



Institute
and Faculty
of Actuaries

Your Student Employer Contact Guide

Supporting Learners and Connecting with the
IFoA

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Purpose of this Document

This document introduces the Student Employer Contact role and outlines the key expectations associated with it. It is designed as a support resource for individuals who are considering taking on the role, providing an overview of its purpose, responsibilities, and what the commitment involves.

Background

The Student Employer Contact is a valued volunteer role that helps strengthen the partnership between the Institute and Faculty of Actuaries (IFoA) and the organisations that support our Learners. By working closely with employers, we can better understand the challenges, opportunities, and experiences faced by aspiring actuaries throughout their qualification journey.

As a Student Employer Contact, you serve as a key link between your organisation and the IFoA. You will gain insight into important processes, qualification developments, and learner milestones, helping you better support colleagues as they progress towards becoming qualified actuaries.

Since its introduction, the initiative has significantly enhanced employer engagement, with a dedicated network of over 300 Student Employer Contacts now established in more than 170 organisations across the globe. Their feedback and involvement continue to play an important role in shaping the future of the profession.

Why this role matters

By volunteering for this role, you can help create a more informed and supportive environment for Learners within your organisation. You will also have the opportunity to contribute to the ongoing development of the IFoA's qualifications and services.

As a Student Employer Contact, you will:

- **Stay informed** - Receive timely updates on qualification changes, policy developments, key dates, and initiatives that may affect your Learners.
- **Support your colleagues** - Develop a deeper understanding of the learner journey and be better equipped to guide and signpost colleagues when needed.
- **Strengthen your organisation's connection with the IFoA** - Act as a recognised point of contact between your employer and the professional body.
- **Share employer perspectives** - Provide valuable feedback and insights that help ensure qualifications remain relevant and reflective of industry needs.
- **Help shape the future profession** - Contribute to discussions and improvements that support current and future generations of actuaries.

What to expect in the role

The Student Employer Contact role is designed to be manageable alongside your day-to-day responsibilities. Communications are shared throughout the year, keeping you updated on key developments, consultation opportunities, and resources that may be beneficial to your Learners.

You will not be expected to provide technical qualification advice or act as an intermediary for individual learner cases. Instead, your role is to help raise awareness of important information, direct colleagues to appropriate resources, and share feedback from an employer perspective where appropriate.

Our commitment

The IFoA is committed to maintaining qualifications that are relevant, rigorous, and responsive to the evolving needs of the actuarial profession. Collaboration with employers is central to achieving this aim.

By becoming a Student Employer Contact, you are helping to ensure that employer experiences, learner needs, and industry expectations are reflected in the ongoing development of our qualifications and services.

Please note: On occasion, important or time-sensitive communications may be issued simultaneously to both Learners and Student Employer Contacts to ensure information is shared as quickly and effectively as possible.

Interested in becoming a Student Employer Contact?

We welcome expressions of interest from organisations that support IFoA Learners. Whether you are an existing manager, mentor, learning and development professional, or someone with an interest in supporting actuarial development, we encourage you to explore the role and discover how you can make a meaningful difference to the learner experience.

Meet Your Supporting Team

The Employer & Partner Services team is here to support you throughout your role as a Student Employer Contact. Our aim is to ensure you feel informed, connected, and confident in supporting Learners within your organisation.

As your primary point of contact, the team will provide guidance, share important updates, and help you navigate processes, policies, and developments relating to the learner journey. We are also keen to hear your feedback and insights, ensuring employer perspectives continue to help shape and enhance the qualification experience.

Whether you have a question, would like clarification on an update, or simply want to discuss an aspect of the role, we are here to help.

Your Key Contacts

If you need assistance or have any questions, our Employer Partnership Services team is just a phone call or email away:

Telephone: +44 (0) 1865 268 266

Email: EmployerPartnershipServices@actuaries.org.uk

We encourage Student Employer Contacts to get in touch whenever they need support. No question is too small, and we are always happy to help.

