



Institute
and Faculty
of Actuaries

Activity Description

Completing PPD Records

Activity Description

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 Activity Description

The activity description is a brief overview of the learning outcome you are referring to. It should include:

- An overview of the activity.
- An outline of the tasks undertaken.
- A brief description of the wider context of the activity within your business.

The activity description is capped at 250 characters so you will need to be concise.

Some examples of what the 'Activity Description' might look like:

Practice examples that would meet the requirement	
Effective Communication	
1.6 Contribute to Actuarial Reports for Regulators	I assisted in drafting an actuarial valuation report for regulatory purposes. To produce the report I researched appropriate regulatory guidelines and standards and checked the contents of the report against these to ensure compliance. <i>(234 characters)</i>
Problem Solving and Decision Making	
2.2 Analyse and Validate a data set for a model	I was involved in validating client data for a reserving exercise. I used excel to verify individual data items as being within an acceptable range and performed a reasonableness checks on summary data to verify consistency with last year's data. <i>(246 characters)</i>
2.3 Build or specify a model applying actuarial principles and methods to solving problems	I was required to build a model to calculate the XYZ associated with XYZ's financial instruments. This was as a result of XYZ being required to take part in a field test for the XYZ <i>(182 characters)</i>

Professionalism

3.2 Demonstrate an understanding of the role of peer review in professional work.	I reviewed some modelling work produced by an intern. Due to the Intern's lack of experience, I performed a detailed review, discussed my findings with the intern and documented my feedback, as per company policy. <i>(214 characters)</i>
3.9 Justify professional opinion in the face of questioning	During a project meeting with a client, I went through the modelling and prediction work our team had one on their product. During the meeting, I had to explain in detail our method and back up the conclusions that we had made. <i>(226 characters)</i>

Practice examples that would not meet the requirement

Effective Communication

1.1 Present the results if actuarial work to informed but non-technical audience.	Presented planning slides for financial year end.
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Problem Solving and Decision Making

2.8 Evaluate the success of a project and understand the reasons	I attended a wash-up session once the project was completed.
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Professionalism

3.2 Demonstrate an understanding of the role of peer review in professional work.	The quotation that we produce above a certain scope and/or intricacy must be peer reviewed in line with company policy.
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