



Institute
and Faculty
of Actuaries

Personal and
professional
development

Personal and Professional Development programme for learners 2018/2019

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What is the Personal and Professional Development programme?

Personal and Professional Development (PPD) is a key component of the IFoA actuarial qualifications. To become an Associate or Fellow you need to successfully complete PPD as well as the IFoA examinations and professionalism components.

PPD is designed to make the work related element an integral part of your ongoing learning experience. It brings the requirement into closer alignment with the CPD scheme.

It should be noted that:

- You may have some requirements to meet under the CPD Scheme. These have to be completed in addition to your PPD
- The Professional Skills Training you have to complete under the CPD scheme cannot be used to meet the requirements of PPD.

There are three elements to completing PPD:

- Satisfying a number of core competencies under three key objectives
- Maintaining a record of formal learning activities undertaken
- Demonstrating the learning gained from completing these activities.

Why is PPD important?

To work effectively as an IFoA qualified actuary, you need to develop your skills in the workplace.

- PPD allows you to demonstrate how you have applied in practice the knowledge and skills you have gained through the IFoA examinations.
- Developed your understanding of the business environment, and how to work within a professional and ethical framework
- Understood the need for continuing development of yourself and your skills, and to reflect on the quality of your work and how you can improve in the future.



Who has to complete Personal and Professional Development?

- ▶ All student members who joined after 1 September 2017 are required to complete PPD
- ▶ All student members who joined prior to this date are subject to a transition from the previous scheme they were on and need to have moved onto PPD by 1 September 2018 or their next anniversary of joining the IFoA
- ▶ PPD is now an annual requirement for all student members.

Wherever you work it is important to look for opportunities to meet your PPD requirements. To become an Associate of the IFoA you need to complete a minimum of 12 months' work experience. To become a Fellow you need to complete a minimum of 36 months work experience. Ideally you should be in a role where most of your time is spent on activities and tasks which are actuarially relevant.

If your role only includes a proportion of time on actuarial activities or tasks then these can still count towards your experience. For example if qualifying as an Associate and you spend 33% of your time on actuarial tasks then you could claim four months out of a possible twelve as relevant time.

If you are on parental leave, taking a career break, not working in an actuarially relevant role or are not currently employed you will need to contact the IFoA on an annual basis to discuss your particular situation as to whether a break can be logged.

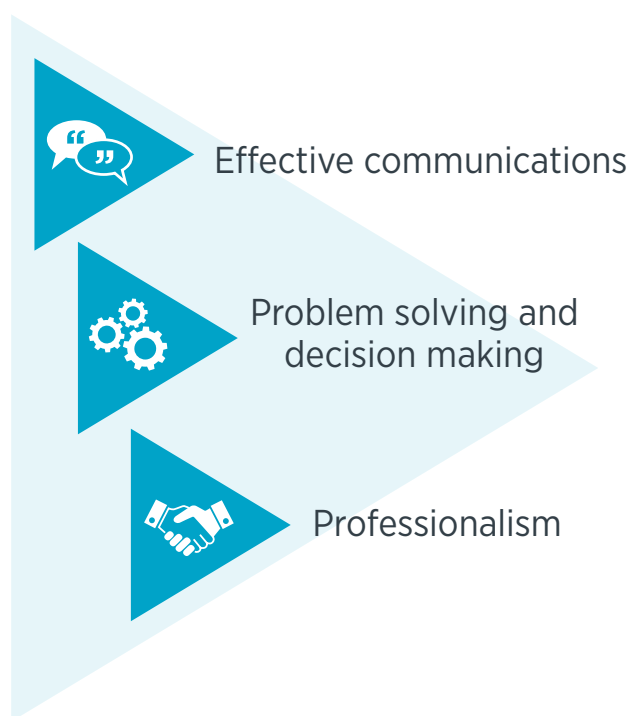


What do I need to do?

Each year you are required to submit PPD. This is recorded in your online members account My PPD and can be completed on an ongoing basis. Whilst recording your activities it is advisable to discuss them with your line manager or supervisor as they may be contacted to verify the information is accurate.

Objectives and competencies

There are three objectives that have to be completed. These set the minimum standards you need to demonstrate in the workplace.



Each of these objectives has a number of competencies, some of which are compulsory. Each competency carries a value of 1 or 2 credits. These weightings reflect the importance attached to each objective.

