



Institute
and Faculty
of Actuaries

Formal Learning

Completing PPD Records

October 2019

Formal Learning

Each PPD Record submitted via the PPD Portal, must contain the following:

1. An objective, competency or formal learning activity
2. Activity Description
3. Learning Outcome
4. Date the activity was undertaken
5. Confirmation that a discussion has taken place with the supervisor

Completing the Formal Learning Records

You must complete and record at least two hours of formal learning activities each year. These activities should be relevant to your work or role and address a development need.

You need to submit Formal Learning records in the same format as the objectives and competencies. They must contain:

- Activity Description **250 Character limit**
- Learning Outcome **1024 Character limit**
- Date Formal Learning activity took place
- Have you discussed the submission with your line-manager or supervisor?

Some examples of activities which may or may not be acceptable are shown below. Please note that these lists are not exhaustive and are guidelines only.

Examples of acceptable formal learning activities:

- Digital online learning of a technical topic relevant to your work
- Soft skills training such as time management or professional skills
- Specific IT training on software directly relevant to your role
- Attendance at an event, such as one run by the IFoA
- Attendance at an event run by your own organisation

Examples of unacceptable formal learning activities:

- Internal training on facilities matters such as fire safety
- Generic IT training such as operating telephones
- General reading of articles, magazines etc.
- Informal discussions with colleagues
- PSC course ran by the IFoA (*this is for CPD only*)

Good Practice Examples

<p>Activity Description</p> <p><i>250 Character Limit</i></p>	<p>I attended an event on anti-money laundering. It covered an introduction to the different types of financial crime, the key stages of money laundering, indicators of money laundering and the practice in-house steps we can take within the workplace.</p>
<p>Learning Outcome</p> <p><i>1024 Character Limit</i></p>	<p>I already had a good understanding of this areas, but as a result of the course I was able with confidence to explain the concept of money laundering and understand its impact on both the financial services sector and the economy. This understanding is vital as I need to be able to flag any concerns which as a result of this course gives me the confidence to do so.</p> <p>From my team, I was the only one who attended the course so at the next team meeting I had some time to feedback on what the key learning was and how we could practically take some of the steps into our everyday work.</p> <p>Additionally, when meeting with clients, I need able to identify and explain the law concerning money laundering when discussing products or briefs. The course was extremely useful in helping my understanding in this field and when meeting clients in the future I would feel more confident in this area.</p>

It is your responsibility to ensure that the activity you record fulfils the criteria and provides sufficient evidence in your record. Please note that any activities you have recorded as part of your CPD log cannot count towards your formal learning hours.



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