

Summary of changes to the PC Scheme effective from 1 September 2018

A review of the Practising Certificates Scheme has been carried out by a Sub-Group of the Practising Certificates Committee (PCC), and this review has been considered by the Regulation Board. This review was one of the periodic reviews of the Scheme to ensure that various aspects of it remain up to date and relevant. Consideration was given to whether any new PC roles were needed, any needed to be amended, or any could be dispensed with. The following changes and clarifications have been made:

- The experience requirements for all PCs have been changed so that applicants must demonstrate that they have gained **three years'** experience of work reserved for a certificate holder in the last **five years** (as opposed to the last four years). It is hoped that this change will assist members who have two long term periods of absence in the recent past, but will still ensure members have sufficient recent experience overall. The requirement to demonstrate **three months'** experience in the last **18 months** remains.
- The PC Scheme has been refreshed and all ancillary documents have been incorporated into the PC Scheme itself. There is now only one document for applicants to read. Current and prospective PC holders are encouraged to read the new PC Scheme in its entirety. This document will be updated from time to time as necessary. It is hoped that the consolidated document will make it easier to assimilate all the aspects given that previous elements of duplication have been removed.
- Guidance has been provided on what constitutes the normal minimum amount of Scheme Actuary experience for a Scheme Actuary Practising Certificate. This has been done to address an ongoing issue with some Scheme Actuaries now acting for fewer schemes.
- Some minor updates have been made to the Technical Criteria to keep them up to date.
- The application forms have been refreshed with guides on the timeframes and experience required. It is hoped that this will be helpful for applicants in completing the application and will also assist the PCC when assessing experience.
- Clarity has been provided around the application of discretion and restricted certificates.
- The Scheme now explicitly states that the PCC reserves the right, at its discretion, to withdraw or suspend a PC in defined circumstances, and this would be subject to the existing appeals process.
- Practising Certificates will now be issued by e-mail in PDF format. This will provide a faster and more convenient service to members when receiving their Certificates. If a hard copy is preferable, a tick box for this option has been incorporated into the application forms.

The updated PC Scheme has been uploaded to the Practising Certificates page of the IFoA [website](#).

Updated application forms will be available on the [website](#) from 1 September 2018.

Desmond Hudson
Chairman of Regulation Board
14 August 2018