

## FAQ on Revisions to CPD Scheme to account for Impact of Pandemic

### Introduction

The COVID-19 pandemic has caused the Society to cancel or postpone many of its events. It has also imposed extra work and caused personal disruption to a large number of our members. Therefore, on 9<sup>th</sup> April the Society announced that it was adapting its CPD Scheme for the current and next CPD years. A link to the full details can be found below but in essence they amount to the CPD scheme “year” becoming a two-year period with the requirement for the two-year period being one and a half times that of a single year. This document has been produced as a response to some of the questions that we have received, since the announcement, as additional guidance to members.

It should be noted that there is already a guide for members which pre-dates the recent changes but otherwise is informative.

### Useful Links

[SAI response to COVID-19 situation](#)

[ASP PA - 1 Continuing Professional Development](#)

[Existing CPD Guide](#)

### Q: Does the ASP PA-1 still apply?

A: Yes. Except where the details have been explicitly modified by the temporary changes, the ASP still applies. It will apply in full from 1<sup>st</sup> July 2021 once more, though we may modify it, as we have done in the past, to take account of changing circumstances and through the usual consultation and approval process.

### Q: Do the changes affect who has to do CPD and record it?

A: No. As before all Fellow and Associate members must comply. As before members working outside Ireland who are complying with a scheme recognised by the Society may treat compliance with that scheme as equivalent.

### Q: What happens for members taking maternity leave or other forms of extended absence from work?

A: The same rules apply as at present. If you are away from work on extended absence then you are allowed a reduction in the required amount of CPD, provided the period of absence exceeds 3 months. Note that does not include being unemployed and seeking work. The reduction is linear but with a minimum requirement of 5 hours and no reduction to the professionalism requirement.

For example, if you are in member category 2B and were on leave from 1<sup>st</sup> February 2020 to 30<sup>th</sup> November 2020 your required CPD would be (14/24) of the 30 hours. The other requirements would be reduced similarly but the professionalism requirement remains 2 hours.

**Q: Are all the requirements of the 2-year period equal to 1.5 times the previous single year requirement?**

A: Not quite;

- you must complete 2 (rather than 3) hours of verifiable professionalism training in total over the two years, and
- the minimum amount for completion by a member who has been on extended leave for a large part of the period (but not the full 2 years) is 5 hours, just as it is at the present

**Q: Does that mean that a member who did their 2 hours professionalism before the shutdown is good until 30<sup>th</sup> June 2021?**

A: That's right, but note that if they are also IFoA members, they also have to comply with the IFoA's scheme which is likely to require professionalism CPD in its scheme year running from 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021 (as of writing this has not been announced).

**Q: What will happen for those members who need practising certificates?**

A: Members who require a new or renewed practising certificate will be required to submit details of CPD completed from 1st July 2019 to the date of application, so that the Practising Certificate Committee can see how much they have done, the aim being to demonstrate the compliance with the two year requirement is likely. Applicants will also be asked to undertake to meet the revised CPD requirements by 30th June 2021.

**Q: Does the new arrangement mean that I need not record any CPD until 30 June 2021?**

A: Well you don't have to, but that's probably a bad idea. By June 2021, some of your CPD may have taken place two years ago and your recollections may be sketchy. We strongly recommend that you record your CPD as you go along. It also helps you keep in mind where you are on meeting your requirements. In addition, as mentioned above, any members needing practising certificates will be expected to show that they are keeping up to date (see above).

**Q: What happens to those who become Fellows (or Associates) during the two-year period?**

A: A pro-rata rule applies here. For example, if you become a Fellow on 1<sup>st</sup> May 2020, then you would have 14 months as a Fellow out of 24 possible. Therefore, the requirements are (14/24) of the normal requirement for the CPD category you belong to. Note that the minimum of 2 hours professionalism applies. Most members in this position will be attending the Graduation Programme which will supply CPD including professionalism CPD. The CPD Guide amplifies on the requirements for Associates in its FAQ section (question 6).

**Q: I am a student member but carrying out a role that would mean that I would be CPD category 2A or 1 if I were a Fellow. Does the CPD scheme apply to me?**

A: Not technically no, the CPD scheme does not apply to Students. However, there are requirements under the Code of Professional Conduct. One of these is that you have appropriate levels of knowledge and skill. We expect members in this position to undertake sufficient CPD to meet this requirement and to maintain records so that they can demonstrate this.

