



Professional Skills Sub-committee Terms of Reference – 2021/2022

Reporting to the Regulation Board

1. OVERARCHING AIMS:

To develop diverse and stimulating content for professionalism CPD, and to embed the Actuaries' Code, and professional and ethical behaviour, in the Institute and Faculty of Actuaries' Professional Skills Training.

2. KEY RESPONSIBILITIES:

- Creating a range of diverse and stimulating content and supplementary resources to convey professional skills to members via diverse media
 - for Members to access on the IFoA's VLE
 - for delivery and discussion at professionalism events and webinars
 - to support employers of Actuaries, Universities and Regional Actuarial Associations
- Facilitating professional skills sessions and webinars as required
- To review the role of the Sub-committee on an annual basis

3. GOVERNANCE OBLIGATIONS:

- Comply with relevant sections of the IFoA's Governance manual
- Report to the Regulation Board

4. PRINCIPAL CONTACTS:

- General Counsel Team
- Education Partnerships and Lifelong Learning Team
- Events Team

5. MEMBERSHIP:

- **Chair:** Malcolm Slee
- **Executive Support:** Head of Professionalism, General Counsel Projects Leader, General Counsel Coordinator
- To consist of volunteers from a diverse membership base and Executive staff from General Counsel and Education Partnerships and Lifelong Learning teams

6. PERFORMANCE REVIEW:

- The Committee will provide an annual report against its Terms of Reference to the Regulation Board
- The Committee will act upon member feedback to improve outputs as appropriate