



Institute
and Faculty
of Actuaries

Associateship Qualification

Communications Practice (CP3)

Core Practice

Syllabus for the 2025 Examinations

March 2024

Communications Practice (CP3)

Syllabus for the 2025 Examinations

This syllabus includes information to support the study of this subject. It will guide you through what you need to learn, application of learning as well as the skills that you need to develop. Information regarding the assessment of this subject is also included.

This syllabus includes:

- Aim of the subject
- How this subject links across the Qualifications
- Subject topics
- Subject objectives
- Assessment information

Aim

Provide effective written communications of a technical nature to a non-technical audience. These communications need to convey appropriate information without unnecessary complexity, through the use of appropriate forms of communications, use of appropriate language and identification of the relevant issues to be addressed for the intended audience.

Links Across the Qualifications

Associate Qualification

The communications to be created in the assessment will be based on real-world actuarial scenarios and problems. As such, students may wish to complete their core principles subjects before sitting the CP3 examination, but they are not required to do so.

Topics

1. Identify relevant information and appropriate content
2. Use an effective structure
3. Adopt appropriate language
4. Include appropriate explanation
5. Incorporate effective communication tools

Objectives

1. Identify relevant information and appropriate content

1.1 Identify key information that must be conveyed in order for a communication to meet the objectives, including:

- setting out any implications that may affect the intended recipients' decisions
- disclosing the extent of any uncertainty involved and any limitations in the information being communicated, if that uncertainty or those limitations may affect the intended recipients' decisions.

1.2 Assess what information is not necessary and may, if included, detract from communicating effectively.

1.3 Use numbers in a way that is appropriate for the intended recipient(s), given the objectives of the communication:

- Prepare numerical examples, where appropriate, by drawing on some or all of the available data or creating representative numeric examples (if suitable data is not provided).
- Prepare numerical information so that it is presented in an appropriate format (e.g. appropriate use of percentages, ratios, fractions) and level of detail (e.g. well judged number of significant figures or decimal places).

1.4 Be able to justify the choice of information and content.

2. Use an effective structure

2.1 Prepare an appropriate structure for a specific communication objective

2.2 Justify the choice of structure

3. Adopt appropriate language

3.1 Assess what terminology will be easily understood by the intended recipient(s).

3.2 Explain or define necessary technical terms at an appropriate level of detail for the intended recipient(s)

3.3 Justify the choice of language and terminology.

4. Include appropriate explanation

4.1 Set out a draft communication for the intended recipient(s), including:

- sufficient explanatory steps
- effective explanation
- appropriate level of detail
- technically correct information that is not misleading

5. Incorporate effective communication tools

5.1 Set out information using simple and effective communication tools:

- Visual presentation of numerical information
- Diagrams or pictures
- Bullet points

5.2 Justify the choice of communication tool(s) for presenting numerical information (e.g. data tables, bar charts, line charts, pie charts, scatter charts etc.).

Assessment

This subject will be assessed via one online written examination paper composed of two questions:

- Question 1 (the communication) is worth 80 marks
- Question 2 (reflective questions) is worth 20 marks split over 3 to 6 question parts.

The duration of this examination is three hours and five minutes and is timed and online. This time includes reading time.

The balance and weighting given to the syllabus topics will depend on the nature of the scenario and the reflective questions asked.

Candidates for assessment should ensure that they are well prepared across the entire syllabus. The examination can be composed of questions drawing from any part of the syllabus within any examination sitting and using any command verb. This includes knowledge, techniques, principles, theories, and concepts as specified. Candidates should not rely on past papers alone and should ensure they have covered the entire syllabus as part of their learning and development of this subject. A list of command verbs used in the examinations is included on the IFoA website.

In each examination, candidates will be expected to demonstrate, through their answers, that they have knowledge of, can apply and use higher order skills in this subject:

- Knowledge will be demonstrated through answering questions that assess your understanding of that knowledge as well as through questions that ask you to apply relevant knowledge to scenarios.
- Application will be demonstrated through answering questions which assess that you can identify and apply relevant concepts and skills to solve problems (both numerical and non-numerical).
- Higher order skills will be demonstrated through questions that will assess that you can use relevant knowledge, concepts and skills to solve problems, draw appropriate conclusions, and make meaningful and appropriate comments on those conclusions.

As a guide, in the examination of this subject, you can expect that approximately 85% of the total number of marks for this examination be allocated to the demonstration of Application and 15% to higher order.

Assessment Regulations & Qualifications Handbook

Please ensure you read and have understood the Assessment Regulations ahead of your exam and read through the Qualifications Handbook. These are both available on the IFoA website.

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