What is a Student Employer Contact (SEC) Volunteer?

As a Student Employer Contact, you play a vital role in supporting the next generation of actuaries and strengthening the relationship between your organisation and the IFoA. In this role, you will:

- **Be the link** – Act as the primary liaison between your organisation and the IFoA, fostering collaboration and understanding.
- **Support success** – Help colleagues on their qualification journey by being a trusted point of contact and source of encouragement.
- **Shape best practice** – Share insights and common practices to improve employer guidance and enhance services across the profession.
- **Understand the process** – Familiarise yourself with key deadlines and requirements so you can guide colleagues effectively.
- **Amplify your organisation's voice** – Gather and share feedback that influences the future of actuarial qualifications.
- **Communicate openly** – Whether you have questions, feedback, or ideas for improvement, we're here to listen and support.
- **Share updates** – Receive important information and opportunities to pass on to your colleagues.
- **Access exam data** – Where applicable, view results via a secure platform to provide tailored support.

For full details, see the [Task and Person Specification in Appendix 1](#).

If you're unsure whether your organisation already has an SEC, please contact us.

Who can become a Student Employer Contact?

A Student Employer Contact (SEC) is someone who works within an organisation that supports IFoA Learners and is committed to helping them succeed throughout their qualification journey.

You do not need to be a qualified actuary to undertake this role. Many SECs come from a variety of professional backgrounds, including human resources, learning and development, early careers, people management, and actuarial support functions. What matters most is your enthusiasm for supporting Learners and acting as a link between your organisation and the IFoA.

To be successful in this role, you should:

- **Have experience supporting individuals through a professional qualification or development programme.**
- **Be willing to engage in two-way communication** between the IFoA and your organisation, sharing relevant information and feedback where appropriate.
- **Have an understanding of the actuarial profession and learner journey**, or be willing to develop this knowledge as part of the role.
- **Be committed to supporting Learners** and helping to create a positive qualification experience within your organisation.

The role offers an opportunity to build stronger connections with the IFoA, stay informed about developments affecting Learners, and contribute to the ongoing development of actuarial qualifications and support services.

Please note: Current IFoA Learners are not eligible to act as a Student Employer Contact.

Why volunteer?

Volunteering as a Student Employer Contact is a rewarding opportunity to support Learners, strengthen your organisation's connection with the IFoA, and contribute to the future of the actuarial profession.

As a Student Employer Contact, you will have the opportunity to:

- **Strengthen your organisation's relationship with the IFoA** by acting as a key point of contact and helping to facilitate effective communication.
- **Access dedicated support and resources** designed to help you understand the learner journey and fulfil your role with confidence.
- **Stay informed about developments affecting Learners**, including qualification updates, key initiatives, and opportunities to share feedback.
- **Connect with peers across the profession** through events, webinars, and networking opportunities with other Student Employer Contacts.
- **Join a valued community of volunteers** who play an important role in supporting current and future generations of actuaries.
- **Help shape the future of the profession** by sharing employer perspectives and contributing to discussions that influence the development of qualifications and learner support.

By volunteering, you become part of a collaborative network committed to enhancing the learner experience and supporting excellence across the actuarial profession.

How long can you hold the role?

There is no fixed term for the Student Employer Contact role. You are welcome to continue in the role for as long as it remains valuable for you and your organisation.

If you decide to step down, please let us know by contacting EmployerPartnershipServices@actuaries.org.uk. This helps us ensure our records remain up to date and that your organisation continues to receive relevant communications and support.

Where possible, we encourage organisations to nominate a replacement Student Employer Contact to provide continuity for their Learners and maintain the connection with the IFoA. However, this is not a requirement, and we are happy to work with organisations to identify a suitable successor where needed.

Can there be multiple Student Employer Contacts representatives at one organisation?

Yes. In fact, we actively encourage organisations to nominate more than one Student Employer Contact where possible.

