## Professional Skills Training Pool - members

We are looking for volunteers to fill a variety of roles to help deliver the Institute and Faculty of Actuaries' (IFoA's) 3-Stage Professional Skills Training regime:

- Stage 1: Online Professionalism Awareness Test (OPAT)
- Stage 2: Professional Skills Course (PSC)
- Stage 3: Professional Skills for Experienced Members (PST)

We are aiming to set up a 'Professional Skills Training Pool' which will enable volunteers to declare an interest in specific roles suited to their particular skills, whilst opting out of other tasks perhaps less so. These roles are:

**1. a convener of the Professional Skills Training Pool of volunteers**

This role requires someone who has an in-depth knowledge of the IFoA's Professional Skills Training (PST) regime and is a champion of professional ethics. The role holder will oversee the governance of the regime, responsibility for which is delegated to the IFoA's Regulation Board

**2. members to join a review group looking at the re-design of the OPAT and PSC**

The existing review group has vacancies for members to help design revised modules for Stages 1 and 2 of the IFoA's Professional Skills Training. Draft outline courses and formats have been proposed and the group is now in content development mode

**3. reviewing content for the re-designed OPAT and PSC (when finalised)**

It is proposed to set up a review sub-group to evaluate the proposed content for the re-designed modules for Stages 1 and 2 of the IFoA's Professional Skills Training

**4. facilitating Professional Skills sessions at IFoA events and conferences**

Volunteers are sought to present at Professional Skills Sessions designed to meet the Stage 3 PST requirements at scheduled IFoA events and conferences

**5. facilitating ad hoc Professional Skills sessions at other locations including overseas**

There is also a requirement for volunteers to deliver Professional Skills sessions on request. This can be to Regional Actuarial Associations or overseas associations on an ad hoc basis.

**6. developing a professional skills video case study set in S.E. Asia, with direct relevance for the local market, to be filmed locally**

Locally based volunteers are sought to help develop an authentic professional skills case study which will resonate with the local market to be filmed in Malaysia. This follows on from our first video case study filmed in Malaysia, which can be accessed from [here](#). We also require volunteers to participate in a filmed discussion of the issues presented in the video

## **7. developing a professional skills video case study set in Africa, with direct relevance for the local market, to be filmed locally**

Locally based volunteers are sought to help develop an authentic professional skills case study which will resonate with the local market to be filmed in Africa (location to be agreed). Similar to six above, the aim is to ensure that the content is relevant, addressing real issues faced by actuaries working in Africa, filmed with local actors and set in an African location. We will also require volunteers to participate in a filmed discussion of the issues presented in the video.

The 2017/2018 video case studies can be accessed [here](#).

Applications are invited from all practice areas. We would like to hear from enthusiastic members of the IFoA who have a keen interest in professional ethics and wish to offer the benefit of their experience dealing with professional issues to other members.

### **How to get involved**

To offer your support, or to find out more, please contact [Debbie Atkins](#), Head of Engagement. When contacting Debbie please provide:

- brief details of your reason(s) for wishing to be involved
- in what capacity
- a brief note of your relevant experience including any experience which you may have of serving on an in-house ethics/professionalism committee. This is not essential but would be very helpful
- a note of your ARN.

All offers of support will be progressed as received and interested applicants will be put in touch with Fiona Goddard, Head of Professionalism. Fiona will be happy to discuss this with you and take this forward from here. She can expand on any of the roles in a conversation.

### **January 2018**