**Q: What is happening about the Graduation Programmes?**

A: The April programme has been postponed until 13<sup>th</sup>/14<sup>th</sup> October, and a second programme will take place on 15<sup>th</sup>/16<sup>th</sup> October. If they do not prove viable because of isolation rules then we will consider moving to a format where they can be done remotely.

**Q: Has the IFoA confirmed they are comfortable with these changes for those Society members who are also members of the IFoA?**

A: Yes. The IFoA has now confirmed that it will continue to recognise our CPD Scheme (including the revisions we announced on 9<sup>th</sup> April).

Attendance at our Graduation Programme was already deemed as being equivalent to Stage 2 of the IFoA Professional Skills Training for freshly qualified actuaries. They have confirmed that if a member who was booked onto our April course is late in completing their IFoA requirements (i.e. not within a year of becoming a Fellow) then attendance at one of the October 2020 courses would be acceptable.

**Q: What is happening with IFoA CPD Requirements?**

A: You should check the IFoA website to confirm but the IFoA's CPD Scheme "year" is 14 months for 2019/20 and ends on 31<sup>st</sup> August. Society members seeking to rely on their compliance with the Society's scheme and not submit details into the IFoA must make an application to that effect. Please see the section on "Further Matters for IFoA members" in [SAI response to COVID-19 situation](#).

A new CPD scheme for the IFoA will apply from 1<sup>st</sup> September 2020. As of writing (June 2020) details of this have not been announced.

**Q: Will the SAI Annual Convention still be taking place?**

A: Yes, we plan to have it on 8<sup>th</sup> December 2020. No decision has yet been taken as to whether there will be another Convention before 30<sup>th</sup> June 2021, so it would be unwise to rely on this to meet your CPD requirements for the two-year period.

**Q: Will there be more changes?**

No more changes are planned for the period to 30<sup>th</sup> June 2021. We consider that there are enough chances to meet CPD requirements remotely that members should be able to comply even if restrictions are extended much longer than currently expected. If this does happen and individual members are facing difficulties, they should contact us at [CPD@actuaries.ie](mailto:CPD@actuaries.ie).

**Q: Where can I get online CPD that is verifiable?**

A: If you register for and join a live SAI webinar, you are considered to have 'signed in' to the event. The SAI will keep a record of your attendance at the webinar and you may submit this event as verifiable CPD.

If you join a live Society webinar by conference call, then we will have records also. However, they will not identify you by name, but only the phone number. Therefore, when recording your entry for attendance you should note the telephone number that you used so that a later match-up can be made if you are audited.

[Actuview](#) is a useful utility and we plan to load more Irish content onto it. We are holding webinars as are many other organisations. We expect that this will be a permanent feature even when the pandemic recedes. Indeed, we had begun moving in that direction before the crisis.

**Q: I used to get together with a group from work and listen to Podcasts, can this still work?**

A: Yes. Some form of electronic roll-call will be acceptable as verification. We recommend arranging to listen together then using one of the many web tools for meeting (e.g. Zoom, Microsoft Teams, Skype) then using screenshots of participants or email roll-calls or some other form of evidencing.

**Q: Actuvie did not record my CPD, what should I do?**

A: We have been told that the bugs that appeared early on have now been fixed. If you have problems please let us know as soon as possible. We do recommend checking each time you view just to be safe. Remember you must view at least 90% of the video for it to count.

**Q: I volunteer for the Society on a Committee, but there are no longer sign-in sheets, does this mean that the CPD is no longer verifiable?**

A: No not at all. If the meeting has a Society host then they will record attendance and this record is retained by the Society; if there is no Society host, the Chair needs to do this. In addition, the minutes should record those present and should be placed in the relevant forum on our website.

**Q: Will you be creating online Professionalism CPD material?**

A: We will be considering how to deliver Professionalism CPD in the future. If it becomes possible, we will be delivering at least some of our Professionalism content face to face. Equally we were planning to create online Professionalism CPD before the pandemic, so that is now very likely. However, as IFoA members who have to complete 2 hours by 31<sup>st</sup> August have access to IFoA online resources, we do not consider that it is essential to deliver Society professionalism training before that date.

**Q: The website's CPD returns still show the old wording, can I still input CPD records?**

A: Yes, we know we need to make some changes. They need a little time. You do not need to make a compliance declaration in respect of the year to 30<sup>th</sup> June 2020. This will be modified to cover the two-year period to 30<sup>th</sup> June 2021. However, any records of CPD input before the system is updated will be preserved.