Having multiple Student Employer Contacts can help ensure continuity of support for Learners and maintain effective communication between your organisation and the IFoA. It also provides resilience during periods of annual leave, absence, or increased workload, helping to ensure important updates and opportunities are not missed.

Additional Student Employer Contacts can:

- **Provide cover during periods of absence**, such as annual leave, parental leave, or sickness.
- **Share responsibilities**, making the role easier to manage alongside day-to-day commitments.
- **Support larger learner populations**, where more than one contact may be beneficial.
- **Help maintain continuity**, ensuring communications and support remain available at all times.
- **Bring a broader range of perspectives**, particularly when representatives come from different teams or areas of the organisation.

Whether you choose to nominate one or several Student Employer Contacts, our aim is to work with your organisation in a way that best supports your Learners and meets your business needs.

If your organisation would like to nominate additional Student Employer Contacts, please contact us and we'll be happy to help with the registration process.

What is the time commitment?

The Student Employer Contact role is designed to be flexible and manageable alongside your existing responsibilities. The time commitment will vary throughout the year, but typically averages around **one hour per week**.

This may include:

- **Reviewing and sharing key communications** from the IFoA.
- **Responding to questions** from Learners or colleagues within your organisation.
- **Keeping up to date with qualification developments** and important announcements.

- **Participating in occasional webinars, meetings, or events** designed for Student Employer Contacts.
- **Providing feedback and insights** when opportunities arise.

While the role requires only a modest time commitment, your involvement can have a significant impact on the Learners you support. Even small contributions help strengthen the connection between your organisation and the IFoA, ensuring Learners have access to the information and support they need throughout their qualification journey.

What support and resources will you receive?

As a Student Employer Contact, you will have access to a range of resources and support designed to help you carry out the role with confidence and stay informed about developments affecting Learners.

These include:

- **The Student Employer Contact Welcome Pack**, which contains:
 - This guide
 - The Task and Person Specification
 - The Volunteer Information Pack
 - Relevant governance and structure documents
- **The Employer Hub**, your central source of information, guidance, resources, and updates relevant to employers and Student Employer Contacts.
- **Ongoing support from the IFoA**, including access to key contacts who can provide guidance, answer questions, and help you make the most of your role.
- **Regular communications and updates**, helping you stay informed about qualification developments, important deadlines, and opportunities to provide feedback.
- **Webinars, events, and engagement opportunities**, allowing you to connect with peers, share experiences, and learn more about supporting Learners.

These resources are designed to help you understand the learner journey, support colleagues within your organisation, and stay connected with the wider Student Employer Contact community.

What equipment do you need?

The Student Employer Contact role has minimal technical requirements and can be carried out using equipment you already use as part of your day-to-day role.

To participate, you will need:

- **Access to a laptop, computer, or mobile device** to view communications, access online resources, and attend virtual events where applicable.
- **A valid email address** to receive updates, resources, and important communications from the IFoA.

Access to the internet will also help you make full use of the available resources, including the Employer Hub and online support materials.

The role is designed to be accessible and flexible, allowing you to stay connected and engaged regardless of your location or working arrangement.

How to Become a Student Employer Contact (SEC) Volunteer

If your organisation supports IFoA Learners, becoming a Student Employer Contact (SEC) is a valuable way to help colleagues throughout their qualification journey while strengthening your organisation's connection with the IFoA.

As an SEC, you will play an important role in sharing information, supporting Learners, and providing employer feedback that helps shape the future of the profession.

Interested in Volunteering?

If you would like to become a Student Employer Contact, simply complete our short expression of interest form:

 [Complete the SEC Expression of Interest Form](#)

Once we receive your submission, a member of the team will be in touch to discuss the role and next steps.

Not Sure if Your Organisation Already Has an SEC?

If you would like to check whether your organisation already has a Student Employer Contact, please contact the Employer Partnership Services Team:

Email: EmployerPartnershipServices@actuaries.org.uk

We will be happy to confirm your organisation's current arrangements and discuss how you can get involved.

