

Communication, Modelling and Professionalism

Subject Syllabus 2026





1. Overview and aim

The aim of this subject is to enable students to apply their technical and theoretical knowledge in an effective and professional manner.

Students will learn effective writing and presentation skills. The concepts of model governance are introduced. Students will study professional and ethical frameworks to apply to all aspects of their actuarial work.

Students will also develop the ability to think critically and apply judgement. Critical thinking and judgement skills are expected from actuaries in the workplace and form the basis of examination questions in Fellowship subjects.

2. Student outcomes

After successfully completing this subject, students will be able to:

- effectively communicate with a range of different audiences;
- design, check and communicate a well-constructed model; and
- apply professionalism and ethics in decision making processes.



3. Prerequisites

Students will have attempted (but not necessarily passed) all their Foundation program subjects (or Part I equivalents) before commencing this subject.

Students will also have studied (but not necessarily passed) relevant university taught Actuary program subjects before commencing this subject. The relevant subjects differ depending on whether students are undertaking the old Part II or new Actuary education program. The relevant subjects for each group of students are as follows:

- Part II prerequisite subjects:
 - Actuarial Control Cycle I
 - Actuarial Control Cycle II
 - Investment & Asset Modelling
- Actuary program prerequisite subjects:
 - Actuarial Control Cycle
 - Data Science Principles (Data Analytics Principles).

There are no prior work experience requirements for undertaking this subject.

4. Assessment skill level

Assessment of this subject will be split across the following skill levels:

- Simple Application (30%): demonstration of a detailed knowledge and understanding of the topic
- Application (50%): demonstration of an ability to apply the principles underlying the topic within a given context; and
- Higher Order (20%): demonstration of an ability to perform deeper analysis and assessment of situations, including forming judgements, considering different points of view, comparing and contrasting situations, suggesting possible solutions and actions and making recommendations.



5. Assessment method

This subject is assessed via:

- a mid-semester assignment in the form of a presentation, worth 50%; and
- an end-of-semester exam worth 50%.

To pass this subject, students must also:

- successfully answer multiple-choice questions throughout the subject;
- attend the Professionalism tutorial (Tutorial 2), either in person or by watching the entire recording; and
- submit a written self-reflection on the case studies discussed in that tutorial. All self-reflections will be graded.



6. Learning objectives

1 Effectively communicate to and with a range of audiences

- 1.1 Evaluate the characteristics, needs and circumstances of a target audience
 - 1.1.1 Determine the purpose and target audience of the communication
 - 1.1.2 Research the characteristics and circumstances of a target audience
 - 1.1.3 Evaluate the needs of a target audience
 - 1.1.4 Determine the communication form most suited to a target audience
- 1.2 Produce effective business writing
 - 1.2.1 Apply appropriate structure to a piece of written communication
 - 1.2.2 Use language and a level of detail appropriate to the target audience
 - 1.2.3 Use a range of communication tools to enhance a piece of written communication
 - 1.2.4 Apply techniques for reviewing written communication
- 1.3 Prepare and deliver an effective presentation
 - 1.3.1 Plan a presentation to suit its audience and achieve its aim
 - 1.3.2 Apply structure to a presentation
 - 1.3.3 Prepare for a presentation by making speaking notes, creating visual aids and practising
 - 1.3.4 Use appropriate body language, spoken language and voice control to engage the audience
 - 1.3.5 Present with confidence
- 1.4 Build and foster effective working relationships
 - 1.4.1 Explain the importance of effective business relationships for individuals, teams and organisations
 - 1.4.2 Describe measures that can be taken to build strong relationships
 - 1.4.3 Describe ways to increase personal influence
 - 1.4.4 Outline characteristics that foster effective teamwork
 - 1.4.5 Describe processes that can be used to manage conflict in the workplace



- 1.4.6 Apply the Code of Conduct's six principles to workplace relationships and communications

2 Construct an effective model

- 2.1 Design a model, considering its purpose, features required and restrictions
 - 2.1.1 Design a model flowchart
- 2.2 Create a clear structure for a model
 - 2.2.1 Explain the key elements of a good model structure
- 2.3 Check a model using a variety of techniques, such as spot and high-level checking, sensitivity testing and technical review
- 2.4 Document a model, including its purpose, data, key assumptions and methodology used, checks performed, outputs, sensitivities and limitations
- 2.5 Communicate model outcomes
 - 2.5.1 Identify key information required by the target audience
 - 2.5.2 Explain a model's outcomes and their potential impact on the target audience
 - 2.5.3 Communicate the uncertainty, reliances and limitations associated with the model's outcomes
- 2.6 Explain the need to update a model over time

3 Apply professionalism and ethics in decision making processes

- 3.1 Examine the role of professionalism and ethics in actuarial work
- 3.2 Distinguish between self-regulation and external regulation of a profession
- 3.3 Describe the legal, regulatory and professional framework for an Australian actuary
 - 3.3.1 Distinguish between the legal, regulatory and professional requirements of an actuary
 - 3.3.2 Identify key non-practice area specific laws relevant for an Australian actuary
- 3.4 Examine the six key principles of the Actuaries Institutes' Code of Conduct
 - 3.4.1 Examine the principle of integrity
 - 3.4.2 Examine the principle of compliance
 - 3.4.3 Examine the principle of competence and care
 - 3.4.4 Examine the principle of objectivity



- 3.4.5 Examine the principle of speaking up
- 3.4.6 Examine the principle of communication
- 3.5 Describe the role of the Actuaries Institute
 - 3.5.1 Describe the governance structure of the Actuaries Institute
 - 3.5.2 Outline the strategic plan of the Actuaries Institute
 - 3.5.3 Describe the key areas in which the Institute can support you as a Member throughout your career
 - 3.5.4 Explain the purpose and process of the Disciplinary Scheme and how it links to the Code of Conduct
- 3.6 Explain techniques that can be used for managing personal workflow
 - 3.6.1 Manage personal workflow using a triangle approach
 - 3.6.2 Explain methods for staying organised
 - 3.6.3 Discuss methods to appropriately manage work-related stress
- 3.7 Apply critical thinking and judgement to actuarial problem solving
 - 3.7.1 Explain the four main stages in the process of critical thinking
 - 3.7.2 Describe the logical fallacies which are sometimes used to make arguments look stronger than they are



Actuaries Institute.

About the Actuaries Institute and Profession

As the peak professional body for actuaries in Australia, the Actuaries Institute represents the profession to government, business and the community. Our members work in a wide range of fields including insurance, superannuation and retirement incomes, enterprise risk management, data analytics and AI, climate change and sustainability, and government services.

Actuaries use data for good by harnessing the evidence to navigate into the future and make a positive impact. They think deeply about the issue at hand, whether it's advising on commercial strategy, influencing policy, or designing new products. Actuaries are adept at balancing interests of stakeholders, clients and communities. They're called upon to give insight on complex problems and they'll look at the full picture. Actuaries analyse the data and model scenarios to form robust and outcome-centred advice.

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