To show how you have addressed a competency, you will be required to enter a full description of the activity, followed by a description of the learning experience gained. The description gives you the opportunity to summarise and reflect on the work activity.

Writing the activity description (250 characters limit)

The description should be a concise explanation and overview of the activity you are referencing. You are not required to provide a detailed account of the task, only a broad description. You can provide additional information in the 'Learning Outcome' section, however the emphasis should be on what you learned from undertaking the work.

When completing your description you should:

- Be concise and avoid using jargon or abbreviations unless they have been explained
- Avoid repeating information or making reference to other descriptions.

As a guide someone who is not familiar with your work should be able to understand what you gained by undertaking the piece of work or task.

The tables (provided at Appendix 1) give examples of activities that may address the competencies but it is not an exhaustive list.

Writing the learning outcome (1024 characters limit)

The learning outcome is where we expect to see the main body of detail for the submission. We would expect to see each submission between 100-200 words. The learning outcome should be a more descriptive and self-reflective piece, describing what learning or development you took from that particular activity and how you will use that learning in the future. This 'reflection' is an important business skill which you will need to develop throughout your professional career.

On the next page are some examples of what a learning outcome could contain:

Learning outcome	Approach
Explain how this activity has contributed to your personal development.	Answers should: <ul style="list-style-type: none"> • Be specific to the activity • Make reference to the relevant skillset (communications, problem-solving/decision-making and/or professionalism) • Be measurable • Be clearly described • Have clear relevance to the activity • Not be identical to answers elsewhere
What were the key factors of success for the activity	Factors must be: <ul style="list-style-type: none"> • Specific • Measurable • Clearly described • Clearly evidencing success, eg by referencing to the objectives of the task • Not be identical to answers elsewhere
Set out any elements of the activity which were not successful, indicating what could be done differently next time	Points should be: <ul style="list-style-type: none"> • Specific • Clearly described • Show a clear understanding of the issues identified • Not be identical to answers elsewhere
If your work was peer reviewed, outline the feedback received and comment on how you will take this into consideration next time	Points should be: <ul style="list-style-type: none"> • Specific to the task • With clear, corresponding comments on how to address the issues raised
Outline, with examples, any elements of your working practice which you will review as a result of this activity	Points should: <ul style="list-style-type: none"> • Clearly relate to working practice • Include examples specific to the activity undertaken
Explain any training or development requirements you have identified as a result of undertaking this activity	Points should: <ul style="list-style-type: none"> • Relate specifically to the activity • Be accompanied with example of the sort of training/development activity identified

You do not have to include all of the above in each learning outcome, but should contain at least one reflective element in each submission.

Undertake formal learning

In addition to logging your credits, you will need to record at least two hours of Formal Learning and Development activities each year within your PPD Records. These must be unconnected with the actuarial exams and activities you have

recorded to meet the requirement of the CPD Scheme. Such activities can include attendance at meetings of local actuarial societies, technical and business presentations, company arranged training, as well as that provided by external providers

These will need to be logged within your PPD portal in the same format as the other competencies, where we would expect you to describe the Activity and then discuss what your Learning Outcome was from undertaking that Formal Learning.

What if I am undertaking CPD requirements?

If you have CPD requirements under the CPD scheme then you will be required to complete these as well as the PPD. Both of these can be recorded under the My Account section of the IFoA website under the relevant sections.

► To qualify as an Associate

Minimum months of recorded PPD	12 (1 Year)
Minimum number of credits	10
Minimum number of credits submitted per year	3
Formal learning hours submitted per year	2
All Mandatory competencies submitted	Yes

► To qualify as a Fellow

Minimum months of PPD Recorded	36 (3 Years)
Minimum number of credits	20
Minimum number of credits submitted per year	3
Formal learning hours submitted per year	2
All Mandatory competencies submitted	Yes

Your PPD is an annual requirement which all students must complete. However, you may be eligible to have a 'break' in your PPD recording if you are not in an Actuarial role, parental leave, illness or if you believe your current situation means you cannot complete PPD. Please contact Education Services to discuss your situation.

What happens if you have completed the minimum requirement?

If you have completed the minimum period of work experience but have not yet passed all the exams, you will continue to complete annual PPD submissions until you qualify. If you complete the exams part way through your PPD year then a PPD submission will be required for each full month of that year. For example if you pass your final exam in July and your PPD year runs Feb to January, a completion of February to June will be required.

