

# The Quick Guide to Outcomes-based CPD

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**CPD Committee of the Professional Matters Board**

**Updated July 2019**

## Objectives

The objective of Continuing Professional Development [CPD] remains the professional promise of the actuarial profession: assisting members to maintain the capability to deliver a quality service that applies up-to-date specialist skills and knowledge, demonstrates ethical behaviour, and is subject to professional oversight.

## Approach

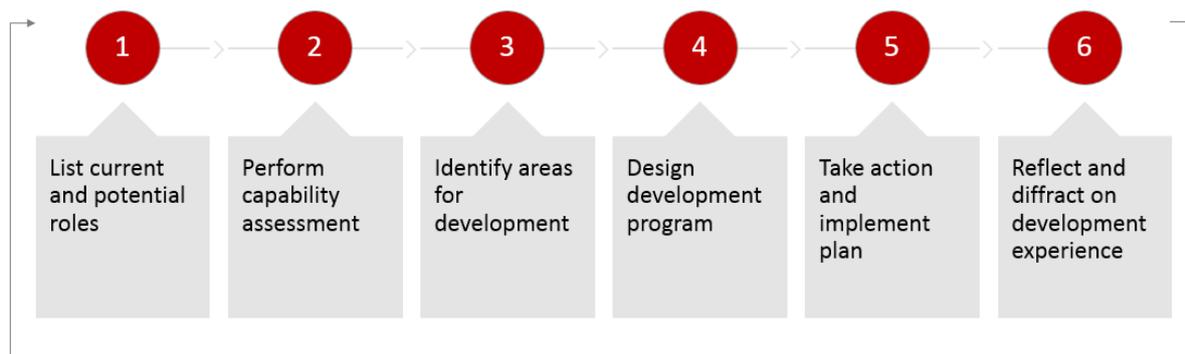
Outcomes-based CPD is principle-based and requires from members to set their own standard within the framework provided. The old CPD followed a rules-based approach and set mandatory standards to comply with.

## Governance

The Professional Matters Board is responsible to set the policy, standards and guidance for CPD. The Board also deals with CPD non-compliance through its disciplinary committee.

## High-level Process

Members must engage in iterative cycles of professional development through a deliberate and mindful process that focusses on capability gaps identified when assessing current and future roles. The 6-step process is illustrated below:



## Reflection and Diffraction

Members must engage in **reflection and diffraction [R&D]** at least once per annum, preferably more frequently. Performing R&D is a new requirement aimed at broadening and deepening the development experience. Reflection refers to a member looking back at their developmental experience. Another term borrowed from physics, diffraction [the interaction of waves] refers to the insights that will only emerge out of a professional development discussion with another professional person, mentor or coach – for example “I don't know what I don't know”.

Discussion with **another professional person, mentor or coach** is mandatory, and necessary to gain the benefits of diffraction. Their role is to assist the member in their personal development for which the member takes responsibility. As such they are not required to sign or certify anything, nor take any responsibility for the outcome of the R&D. However, members will be asked to identify their diffraction partner.

If the other professional person is another actuary, R&D can be mutual and, as contemporary development theory asserts, the interaction should then be even more beneficial.

## Record Keeping

The member should record the fact that R&D took place, the name of the diffraction partner, and document the outcomes towards the next cycle of their professional development plan. Records should be retained by the member for a period of three-years.

An example of a professional development plan is illustrated below:



Outcomes-based Continuing Professional Development Record

|   |  |   |   |   |   |   |                                     |
|---|--|---|---|---|---|---|-------------------------------------|
| Name:   |  | Actuarial Society reference no:   |   |   |   |   |                                     |
| <b>DEFINED Role(s)</b>  | CURRENT ROLES:                         | <b>Review of responsibilities</b><br><i>Key responsibilities of the role(s)</i> <span style="float: right;"><i>High level evaluation</i></span> |   |   |   |   |                                     |
|   | DESIRED FUTURE ROLES:                  |   |   |   |   |   |                                     |
| <b>DEVELOPMENT RECORD FOR PERIOD</b>  |  | From  | Dec-15  | To  | Jun-16                                    |   |                                     |
| <b>ASSESSED / IDENTIFIED NEEDS</b>  |  | <b>PLANNED ACTIVITIES</b>   |   | <b>PLANNED</b>                                      | <b>DONE</b>                               | <b>SELF-REFLECTION</b>  | <b>REFLECTION &amp; DIFFRACTION</b> |
| <b>Category</b>   | <b>Development need identified</b>     | <b>Date id'd</b>  | <b>Planned activities</b>   | <b>Dates</b>  | <b>Dates</b>                              | <b>Evaluation</b>   | <b>Evaluation</b>                   |
| Link to Framework & Code:   | Describe the issue                     | Date issue first identified   | List activities here<br>Can be more than one activity for each development need<br>Just add more lines if unplanned or new activities get added | Put expected completion date here for each activity | Use actual date for unplanned development | Evaluate the success of each activity<br>Was development objective met?<br><br>What did I learn?<br>How has this affected my career?<br>Do I need further activities? | Discussed with ... July 2015        |
| a) Technical  | <b>Remember to cover all 3 spheres</b> |   | Have 1 covered all 3 spheres?   |   |   |   |                                     |
| b) Normative  |  |   |   |   |   |   |                                     |
| c) Organisational   |  |   |   |   |   |   |                                     |
| <b>OVERALL end of period review of CPD compliance: = "Did I fulfil my obligation regarding CPD for the period from 1 December - 30 November?"</b> |  |   |   |   |   |   |                                     |

Members are encouraged to refine this template to suit their development journey.

## Confidentiality of Member Information

There is no requirement that the member disclose their full development plan to the Actuarial Society of South Africa [ASSA]. The contents of the diffraction and the member's development plan remain confidential.

## Employer Development Plans

If the member is employed a similar plan may be required as part of the employer's development or performance requirements. If ASSA's requirements are adequately covered, then it is acceptable for one document to serve both purposes.

## Annual Declaration

Members will still be required to declare their compliance with CPD annually when renewing their membership. At the minimum, you need to have gone through the essential steps of the process, analyzing your role and development needs, attempted to identify and carry out development, and had a diffraction discussion. It is a lifelong process, and the important thing is to try. By being a member, and accepting your professional promise and code of conduct, you have undertaken to apply yourself diligently to CPD requirements.

## Monitoring and Reporting

ASSA will continue to rely on trust and verification principles for CPD monitoring and apply risk based monitoring of compliance. This will include a random selection of 5% of members, who will be interviewed confidentially, and asked to take the reviewer through their personal development journey.

Increased reliance will be placed on employer development plans where these meet ASSA's requirements through the role of accredited Actuarial Training Offices [ATO].

Aggregated information from occasional anonymous surveys will be used to identify collective areas of development and influence the content of events directed at CPD such as sessionals, seminars and conferences.

### Transition Arrangements

Existing members will have an option to complete either hours- or outcomes-based CPD over the next two years i.e. for the periods ending 30 November 2019 and 30 November 2020. Learnings from members during the transition period will be used to refine CPD guidance.

Members in statutory roles holding practising certificates are requested to also complete the old hours-based CPD requirements until transitional arrangements for the CPD aspects of practicing certificates have been finalised by each practice area.

Outcomes-based CPD will be mandatory for all new members that join ASSA during or after the transition period.

In due course, Council's intention is that outcomes-based CPD will be a mandatory requirement for all members to whom CPD applies.

### Development of the Outcomes-based Process

Various constructive comments, as well as compliments, were made by members in the survey attached to the annual CPD declaration in 2017 and 2018. These comments have been used to review the process, and develop Frequently Asked Questions.

ASSA's policy actuary is responsible for the implementation of outcomes -based CPD in consultation with the CPD Committee. For any further queries please e-mail [cpd@actuarialsociety.org.za](mailto:cpd@actuarialsociety.org.za)

Further resources may be found in the CPD section of the website.