



# CPD Co-ordinator – Guidance and useful information

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## What is a CPD Co-ordinator?

A CPD Co-ordinator is a volunteer position that is open to all individuals who are willing to play a pro-active role in two-way communication between the IFoA and their employer, passing on relevant information to colleagues and providing the IFoA with feedback and suggestions.

- We encourage organisations that employ IFoA members to appoint a CPD Co-ordinator.
- Organisations with multiple offices are encouraged to appoint a CPD Co-ordinators per office or to appoint a CPD Co-ordinator per practice area.

If you are unsure if your organisation already has a CPD Co-ordinator, please contact [Engagement Team](#).

## Who can become a CPD Co-ordinator?

The position is open to all individuals who would like to play an active role in communicating between the IFoA and your employer. **You do not need be a qualified actuary or a member of the IFoA.**

## What is the time commitment?

The time commitment is **approximately 2 hours every three months**. This however, can vary depending on how you decide to process and distribute the information that the IFoA provides.

## How long can I hold the position?

Once appointed you can decide how long you wish to remain, you can stand down at any time by sending an email to [Engagement Team](#).

## What does a CPD Co-ordinator do?

The role of the CPD Co-ordinator is to help colleagues to:

- Remain compliant by sharing key dates and regular IFoA communication
- Make your colleagues aware of IFoA updates and opportunities
- Have an avenue to ask questions and share feedback with the IFoA

## What support will I receive?

CPD Co-ordinators will receive:

- A dedicated quarterly update
- An invitation to attend the CPD webinars that we hold twice a year
- The chance to share best practice and learn from others
- An opportunity to help the IFoA to understand the needs of employers and members



## How do I become a CPD Co-ordinator?

If you would like to act as a CPD Co-ordinator for your organisation, or wish to find out more, please contact [Engagement Team](#).

**Please be aware that you will need to confirm that you have read, understood and agree to the information and requirements laid out in our [Volunteer Information Pack \(VIP\)](#) before we can appoint you as a CPD Co-ordinator.**

## Further information

### Quarterly update

All CPD Co-ordinators will receive a quarterly update, this is aimed at alerting you to upcoming deadlines, giving advance warning of changes, and promoting opportunities. We ask that you share this information with your colleagues.

### The CPD Co-ordinators Briefings

We host a one-hour CPD Co-ordinators Briefing twice a year. All CPD Co-ordinators are invited to join these briefing, (if it is not possible for you to attend, you can ask a colleague to join).

The briefings are a great opportunity to ask questions and to provide feedback.

A recording of the briefing, the slides and any accompanying documents are made available on the Virtual Learning Environment (VLE) after the event.

### Sharing best practice and updates with colleagues

If you are a member of the IFoA, we recommend that you use [IFoA communities](#) to start discussions on the CPD related topics in our all-member and community group forums.

### Do you have any feedback or suggestions?

We always welcome your feedback and encourage you to let us know if there is anything you would like us to include in our email communications or briefings. Please send any feedback to: [Engagement Team](#).



## Partner with IFoA

Working with hundreds of employers, we nurture talent, foster growth, and provide tailored programs and cutting-edge resources.

As an employer, you might be looking to uphold the high standards of the actuarial profession. You may want to develop and share best practice and network with your peers, grow your global influence, or break new ground in your industry. You could be aiming to attract and retain talent or ensure you have the right information at the right time to support your actuaries. Whatever your needs, we are your partners for success.

To partner with us and build the future of actuarial work, contact [employers@actuaries.org.uk](mailto:employers@actuaries.org.uk)

## Senior Quality Assurance Representative(SQAR)

The Quality Assurance Scheme (QAS) is a voluntary, outcomes-based scheme which recognises the importance of the working environment in supporting actuaries to carry out high quality work and has continuous improvement at its heart. Launched in 2016, and becoming globally available in 2018, the QAS covers IFoA Members worldwide.

The QAS Outcomes are:

- Professionalism
- Development and Training
- Organisational Culture

QAS accredited organisations must appoint at least one SQAR, or a group of SQARs which must include a Member. SQARs are expected to have a level of seniority or a position which affords them direct access to the board or decision-making function of the Organisation and the ability to influence the operational management of the Organisation.

SQAR responsibilities are:

- Leading on all matters relating to the organisation's QAS accreditation
- Promoting the QAS Outcomes within their organisation
- Promoting compliance with the requirements of APS QA1
- Liaising with and reporting to the IFoA
- Ensuring, with appropriate colleagues, that QAS Outcomes are embedded within the accredited organisation by ensuring they are clearly communicated and understood
- Leading by example and setting the tone in relation to the QAS Outcomes
- Promoting action to remedy deficiencies where work is found to fall short of relevant quality standards

SQARs from accredited organisations participate in the SQAR Forum to learn and share best practice relating to the QAS Outcomes.

To find out more about the QAS and the role of the SQARs, please visit our website [here](#) or contact: [gas@actuaries.org.uk](mailto:gas@actuaries.org.uk)



## Designated Professional Body Contact Partner

As a Designated Professional Body (DPB) under the Financial Services and Markets Act 2000 the IFoA grants licenses to and regulates firms which meet the criteria set out in the DPB

- Investments to business clients only where the business is incidental to the firm's core professional practice (an EPF license)
  - Insurance distribution to business clients only where the business is incidental to the firm's core professional practice (an IDA license)
- or
- The purchase of specific investments, the approval of financial promotions or advice to individuals (an APF license)

Each DPB firm must appoint a Contact Partner to liaise with the IFoA. To find out more about the DPB regime and the role of the Contact Partner, please visit our website [here](#).