What should these later PPD submissions contain?

The submissions should continue throughout your entire IFoA student journey to record the objectives and competencies addressed, the learning experiences gained and the formal training you have undertaken.

It is expected that you will continue to address different areas of development and that competencies will not be duplicated except in exceptional circumstances. If you have addressed every competency but continue to make PPD submissions, please contact Education Services (education.services@actuaries.org.uk) for advice in the first instance.



Monitoring your PPD

What is a PPD year?

A PPD year will run from the day and month you joined the IFoA for twelve months. It is your responsibility to complete your PPD. For example if you joined the IFoA on 1st April then your PPD year will run from 1st April to 31st March and you must have completed your records by midnight (BST/GMT) on 31st March.

What if I am taking a career break or have a gap in my actuarial employment?

If you are on parental leave, perhaps taking a career break, or not working in an actuarial relevant role you should contact the IFoA to inform us of your situation and log a break. Students cannot log a break themselves and it is your responsibility to inform the IFoA if you cannot meet your annual requirements.

How does the IFoA monitor my PPD?

The IFoA conducts a PPD audit each month to monitor the quality of the PPD process and to maintain the standards. You may be selected for a PPD audit one month after your PPD deadline has passed.

Wherever available, you should keep evidence or proof of how you met the competencies, until you have been confirmed as an Associate or Fellow. This could take the form of presentations, memos or written reports, or certificate of attendance as examples of the activity you are referencing. If your record is selected then you may be expected to provide some evidence of your activities.

Do I need a supervisor?

All students will need a line-manager or supervisor to discuss their PPD records with. They do not need to be a qualified Actuary.

The IFoA reviewer may need to confirm information with a supervisor who is supporting your development and experience gained in the workplace.

You can have more than one individual to support you in achieving the different objectives and competencies but you must not have a friend or relative to avoid any conflict of interest.

You must discuss your intended submissions with your supervisor as part of your professional development and record on each submission that you have discussed it with them. You are not required to record your supervisor on the system but you are expected to provide contact details if you are selected for audit.

If you are self employed then you will still be able to complete the PPD requirements but you need to make the IFoA aware of this so appropriate support can be provided.

What happens if some of the work that you have covered is confidential to your company?

You may cover some of the Objectives and Competencies of PPD while you undertake work that is confidential or commercially sensitive.

In these cases, if you are unable to fully describe how you have met a competency or competencies, please include as much detail of the activity and learning experience as possible and note the reason for any gaps in your submission. Our reviewers may confirm this with your supervisor so please ensure you have discussed this with them before submitting your PPD.

Changing jobs

If you are changing jobs you should complete the online PPD submissions to cover your training and development during the period you are working for your existing employer. This will help your new supervisor know what you have done so far as part of your training.

You need to make sure that you have discussed your PPD with your supervisor before you leave as we may follow up any queries with your submissions with them.

What if I fail to complete the annual PPD requirements?

As part of the audit process the IFoA will identify those students who have not completed the required PPD and will contact them using the information held on our membership database. It is your responsibility to keep your PPD and contact details updated.

There are specific penalties if students do not meet their annual requirements once their PPD deadline has passed:

1. Failure to complete the annual requirements will result in an incremental non-compliance fee of up to £200 to submit any additional logs once your deadline has passed.
2. If students continue to fail to meet their previous years PPD requirements 3 months after their initial PPD deadline has passed, then they risk being suspended from their examinations.
3. If after 12 months, or at the next passing of the PPD deadline students have not met the annual requirements for 2 years (24 months) then their IFoA student membership maybe revoked.

Students who miss or cannot meet their PPD deadline must contact Education Services education.services@actuaries.org.uk at the soonest possible opportunity to discuss their situation.

Final completion of PPD

Once you have completed your exams, professional requirements and believe that you have met the requirements of PPD you need to obtain final sign off that you meet the requirements to become an Associate or Fellow.

What do I need to submit?

The IFoA requires a completed final sign off form along with the appropriate fee. This should be sent electronically to Education services (education.services@actuaries.org.uk)

Who signs off the final form?

This must be completed by a Fellow of the IFoA or of an actuarial association recognised by the International Actuarial Association (IAA), such as the Society of Actuaries or the Institute of Actuaries of India who are familiar with your work and progress.

