



## Professional Skills Working Group - Terms of Reference – 2025/2026

### Reporting to the Regulatory Board

**1. OVERARCHING AIMS:**

To develop diverse and stimulating content for professionalism CPD, and to embed the Actuaries' Code, and professional and ethical behaviour, in the Institute and Faculty of Actuaries' Professional Skills Training.

**2. KEY RESPONSIBILITIES:**

- Creating a range of diverse and stimulating content and supplementary resources to convey professional skills to members via diverse media
  - for Members to access individually
  - for delivery and discussion at professionalism events and webinars
  - to support employers of Actuaries and Regional Actuarial Associations
- Facilitating professional skills sessions and webinars as required
- To review the role of the group on an annual basis

**3. GOVERNANCE OBLIGATIONS:**

- Comply with relevant sections of the IFoA's Governance manual
- Report to the Regulatory Board

**4. PRINCIPAL CONTACTS:**

- General Counsel Team
- Learning Contents and Partnership Team
- Assessment Delivery Team
- Markets Development Team
- Operations Team

**5. MEMBERSHIP:**

- **Chair: Peter Heffernan**
- **Executive Support:** Senior Regulatory Manager, Professional Skills Manager, Professional Skills Executive
- To consist of volunteers from a diverse membership base and Executive staff from General Counsel and Education and Learning Team

**6. PERFORMANCE REVIEW:**

- The Group will provide an annual report against its Terms of Reference to the Regulatory Board
- The Group will act upon member feedback to improve outputs as appropriate