



Institute
and Faculty
of Actuaries



Continuing Professional Development -

QAS CPD Scheme Guidance

Version 4 – August 2020

Effective from 1
September 2020

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1. Introduction

- 1.1 This guidance is in support of the outcomes focused Continuing Professional Development (CPD) Scheme for QAS Accredited Organisations (QAS CPD Scheme).
- 1.2 This guidance provides additional information and makes suggestions for good practice in following an outcomes focused CPD scheme.
- 1.3 In order to be members of the QAS CPD Scheme, organisations must have demonstrated they have in place policies and procedures for identifying their Members' development needs, and encouraging them to meet those needs through training and other activities. The QAS CPD Scheme harnesses what each organisation already has in place, and formally recognises that by following their employer's procedures Members can meet their CPD requirements.
- 1.4 All Members employed by participating QAS Accredited Organisations will be subject to the QAS CPD Scheme (except Student Members). These Members are referred to as QAS Members.
- 1.5 QAS Members are **not** required to complete a set number of hours of training (including Professional Skills Training), keep a record of their activities or participate in Reflective Practice Discussions under the IFoA CPD Scheme, and (in the case of Practising Certificate Holders) under the Practising Certificate Scheme.
- 1.6 If a Member has any questions regarding their participation in the QAS CPD Scheme and would like to discuss those directly with the IFoA, they are asked to contact the IFoA Membership Team through membership@actuaries.org.uk.

2. Outcomes Focused Approach

- 2.1 During the CPD year (1 September to 31 August) every QAS Member should be afforded opportunities to discuss and identify their personal development needs and objectives for that year with a person to whom they are responsible, such as a Line Manager.
- 2.2 The personal development needs and objectives of the QAS Member can cover a broad range of areas such as technical skills in their field of work, professionalism, communication, management and commercial awareness. The personal development needs and objectives of each QAS Member will be different.
- 2.3 The QAS Member should then identify training which will meet their personal development needs and objectives. A plan could be drawn up with the assistance of their Line Manager or otherwise. The plan could be added to throughout the year and should be reviewed at regular intervals.
- 2.4 Training can be provided in-house by the QAS CPD Scheme organisation, or by an external provider. A broad range of activities can constitute training. Some examples are seminars, lectures, conferences, webinars, videos, private study and reading articles or news briefings. Every QAS Member should be encouraged to participate in at least one activity from an external provider.

- 2.5** By the end of the CPD year, the QAS Member and their Line Manager, or otherwise, should evaluate on how the QAS Member's personal development needs and objectives have been fulfilled. Each activity should be reflected on and its outcomes considered.

3. Identifying Personal Development Needs and Objectives

- 3.1** Identifying personal development needs and objectives can be done in reference to a number of sources of information, including, but not limited to:

- Reflecting on performance in the QAS Member's role over the past year;
- Client feedback;
- Peer feedback;
- Making reference to the Actuaries' Code;
- Technical knowledge; and
- Considering changes in standards, regulation and law.

- 3.2** Personal development needs and objectives can be identified in a number of environments, such as:

- Personal Development Reviews;
- Team meetings;
- Informal one-to-one meetings; and
- During the course of projects.

- 3.3** Personal development needs and objectives can take many forms. These are some examples:

- Learning Need: I feel that I often struggle to scope work and decide when to apply Technical Actuarial Standards.
- Outcome: To learn more about the practical application of the TAS100, so I can ensure my work is compliant with the standards.
- Plan: To attend a discussion on the application of TAS100 and listen to how fellow practitioners are managing this.

- Learning Need: I am being promoted to head of my team, but I don't feel confident in my people management skills.
- Outcome: To better my management skills and learn more about acting as a good manager
- Plan: To attend a workshop on good management skills.

- Learning Need: I have received feedback from a colleague that parts of a recent report I prepared were not concise enough.
- Outcome: I need to improve my writing skills to communicate more effectively
- Plan: To undertake personal study in a course on effective writing and communication.

- Learning Need: I am unfamiliar with aspects of the Actuaries' Code
- Outcome: I need to familiarise myself with the Code and the Guidance.
- Plan: To read over the Code, Guidance and attend a lecture delivered by my employer to all actuarial staff on the topic.

4. Responsibilities of QAS Members

- 4.1** Members must contact the IFoA when their circumstances change. For example, where the Member leaves or joins a QAS Accredited Organisation, or a QAS Accredited department that is part of the QAS CPD Scheme.
- 4.2** If a QAS Member is using the IFoA CPD Scheme to meet their CPD requirements of another Actuarial Society they should consider notifying that Society of the change in their CPD obligations.
- 4.3.** QAS Members who are temporary workers or contractors are encouraged to maintain records of their CPD activities while taking part in the QAS CPD Scheme so that these records can be used for the IFoA CPD Scheme should they leave the participating QAS Accredited Organisation during the CPD year.

5. Compliance

- 5.1** Being exempt from the IFoA CPD Scheme, QAS Members are not obliged to keep a record of their CPD Activities as there is no requirement for them to take part in Reflective Practice Discussions.
- 5.2** Participating QAS Accredited Organisations are asked to keep records of their procedures in action, for example notes of meetings at which QAS Member's needs are being identified, plans of activities, records of attendance at training, and notes on the reflection of the outcomes. These records are helpful for both the QAS Member and their Line Manager in reviewing progress throughout the CPD year.
- 5.3** The IFoA and/or its assessment team will also consider the documentation as part of their assessment of how this outcomes focused CPD Scheme has been implemented by each QAS Accredited Organisation which has opted in to join the QAS CPD Scheme. Such an assessment will be incorporated into QAS assessments where possible. One assessment will take place shortly after the Organisation joins the QAS CPD Scheme and a follow up assessment will take place the following year.
- 5.4** Participating QAS Accredited Organisations should include any information relating to the updating of policies and procedures relating to their own CPD in the relevant section of their QAS Annual Return form.

6. Other Arrangements

- 6.1** The IFoA and the participating QAS Accredited Organisations have the right to withdraw from the QAS CPD Scheme at any time. It should be noted that QAS Members will revert to being required to comply with the requirements set out in the IFoA CPD Scheme if their employer withdraws from the QAS CPD Scheme.

7. Definitions

Definitions are as set out in the [QAS Handbook](#) and the [IFoA CPD Scheme](#) (effective from 1 September 2020).



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