

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS OF THE ACTUARIAL SOCIETY OF SOUTH AFRICA

GUIDE TO THE EXPERIMENTAL PROCESS FOR THE CPD YEAR STARTING 01.12.2016

1. INTRODUCTION

- 1.1 Compliance with the Continuing Professional Development (“CPD”) requirements of the Actuarial Society of South Africa (“ASSA”) is a condition of continuing membership of ASSA as set out in the bye laws.
- 1.2 Non compliance will lead to sanctions as determined by the Council from time to time, including termination of membership, as set out in the bye laws.
- 1.3 ASSA’s CPD requirements are set out in professional guidance note PGN801.

2. THE PILOT PROJECT

- 2.1 For the 2016/17 and 2017/18 CPD years, the Actuarial Society is piloting refinements to the CPD requirements. Members are free to use the existing or pilot system.
- 2.2 The Professional Promise in the Actuarial Society’s Code of Professional Conduct requires members to develop and maintain the ability to deliver a quality professional service in their chosen field. The revised CPD requirements are techniques to assist members to remain professionally competent. Based on commissioned research, the Society believes that ‘outcomes-based’ cycles of professional development are more likely to bring about true professional development for many members than the existing requirements. In fact, most of the activities that would ‘count’ under the existing system could also appear in the refined system – but as part of a cycle including prior planning and subsequent application and analysis.
- 2.3 As a result of this research, the Society recently refined its understanding of CPD, and this statement is set out in Annexure A.
- 2.4 Further information about the thinking behind the refinements, and additional links, can be found can be found on the website of the Actuarial Society of South Africa at <http://www.actuarialsociety.org.za/Professionalresources/OutcomesbasedCPD2017.aspx> .

3. MEMBERS MUST SELECT THEIR CPD REGIME FOR THE CPD YEARS STARTING 01.12.2016

- 3.1. In their annual membership declaration of December 2016, members will be asked to elect the existing or refined CPD requirements as their regulation for the ensuing two years.
- 3.2. Since the refined system (as described in Section 4 below) requires members to judge for themselves what an appropriate development cycle is, there are no categories of membership with different requirements. The refined requirements apply to all Fellow and Associate members, except Associate members who are participating in the Society’s work-based learning programme, actuaries who are not working, and those who are not resident in and do not perform any work in South Africa, provided they are a member of an IAA member professional body in their country of operation, and comply with local CPD requirements. However, Area Practice Committees may have specific additional requirements for the granting and maintenance of practising certificates.
- 3.3. Similarly, the concept of ‘verifiable’ CPD, where the activity can be observed by others, is replaced by the recording of the professional development cycles. Nevertheless, formally organised events such as ASSA

Conventions, seminars or sessional meetings, work on ASSA committees, formal in-house professional meetings or seminars, formally assessed studies and preparing and delivering learning to colleagues are still likely to be an essential (but not necessarily sufficient) part of the professional development process.

- 3.4. There is no minimum number of hours to be spent planning, executing, and analysing the professional development process. As set out in Section 4 below, it is the quality rather than the quantity of development that is important.
- 3.5. The ability to average CPD activities over a two year period falls away - the requirements should be met on an on-going basis.

4. REQUIREMENTS OF THE REFINED CPD SYSTEM

- 4.1 Members must work through cycles of Professional Development on a regular basis. Different members may find different timings (eg monthly or quarterly) more useful, but the process must be done at least yearly.
- 4.2 To structure the process, a pro-forma template is available for members to use, attached as Annexure B, and available on the Society's website. This template is similar to, and an extension of, the work-based learning template used in the Society's normative education programme.
- 4.3 **PLAN:** First, members should list the various professional roles that they perform, as well as any new areas into which they would like to grow. Then, they consider what capabilities they should have for these roles and then assess where they have development needs. Then, they identify professional development activities that may meet these needs.
- 4.4 **ACT:** Members then carry out the identified development activity. This would include both the initial development and applying the development in practice.
- 4.5 **ANALYSE:** Finally, members should analyse the progress made or the outcome of each activity – preferably engaging with a work colleague or fellow actuary. Just as in the actuarial control cycle, this last step leads to the beginning of a new cycle of planning, acting and analyzing.

5. ASSESSMENT

- 5.1 The Actuarial Society understands that members may be discouraged from honest and frank reflection if their records could be made public. Members are required to keep their own records – and declare at year-end that they have diligently applied cycles of professional development.
- 5.2 Members using the refined system should explain to another member how they remained professionally competent. This engagement is part of the learning cycle, and should be done in depth, not just a 'corridor chat'. The other member must keep the conversation confidential, and is relieved of any obligation to the profession to whistle-blow on any matter discussed.
- 5.3 The Actuarial Society will do spot checks on selected members to verify that the process is being followed. In this pilot phase, the Society will combine the spot checks with a request for feedback on the value of the refined system to members, and possible improvements.
- 5.4 The employers of some members have professional development systems which are similar to the Society's refined CPD requirements. Such members may be able to carry out one peer review process that will satisfy both employer and the Society.