

Institute and Faculty of Actuaries, **Regulatory Board**

Subject	Annual Report of the Practising Certificates Committee
Meeting date	18 November 2025
Previous Steer/Approval	N/A – this is an annual noting report
Related horizon scan code	N/A
International issues considered?	Relates to a UK specific matter
Author(s)	Stephanie McGowan, Senior Regulatory Manager
Reviewer(s)	Emma Gilpin, Head of Regulatory Policy Karen Butroid, Chair of the PCC
Purpose	Noting

A: Executive summary

1. This noting report provides an annual update to the Board on the operation of the Practising Certificates (PC) Scheme and the activities carried out by the Practising Certificates Committee (PCC) during 2024/2025.
2. The report has been reviewed by the Chair of the PCC.
3. The report includes details of:
 - Process and guidance improvements
 - PC casework between 1 October 2024 and 30 September 2025
 - Current and ongoing topics of interest
 - PCC membership and recent meetings

B: Background

4. The IFoA operates a PC Scheme in relation to roles that are either reserved for actuaries under UK legislation, regulatory requirements and/or statutory guidance, or which require actuarial expertise where the public interest might expect an additional layer of assurance around competence. These roles are typically high-impact and subject to regulatory or statutory scrutiny. The current criteria for introducing a PC is included at **Appendix 1**.
5. The PC Scheme transitioned from a primarily technical experience-focused model to a competency-based approach in 2022, reflecting the broader skills required for each of the roles.
6. The Scheme is built around competency frameworks for each PC type, which focus on five key areas:
 - Communication
 - Leadership/Accountability
 - Professionalism

- Knowledge, awareness and understanding
 - Technical Skills.
7. Assessment of PC applications and decisions on issuing certificates are carried out by the PC team, with support from the PCC, ensuring consistency and rigour in the process.
 8. The PCC comprises five panels, each made up of volunteer actuary members who bring subject matter expertise in their respective practice areas.
 9. There are currently 1098 PC holders across eight different PCs, with around 84 of those PC holders holding more than one type of PC.

C: Process and Guidance improvements

10. Following the Post-Implementation Review of the PC Scheme in 2024 and since the last PCC annual report to the Board, a number of improvements have been made to the PC process and the guidance available to members. In particular:
 - The quorum of panel members required to proceed with a case has changed from four to three members. This has helped to improve turnaround times whilst retaining a robust decision-making process.
 - A number of documents have been updated to provide further clarity to members on the information required when applying for a PC, including on the competency framework.
 - A guidance video has been produced and published to support members in completing their application forms, with a focus on the type of information expected under the competency-based framework.
 - An interactive video guide has been created demonstrating how to submit an online application for a PC using the IFoA's Virtual Learning Environment (VLE).
 - Example pages have been updated and published on the website.

D: Casework

11. **Appendix 2** to this paper summarises the casework over the period from 1 October 2024 to 30 September 2025. It shows the number of applications renewed, rejected and cases where conditions have been applied to a certificate. Member names have been redacted.
12. Nine applications have been declined during the period, and three PCs have been granted with conditions. All conditions were met by the deadlines given and are therefore concluded.
13. The PCC has not received any appeals over the period since the last report.
14. During the year, four members of the PCC carried out an audit on a small sample of applications that had been considered and determined by the Executive. A report outlining the audit findings and resulting action points is included at **Appendix 3**.

E: Current or ongoing topics

15. QAS PC Scheme Pilot

The PCC notes the upcoming QAS PC Scheme Pilot and will have a keen interest in the outcome. The PCC will be provided with updates during the Pilot period and will have the opportunity to comment on any formal recommendations on completion of the Pilot.

16. CDC Practising Certificate

The PC Chair is aware of upcoming legislative changes to the Collective Defined Contribution (CDC) pension scheme framework and has input to the separate Board paper on this matter.

17. Terms of Reference

18. The Executive is currently carrying out a review of the PCC Terms of Reference (**Appendix 4**) with the intention of updating the ToR to better reflect the activities carried out by the PCC.

19. An updated ToR will be shared with the Board for approval at its next meeting.

F: FRC engagement

20. The FRC has commenced its oversight work and the information request list for PCs has been completed by the PC Team.

21. It is expected that the oversight process will be close to completion by the date of this meeting.

G: Executive team, Committee membership and meetings

22. The PC Manager is currently on maternity leave, therefore the PC Executive has taken on additional responsibilities to ensure the smooth running of the process, with continued oversight from the Senior Regulatory Manager. The team is also being assisted by a part-time temporary PC Coordinator.

23. The membership of the Committee currently consists of:

- 1 Lay member
- 35 actuary members (including the Chair)

24. A review of the membership of the PCC was carried out, noting that many members had served for over six years. Following this review, five actuary members stood down from their roles and five are due to step down before the end of 2025. The Chair is delighted that 17 new actuary members have now been recruited to replace those who have stood down already or who plan to do so during 2025 and 2026.

25. The full PCC normally meets biannually and since the last report, a meeting was held on 27 March 2025. In accordance with the PCC Terms of Reference, a summary of PCC attendance is included at **Appendix 5**.

26. Due to limited cross-practice discussion points, it was agreed that a second PCC meeting would not take place in 2025. Panel calls will be set up as and when required in the interim period.

27. The Chair notes the extensive workload of the Committee, the time panel Members commit to the work of the PCC and their support of new panel members during a time of change.
28. The Chair also thanks the Executive for their efforts in welcoming and inducting new PCC members, the improved guidance made available to members and for ensuring the continued smooth running of the administration of the PC Scheme.

I: Conclusions

29. The Board is asked to **note** the report and provide any comments on its contents.

I: Appendices

- **Appendix 1:** Criteria for introducing a PC
- **Appendix 2:** Casework summary 1 October 2024 to 30 September 2025
- **Appendix 3:** PCC audit report
- **Appendix 4:** PCC Terms of Reference
- **Appendix 5:** Meeting attendance and calls