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| **Work-based skills – Certified Actuarial Analyst**  **Typical review questions** |

These questions are provided to supervisors to help them decide on questions the student should address at different stages of the skills acquisition. Other questions may be chosen. A clear note of the question addressed should be made in the learning log.

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| **A. Technical applications of actuarial skills** | |
| 1 | Give an example of how your company has implemented controls to manage risk with respect to a recent project you have been involved in. How successful do you consider the controls to be? |
| 2 | Describe the assumptions that have been made in implementing a particular model you have been working with recently. How realistic are these assumptions and is it possible to make any adjustments? |
| 3 | Give some examples of tricky actuarial problems you have encountered in your work over the past few months. What practical solutions were eventually used? Discuss possible alternative solutions. With the benefit of hindsight, would you have addressed any of these problems differently? |
| 4 | Describe how you have used a concept featuring in the actuarial exams in a recent piece of work. |
| 5 | Describe a piece of work you have worked on that required the use of data. How did you validate the data? |
| 6 | Describe a piece of work in which you have been involved recently for which you had to develop a novel technical solution. |
| 7 | Explain why it is important to document your work adequately. Describe the documentation needed for a recent piece of work. |

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| **B. Professional and ethical** | |
| 1 | Prepare some notes on some potential ethical and professional judgement issues that you have encountered in your work and discuss them with your supervisor. |
| 2 | Discuss a current “hot topic” within the actuarial profession, considering the matter from several different viewpoints. |
| 3 | Consider a recent task you have completed which has caused you ethical concerns. How did you attempt to reconcile your concerns with the business needs? On reflection, how might you have done this better? |

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| 4 | Consider a recent task that you have been involved with where the results you were developing appeared to conflict with the client’s business interests. How did you flag your concerns in this respect? How did this influence the subsequent program in the task? On reflection, how might this have been better handled? |
| 5 | Describe a situation which you have encountered where you considered that a public interest issue was involved. How was this conveyed to the client or to senior management in your company? |
| 6 | Describe a case you have encountered which raised ethical concerns in your mind. How did you approach the resulting professional issues and how were any difficulties resolved? |

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| **C. Communication** | |
| 1 | Give some examples of recent communications you have been involved in which went well and some examples which went less well. Explain why you believe that each communication was effective or otherwise. |
| 2 | Prepare some examples of different types of recent communications you have worked on and discuss the purposes of each of them with your supervisor. Were the purposes successfully achieved? |
| 3 | Describe in non-technical language the work that you have done recently on a technical actuarial model. Explain why various stages of the model are necessary also using nontechnical language. |
| 4 | Discuss a recent piece of writing that went to several different audiences. Did it work for the different audiences? What worked? What did not? What would you do differently next time? |
| 5 | Using a recent presentation you have given as an example, describe your planning in producing this. What were you trying to achieve? What was the message? What decisions did you make in preparation? |
| 6 | Contrast two recent meetings that you attended, one which went better than the other. What made the difference? What would you do differently next time? |