Becoming a Student Employer Contact: What Happens Next

This section outlines the steps involved in expressing your interest in the SEC role and what to expect once you are enrolled, from onboarding through to engaging with your student community. Here's what to expect:

1. Express Interest

- Complete [this short survey](#) let us know you're interested.
- Explore the onboarding pack and the IFoA website.
- Review the [Volunteer Information Pack \(VIP\)](#) and [governance materials](#).
- Confirm your acceptance of the role by email.

2. Gain Access

- Receive access to key IFoA platforms and resources.
- Send a welcome email to your students to introduce yourself.

3. Engage with Students

- Share relevant IFoA updates with your student community.
- Ask questions, exchange ideas, and share insights from your organisation.

4. Stay Involved

- Attend IFoA events or webinars to stay informed and provide feedback.
- Access student results via Egress (July & December), if applicable.
- Share feedback through surveys or direct contact.

Appendix 1: Student Employer Contact (SEC) – Task and Person Specifications

About the Role

The Institute and Faculty of Actuaries (IFoA) is seeking proactive and committed volunteers to take on the role of Student Employer Contact (SEC). This role was created to strengthen the connection between the IFoA and employers of our student members, ensuring that learners receive the best possible support on their journey to qualification.

By becoming an SEC, you will act as a vital link between your organisation and the IFoA, helping us share updates, gather feedback, and improve the student experience. With over 130 organisations worldwide already engaged, this network plays a key role in shaping the future of actuarial education.

Background

The IFoA is the UK's only chartered professional body dedicated to educating, developing, and regulating actuaries globally. We have a membership of over 30,000 actuaries, with more than 50% being student members. Our students work across 4,000 organisations worldwide, making employer collaboration essential to their success.

As an SEC, you will have a direct communication channel with the IFoA, enabling you to:

- Receive key updates that impact your student members.
- Prepare your organisation to support learners effectively.
- Share feedback that influences IFoA policies and qualifications.

Task Specification

Main Responsibility

Keep in regular contact with your student members and provide support throughout their qualification journey. You will be their go-to person for guidance, updates, and encouragement.

Key Responsibilities:

As a Student Employer Contact, you will:

- Act as the main liaison between your employer and the IFoA.
- Support your student members by sharing updates, answering questions, and helping them navigate deadlines and requirements.
- Share best practices and feedback to help the IFoA improve employer guidance and student support.
- Engage in IFoA activities such as webinars, events, and online discussions.
- Stay informed about learner requirements and exam timelines to better assist your colleagues.
- Coordinate and collate feedback from your organisation to ensure your voice is heard on topics that matter.
- Maintain open communication with the IFoA, asking questions and sharing insights to improve processes and qualifications.
- Distribute key IFoA updates within your organisation, especially when they impact students.
- Access exam result data (where applicable) via a secure platform, helping you provide targeted support to learners.

Reporting: You will have a dedicated point of contact within the IFoA Employer Partnership Services Team (Learning Group) for support and queries.

Person Specification

The ideal SEC will:

- Work for an actuarial employer (HR professionals, qualified actuaries, or those in student support roles are all welcome).
- Have experience supporting students working through professional qualifications.
- Be proactive and willing to maintain two-way communication between the IFoA and your organisation.
- Have a good understanding of the actuarial industry and be comfortable acting as a conduit for information.

Please note: Current IFoA student members are not eligible for this role.

What You Gain

In return, you will:

- Influence and contribute to the development of employer-IFoA relationships.
- Receive professional support and guidance from the IFoA.
- Network with other employers through events, webinars, and open collaboration forums.
- Be part of a global volunteer network that shapes the future of actuarial education.

Data Sharing

To help you connect with relevant stakeholders, we may occasionally share your business contact details with:

- Other Student Employer Contacts.
- Student members within your organisation.



Institute and Faculty of Actuaries

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