



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Education Committee – Student Representative (Lead on Student Engagement)

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an appropriately experienced individual for the role of Student Representative (Lead on Student Engagement) on the IFoA's Education Committee. The role also involves Chairing the UK & Ireland Student Consultative Forum.

We encourage applications from a diverse range of potential candidates, in terms of, but not exclusively gender, age, disability and ethnicity, as well as reflecting the geographical spread and practice areas of our membership.

### Task Specification

#### Background

The IFoA is the UK's only chartered professional body dedicated to educating, developing and regulating actuaries based around the globe. We have a worldwide membership of over 30,000 of which over 50% are student members. 47% of our membership and 64% of our students are based outside the UK, reflecting the increasingly global nature of actuarial practice.

Our Council sets the IFoA's strategy, with Executive staff responsible for its execution. The Lifelong Learning Board is responsible for the oversight of delivery of specific aspects of this strategy related to the pre-qualification education of actuaries, and their continuing professional development and lifelong learning. The Board delegates the operational aspects of the pre-qualification processes to the Education Committee to oversee.

The Student Representative (Lead on Student Engagement) will be expected to:

- Provide input and guidance to inform and influence Education Committee when making decisions on the IFoA qualification, syllabus, assessment and wider student experience.
- Chair the UK & Ireland Student Consultative Forums which occur twice a year around 6 weeks after each exam sitting (early June and early November). The Student Representative will be invited to attend the 6 Global Student Forums meetings which occur via video conference. They will not be expected to attend all the meetings.
- Work with the IFoA Executive to undertake a review of the UK & Ireland SCF and Global GSCF's terms of reference, to ensure the forums are as effective in representing student views.
- Champion the views of those studying for IFoA qualifications ensuring that Education Committee is kept up to date with those views.
- Challenge the IFoA Executive on student satisfaction to ensure a high level of service is delivered to our members.
- Participate in ad hoc task and finish groups as detailed by the Chair.
- Where applicable, provide sector best practice exemplars to IFoA Executive Staff.
- Understand and adhere to good governance.

## Person Specification

### Essential

- Within 24 months of qualifying as a Fellow.
- Able to attend each of the meetings
- Has a genuine interest in Education and issues effecting those members undertaking study for IFoA Qualification.
- Ability to work collaboratively and in partnership with the IFoA Executive staff
- Can network on behalf of the profession to keep abreast of hot topics.

### Desirable

- Experience of student representation within Higher Education as a course/department rep.

## Tenure

This is a two-year appointment.

## Time Commitment

The Education Committee meets five times each year for half a day and participation will be via face to face meetings in London, by telephone or video conference call. The timings of the meetings are arranged to be sympathetic to the times zones of any international members.

In addition to these meetings there will be follow up actions and communications between meetings by email and telephone.

The UK & Ireland Student Consultative forums occurs twice year and is a full day meeting in either London or Edinburgh. The Global Student Consultative Forums are held via video conference and last between 60-90 minutes. The Student Representative will be invited but not expected to attend all of the Global Forum Meetings.

The total annual time commitment is around 60 hours.

## Executive Support Provided

- Support for the SCF Chairing will be provided by the Quality Manager of the IFoA or their nominee who is secretary of the SCF Forum. They will ensure the logistical and administrative requirements are met for each SCF meeting and will prepare the agenda in liaison with the SCF Chair.

## Claiming CPD

Activities undertaken in a volunteer role may provide the opportunity for personal and professional lifelong learning, which could include the opportunity to gain CPD for this support if in accordance with the CPD scheme.

For more information, you should check the terms of the [CPD Scheme](#) to find out how this will apply to you.

**September 2020**