



Pensions Lifelong Learning Subcommittee Terms of Reference

The subcommittee has responsibility for Education and Continuing Professional Development as outlined below.

Continuing Professional Development (CPD):

- development of Pensions CPD programme and forward event planning including:
 - liaison with relevant Boards/groups/committees and relevant IFoA staff to plan content for cross-practice events
 - develop and maintain a CPD matrix which summarises the main subject areas which need to be covered, and use the matrix 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 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)
- oversight and guidance of the Conference Technical Programme Committee (if delegated by the Board). Ideally a CPD member should also sit on the Conference Technical Programme Committee. Alternatively the Conference Technical Programme Chair would provide regular reports to the Lifelong Learning Sub-committee on the content
- can form subgroups, as appropriate, to manage organisation of larger events (eg Current Issues in Pensions).

Education:

- working with the Education Board, via staff 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 staff actuary) and writing and maintaining core reading material as required/ approving the sourcing of additional volunteers to assist in this task, as required.