To find out more please contact: [dpb@actuaries.org.uk](mailto:dpb@actuaries.org.uk)

## Student Employer Contact

This volunteer role was created to ensure the IFoA and the employers of our student members stay connected, providing valuable insights to help us understand how we can improve the experience of those on the journey to qualification.

Becoming a Student Employer Contact on behalf of your organisation provides the opportunity for us to share key information that may impact the student experience. Our contacts are typically individuals who have the responsibility to oversee and support the development of those sitting the exams.

Our aim is to ensure you have a main point of contact who can help you understand all the processes, procedures and requirements that our student members will need to navigate and comply with in order to achieve their qualification. This role has strengthened the relationships with many employers over the years, as we currently have direct contacts established with over 130 organisations around the world.

The IFoA is constantly evolving to ensure our qualifications stay relevant to support the flow of qualified actuaries, so it is vital that we are able to work with employers to gain valuable feedback that helps us shape the future of the qualifications.

The IFoA recommends that this role would be most suited to a qualified member, who has the responsibility to oversee students on behalf of their organisation but can also be undertaken by a non-member working in a HR or Learning and Development type of role.

To find out more about becoming a Student Employer Contact and to express your interest in getting involved, please visit our website [here](#)

If you have any questions about the learner journey, please get in touch with our Learning Relationship Manager [kirstie.smith@actuaries.org.uk](mailto:kirstie.smith@actuaries.org.uk)



## Career Long Learning

Career Long Learning is a vital part of the IFoA strategy for the future of your career and your profession. As effective professionals, you need to possess relevant and contemporary skill sets. The IFoA is dedicated to providing you, our members, with the best opportunities for your Lifelong Learning needs.

We are providing resources, information and signposting which will allow you to develop your skills and knowledge in the ever-changing world of work. What is available to you:

- Volunteering opportunities to stretch to allow you to develop
- Events and webinars to grow your knowledge
- Signposting to courses and other resources to assist in your career journey
- Dedicated web pages providing insights into Data Science, Sustainability and business skills
- Thought leadership
- Professionalism

In our fast-paced ever-changing world of work, employers need actuaries who have core actuarial skills, are flexible and can add value to their businesses.

To find out more please contact [Engagement Team](#)

## Employer Hub

Developed with actuarial employers it has all the information employers need to support, develop, retain and recruit the best actuarial talent. With key information on membership subscriptions, exams, learning and development and partnership opportunities. The Hub has everything employers need to support their actuaries in one place.

To access the Employer Hub, please visit our website [here](#).

## Sponsorship opportunities at IFoA conferences

Association with an IFoA event is an unmissable marketing opportunity for both sector-specific companies and high-end.

By sponsoring or exhibiting at one of our events, you can showcase your employers products or services to some of the 10,000 actuaries who regularly attend them.

## Exhibit at our events

Companies can select from a variety of different exhibition packages, ranging from space-only options to shell schemes. All refreshment breaks take place within the exhibition space, guaranteeing you dedicated networking time as well as the opportunity to market your product directly to your target audience. Exhibition space can be purchased separately and as part of a bespoke sponsorship package.

To find out more about sponsorship and exhibition opportunities please contact:  
[sponsorshipandexhibitions@actuaries.org.uk](mailto:sponsorshipandexhibitions@actuaries.org.uk)



## Professional Skills Training

Professional Skills CPD is a requirement for all members as specified in the CPD Scheme.

To help members meet their requirements, new professional skills training material is released twice each CPD year – September and March for you to use with your colleagues. This includes:

- Video case studies
- Accompanying follow-up videos featuring actuaries discussing the issues
- Quizzes, illustrated vignettes and other training material to support you.

Log in to the Professional Skills Hub on the Virtual Learning Environment (VLE) to browse through the bank of resources via 'My account'. The Toolkit, which includes train the trainer notes; outline formats for one- and two-hour Professional Skills sessions; links to download the video case studies; links to download the discussion videos; video synopsis, discussion points and feedback; quizzes and illustrated vignettes; and a template PowerPoint presentation is also accessible via the VLE or, alternatively, you can contact the Professional Skills Team.

To find out more please contact: [professional.skills@actuaries.org.uk](mailto:professional.skills@actuaries.org.uk)

## Chartered Enterprise Risk Actuary (CERA)

Providing the most comprehensive and rigorous training in Enterprise Risk Management (ERM), the Chartered Enterprise Risk Management (CERA) credential complements emerging fields (data science and climate change) as well as having a wide range of applications in insurance, finance and well beyond.

As a signatory of the CERA Global Treaty, the IFoA can award the CERA qualification to suitably qualified members of the IFoA. The CERA credential provides risk professionals with strong ERM knowledge that drives better business decisions.

Professional, ethical and trusted, with impeccable standards and integrity, an actuary with the CERA designation is able to effectively communicate ideas with leadership and is qualified to play varying roles within an organisation, from risk manager to chief risk officer and more.

View further details [here](#).

To find out more please contact: [Thomas.evans@actuaries.org.uk](mailto:Thomas.evans@actuaries.org.uk)

