

Proposed ASHK CPD Requirement

Category of CPD Requirement

The proposed CPD Requirement is a compulsory requirement applicable to all Fellow members of the ASHK. The current CPD requirement was issued in the form of a Guidance Note which served as guidance for ASHK members and was not compulsory.

The ASHK Council have decided it is more appropriate to classify the new CPD requirement as a By-Law rather than a Professional Standard.

According to the Articles of Association of the ASHK, a "Professional Standard" means a standard "issued to cover a field of actuarial work on which there is a consensus as to how that work should be done". We have also read through PS1 and PS2, and they both include major principles directly related to actuarial work for Appointed Actuaries and Retirement Schemes respectively. Since the CPD Requirement is not specifically related to day-to-day actuarial work, we believe it is not appropriate for it to be issued as a PS.

On the other hand, a "By-law" is broadly defined in the Articles of Association as rules that "all Members of the Society agree to comply with and be bound by". The proposed CPD Requirement fits well in this category.

Details of CPD Requirement

The majority of ASHK Fellow members are already members of other international statutory actuarial bodies which have established some form of CPD requirements. The intention of the proposed CPD Requirement is to enforce a CPD requirement on all Fellow members without giving extra burden to them. We have compared the CPD requirements of the main statutory actuarial bodies, and below is our proposed CPD By-Law

By-Law Regarding Continuing Professional Development. ("CPD")

1. All Fellow members of the ASHK will be subject to the CPD Requirement. Members who have recently attained their ASHK fellowship status are not required to begin earning CPD credits until the calendar year following the year of attainment.
2. The CPD Requirement is recorded based on a 1-year cycle.
3. Fellow members must complete a minimum of 15 hours of professional development work each calendar year, split into the following two categories:
 - a. At least 11 hours related to the member's main practice area. For members whose main practice area includes Hong Kong-related actuarial matters (e.g. Appointed Actuary), at least 3 of the 11 hours must be Hong Kong specific; and

- b. No more than 4 hours in areas not related to the member's main practice area. Examples might include business management skills, volunteer activities with ASHK or general actuarial knowledge and techniques.

In the case where an event or activity overlaps with more than one of the above categories, members are allowed to determine the desired allocation of CPD hours in each category while adhering to the minimum and maximum standards. No double counting of CPD hours is allowed.

CPD credits are Hong Kong specific if they comprise activities that are surrounding the actuarial industry of Hong Kong. Examples include attending seminars on actuarial topics focused on Hong Kong and self-learning of any updates on Hong Kong insurance regulation.

CPD credits are related to the member's main practice area if they broaden or deepen the member's knowledge of work which is required for his or her current role, or in a new area in which the member contemplates practicing in the future.

4. Members should keep a record of their CPD activities throughout the year. Members will be asked to certify annually at the time of membership renewal that they are in compliance with the CPD requirements. The ASHK may conduct annual audits on a random basis to monitor compliance.
5. Any member who fails to comply with CPD requirement at the end of the calendar year has three months to make up the shortfall of CPD hours. Non-compliance will result in counseling and potential disciplinary actions.