If you work for an organisation which does not employ any Fellows, you should contact Education Services.

What happens then?

Once the IFoA are in receipt of your final sign off form and appropriate fee a review of your completed PPD submissions takes place. Should supplementary evidence be required to support your application the IFoA will contact you directly.

When the IFoA is satisfied that you have met the requirements to become an Associate or Fellow, you will be sent a transfer document for completion.

Do I have the right to appeal?

Details of our appeal policy can be found on our website: www.actuaries.org.uk

Transition from previous work experience requirements

Working for an accredited employer

The Accredited Work-based Skills Employer scheme will end with the implementation of the PPD programme in 2018. Your employer will provide you with details of what arrangements have been agreed with the IFoA. In the transition, any time completed under the Accredited Employer scheme will count towards your final qualification and your employer will provide you with the signed off element.

Work-based Skills learning logs

The Work-based Skills scheme will end with the implementation of the Personal and Professional Development programme. Details of the transition requirements are available on the IFoA website. Any relevant time completed under the Work-based Skills scheme will count towards your final qualification

Work experience requirement for Institute members 1975-2004

The work experience requirement will end with the implementation of the PPD programme.

Any time completed under the work experience requirement will count towards your final qualification.

Faculty Members

Students who joined the IFoA prior to 1 July 2004 will move to the PPD requirements from September 2018 onwards. They will then be required to complete their PPD submissions from the anniversary of their joining date within 2018.

For example, if you joined the IFoA in January <2004, your PPD will run from January 2018 to January 2019. There is no requirement to complete the 12 or 36 months PPD for the classes of Associate and Fellow if the assessments and professionalism are completed by the Qualifier deadline of 2018.

Personal and Professional Development (PPD)

Competencies and credits requirements for Fellows and Associates.

PPD competencies are split into three key categories. Each competency carries a credit weighting of one or two and credit values will be weighted in favour of the most critical aspects of professional development.

	Minimum credits	Minimum per year	Formal learning per year
Associate	10	3	2
Fellow	20	3	2

Associates and Fellows must complete all the mandatory competencies prior to qualification.

Students are encouraged to complete a broad range of competencies across all three categories. It is expected that competencies will not be duplicated for the same activity annually.

The PPD tables below, include examples of activities that demonstrate each competency. These examples are by no means exhaustive, students are encouraged to reflect on the activities that form their day-to-day work, consider what competencies they demonstrate, and log them accordingly. Students should ensure that the activities they log are substantial enough to demonstrate the competence.

Objectives, competencies and credits for Fellows and Associates.

1 Effective communications 				
	Competency	Credits	Mandatory	Examples of activity
1.1	Present the results of actuarial work to informed but non-technical audiences	2	Yes	<ul style="list-style-type: none">• Explain technical concepts to non-actuarial business colleagues or clients (on a formal or informal basis)• Draft results letters or reports of actuarial projects to internal or external clients• Deliver a presentation of actuarial work to internal or external stakeholders
1.2	Use appropriate techniques to produce effective oral and written communications	1	No	<ul style="list-style-type: none">• Prepare communications using different media for various audiences on non-actuarial topics• Participate in careers presentations• Participate in recruitment programmes/interviews• Prepare or present marketing literature for own firm• Participate in new business pitches

