



Professional Skills Working Group - Terms of Reference – 2023/2024

Reporting to the Regulatory 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 individually
 - 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 group on an annual basis

3. GOVERNANCE OBLIGATIONS:

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

4. PRINCIPAL CONTACTS:

- General Counsel Team
- Education and Learning Team
- Events Team
- Markets Development Team

5. MEMBERSHIP:

- **Chair: Peter Heffernan**
- **Executive Support:** Interim Head of Regulatory Policy, Interim Professional Skills Manager, General Counsel Coordinator
- To consist of volunteers from a diverse membership base and Executive staff from General Counsel and Education and Learning Team

6. PERFORMANCE REVIEW:

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