1.3	Prepare effective technical communications for professional audiences of peers, managers and clients	2	No	<ul style="list-style-type: none"> • Prepare internal reports on technical projects for actuarial audiences • Draft procedures documents for technical colleagues, eg transfer value calculation procedures • Prepare slides for a technical presentation to be delivered by you or someone else
1.4	Provide comprehensive summaries of technical actuarial results	1	No	<ul style="list-style-type: none"> • Summarise the results of an actuarial model
1.5	Produce effective executive summaries	2	No	<ul style="list-style-type: none"> • Summarise the key points from a detailed report, eg as a briefing note for a manager or in a letter to a client
1.6	Contribute to actuarial reports for regulators	1	No	<ul style="list-style-type: none"> • Prepare an actuarial report for a regulator, eg on pension scheme funding
1.7	Peer review a colleague's actuarial work and produce a summary of the conclusions	2	No	<ul style="list-style-type: none"> • Provide written or oral feedback to a colleague after peer reviewing their work • Summarise key points raised in the light of a peer review including any action points needed • Discuss the results of a peer review with the colleague who originally prepared the work
1.8	Discuss work projects with clients, before proceeding, to ensure you fully understand the objectives	1	No	<ul style="list-style-type: none"> • Participate in initial meetings with clients at the start of a project • Prepare draft project agreements for clients before embarking on a project
1.9	Evaluate whether messages have been effectively communicated to audiences	2	No	<ul style="list-style-type: none"> • Follow up with recipients after communication has been delivered to confirm their understanding • Analyse feedback received from audience (oral communications) or recipients (written communications) • Prepare list of action points for improvement following feedback from audience or recipients
1.10	Evaluate whether the extent of any uncertainty has been communicated appropriately	2	No	<ul style="list-style-type: none"> • Follow up with recipients after communication has been delivered to confirm their understanding • Perform self-analysis after delivery of communication targeting specifically whether uncertainty was communicated effectively • Analyse feedback from recipients on their understanding of the uncertainty in a communication
1.11	Prepare permanent documentation for defined work products	1	No	<ul style="list-style-type: none"> • Prepare documentation recording processes performed and decisions made and judgement exercised in the course of an actuarial project (such as file notes)
1.12	Prepare communication plans	1	No	<ul style="list-style-type: none"> • Draft a formal plan for delivering a significant oral presentation such as the presentation of reserving results • Draft a formal plan for delivering communications to a range of audiences • Prepare and deliver training to colleagues or external stakeholders (such as trustee training).

2 Problem solving and decision making



	Competency	Credits	Mandatory	Examples of activity
2.1	Analyse and prioritise stakeholder needs when designing solutions	2	Yes	<ul style="list-style-type: none"> • Prepare notes for a project planning meeting incorporating the client's key objectives • Identify the client and their needs and other stakeholders and their interests in the project • Consider budgetary constraints when planning a project • Prepare a project plan and budget • Plan a project to perform a non-standard piece of work for a specific client, noting how the approach to take was determined. • Design a solution for a specified purpose, for example designing a specific insurance product
2.2	Analyse and validate a data set for a model	1	No	<ul style="list-style-type: none"> • Produce appropriate summaries of a dataset. • Perform checks on data with appropriate consideration of tolerances
2.3	Build or specify a model, applying actuarial principles and methods to solve problems	1	No	<ul style="list-style-type: none"> • Build a spreadsheet to calculate projected retirement benefits • Use a statistical package to analyse correlations between various risk factors
2.4	Analyse and validate the results from a model	2	No	<ul style="list-style-type: none"> • Perform independent checks to validate the results of a model • Analyse the implications of the results of a model from the perspective of the client (internal or external)
2.5	Evaluate whether all material factors have been considered when designing a solution	2	No	<ul style="list-style-type: none"> • Review a model you have designed or built to analyse whether all material factors have been considered • Peer review a model designed by a business colleague
2.6	Evaluate whether current team's actuarial skills are sufficient to complete the work assignment appropriately	1	No	<ul style="list-style-type: none"> • Analyse strengths and weaknesses in the team assigned to a project • Analyse your own skills and strengths to understand your role in a team
2.7	Distinguish between material and immaterial factors in a model	1	No	<ul style="list-style-type: none"> • Perform sensitivity tests on models • Explain why a factor was deemed immaterial and therefore excluded from a model
2.8	Evaluate the success of a project and understand the reasons	2	No	<ul style="list-style-type: none"> • Seek and analyse feedback from stakeholders once a project has been completed • Analyse a project which was not effective to understand where mistakes were made and why. • Demonstrate, for a successful project, how a clear strategy aided that success

2.9	Demonstrate an understanding of an effective decision-making process	1	No	<ul style="list-style-type: none"> • Use common project management techniques in your work. • Construct a decision-making process for a specific project
2.10	Demonstrate an ability to use teamwork and time management to produce better outcomes	1	No	<ul style="list-style-type: none"> • Delegate tasks to appropriate colleagues • Manage your work effectively to prioritise tasks appropriately • Inform stakeholders and restructure the project plan if anticipated deadlines may not be met

3 Professionalism




Competency	Credits	Mandatory	Examples of activity
3.1 Demonstrate an understanding of the role of professional and ethical standards in an actuary's work	2	Yes	<ul style="list-style-type: none"> • Explain the role of professional and ethical standards in an actuary's work to an internal or external stakeholder • Describe to internal or external stakeholders how you monitor changes to professional standards and standards of practice • Attend and participate in meetings to discuss updates to professional standards • Draft processes for following professional actuarial standards • Prepare updates for internal or external stakeholders when standards are issued or amended • Prepare templates for reports which comply with professional standards • Prepare training documents for business colleagues on professional standards • Demonstrate compliance with relevant standards by performing and documenting checks on specific pieces of work. • Explain, for a project, to an internal and/or external stakeholder any ethical considerations such as conflicts of interests which arose, how they were resolved or what action was taken when they could not be resolved • Demonstrate an understanding of the difference between ethics (personal code of conduct) and professional standards and how to resolve any conflicts, for example working for a client whose business conflicts with your own personal ethics
3.2 Demonstrate an understanding of the role of peer review in professional work	2	Yes	<ul style="list-style-type: none"> • Determine whether a work review should be applied to a piece of work and, if so, whether the review should be undertaken independently • Justify, to internal or external stakeholders, the decision whether or not to apply a work review and the type of review • Assess your own level of competency and expertise when undertaking a review of someone else's work, demonstrating an appropriate level of objectivity • Explain, to internal or external stakeholders, an actuary's professional responsibilities on reviewing actuarial work. • Peer review a piece of work against the requirements of the profession's practice standards, eg cross-check a report or model against the relevant TAS documents. • Document and communicate clearly the conclusions of a peer review you have performed

3.3	Demonstrate an understanding of the role of a professional body	1	No	<ul style="list-style-type: none"> Describe the role of a professional body to an internal or external stakeholder Participate in the volunteer activities of a professional body
3.4	Demonstrate an understanding of an actuary's obligations to clients, regulators and the public	1	No	<ul style="list-style-type: none"> Explain, to internal or external stakeholders, your obligations as an actuary to clients, regulators and the public. Draft or review a letter of engagement for a client Draft an article on a public interest issue
3.5	Demonstrate an understanding of your professional responsibility to the public interest	1	No	<ul style="list-style-type: none"> Explain, to internal or external stakeholders, the processes to follow in the event of a conflict between the public interest and other interests. Explain, to internal or external stakeholders, the processes to follow on discovery of possible non-compliance, including an understanding of confidentiality requirements Discuss with senior colleagues the requirements the Actuaries Code places on actuaries to maintain the public interest. Undertake training on a relevant topic, eg speaking up on the public interest. Draft or review your firm's policy on speaking out (whistleblowing)
3.6	Demonstrate an understanding of the importance of confidentiality	1	No	<ul style="list-style-type: none"> Apply appropriate use of security for confidential documents to ensure they are accessible only to appropriate or authorised users
3.7	Understand policies and procedures intended to prevent professional misconduct	1	No	<ul style="list-style-type: none"> Undertake training on a relevant topic, eg bribery Draft training documents on professional conduct Discuss professional conduct issues with a senior colleague in the context of a current assignment. Describe a situation that could have led to professional misconduct and the action that was taken to prevent it
3.8	Manage your own personal professional development plan	1	No	<ul style="list-style-type: none"> Evaluate the current level of your own professional development before accepting an actuarial work assignment Identify areas for professional development and seek appropriate training or reading material Produce a continuing professional development plan Monitor your development objectives and discuss them with your manager Prepare a list of development objectives and discuss them with your manager Analyse the effectiveness of your personal professional development plan
3.9	Justify professional opinion in the face of questioning	1	No	<ul style="list-style-type: none"> Explain the reasoning behind decisions requiring judgement in a robust manner. Provide robust arguments where professional opinion was used Discuss reasoning behind professional opinion, when work or decisions are peer reviewed and/or challenged

PPD website portal

Main account page:



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Status: Student




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Change your personal or business details




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Select the information you would like to receive and your preferred method of contact.




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Communities and forum activity.




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Actuarial directory preferences
Manage your actuarial directory preferences




My receipts and purchases
Receipts of purchases made through the website and e-shop orders




My CPD
Review, record and edit your CPD record.




My PPD
Review, record and edit your PPD record.




My exams
Manage your exam bookings, history, exemptions, results and permits



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Your up and coming events and your past events.




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Your outstanding invoices.



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Your member subscriptions

My PPD summary page (no records):



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My PPD

Your PPD credit summary

Mr J Smith BSc

Your current PPD recording period is : 01 Jan 2017 To 31 Dec 2017
You joined the IFoA on: 01 Jan 2017

[Print](#)

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Filter PPD records by date

Effective Communications

PPD Competency	PPD Credits	Learning hours
Total	0	0.00

Problem Solving and Decision Making

PPD Competency	PPD Credits	Learning hours
Total	0	0.00


Professionalism

PPD Competency	PPD Credits	Learning hours
Total	0	0.00

Grand total	0	0.00
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My PPD summary page (with records):



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My PPD

Your PPD credit summary

Mr J Smith BSc

Your current PPD recording period is : 01 Jan 2017 To 31 Dec 2017
You joined the IFoA on: 01 Jan 2017

[Print](#)

[See detailed report](#)

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Effective Communications

PPD Competency	PPD Credits	Learning hours
Present the results of actuarial work to informed but non-technical audiences	2	0.00
Total	2	0.00


Problem Solving and Decision Making

PPD Competency	PPD Credits	Learning hours
Analyse and prioritise stakeholder needs when designing solutions.	2	0.00
Total	2	0.00

Professionalism

PPD Competency	PPD Credits	Learning hours
Demonstrate an understanding of the role of professional and ethical standards in an actuary's work	2	0.00
Total	2	0.00
Grand total	6	0.00

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PPD Objective	PPD Competency	Date	PPD Credits	Learning hours
Effective Communications	Present the results of actuarial work to informed but non-technical audiences	01 January 2017	2	0.00
Description: TEST				
Learning outcome: TEST				

PPD Objective	PPD Competency	Date	PPD Credits	Learning hours
Professionalism	Demonstrate an understanding of the role of professional and ethical standards in an actuary's work	01 January 2017	2	0.00
Description: TEST				
Learning outcome: TEST				

PPD Objective	PPD Competency	Date	PPD Credits	Learning hours
Problem Solving & Decision Making	Analyse and prioritise stakeholder needs when designing solutions.	01 January 2017	2	0.00
Description: TEST				
Learning outcome: TEST				

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PPD Objective *

☒ Effective Communications
☐ Professionalism
☐ Problem Solving and Decision Making

PPD Competency *

☐ Present the results of actuarial work to informed but non-technical audiences
☐ Use appropriate techniques to produce effective oral and written communications
☐ Prepare effective technical communications for professional audiences of peers, managers and clients
☐ Provide comprehensive summaries of technical actuarial results
☐ Produce effective executive summaries
☐ Contribute to actuarial reports for regulators
☐ Peer review a colleague's actuarial work and produce a summary of the conclusions
☐ Discuss work projects with clients, before proceeding, to ensure you fully understand the objectives
☐ Evaluate whether messages have been effectively communicated to audiences
☐ Evaluate whether the extent of any uncertainty has been communicated appropriately
☐ Prepare permanent documentation for defined work products.
☐ Prepare communication plans.
☐ Formal Learning Activity

Activity description *

Date of PPD activity *

Date must be between 01/01/2017 and 21/09/2017

Learning outcome *

Character limit: 1024. Textbox can be expanded. Drag the bottom border.

☐ Discussed with supervisor

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PPD Objective *

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☐ Professionalism
☐ Problem Solving and Decision Making

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PPD Objective *

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☐ Professionalism
☐ Problem Solving and Decision Making

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Learning outcome *


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PPD Objective	PPD Competency	Date	PPD Credits	Learning hours
Effective Communications	Present the results of actuarial work to informed but non-technical audiences	01 January 2017	2	0.00
Description: TEST Learning outcome: TEST				
Remove X Edit >				

PPD Objective	PPD Competency	Date	PPD Credits	Learning hours
Professionalism	Demonstrate an understanding of the role of professional and ethical standards in an actuary's work	01 January 2017	2	0.00
Description: TEST Learning outcome: TEST				
Remove X Edit >				

PPD Objective	PPD Competency	Date	PPD Credits	Learning hours
Problem Solving & Decision Making	Analyse and prioritise stakeholder needs when designing solutions.	01 January 2017	2	0.00
Description: TEST Learning outcome: TEST				
Remove X Edit >				



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