

Professionalism, Communication and AI in Practice

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 develop the ability to think critically and apply judgement.

The subject also equips students with practical skills, ethical frameworks, and professional judgement for using generative artificial intelligence (GenAI).

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;
- apply professionalism and ethics in decision making processes; and
- apply GenAI tools effectively and professionally.

3. Prerequisites

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

Students will also have studied (but not necessarily passed) the Actuarial Control Cycle and Data Science Principles (formerly Data Analytics Principles) Actuary program subjects before commencing this subject.

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 examination worth 50%.

To pass this subject, students must also:

- answer all multiple-choice quiz questions correctly;
- attend the Professionalism tutorial, 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 are graded and a Satisfactory Grade must be achieved.



6. Learning objectives

1. Develop effective communication to and with a range of audiences (40%)

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. Analyse 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. Produce 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. Develop 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 (5%)**
 - 2.1. Design a model, considering its purpose, features required and restrictions
 - 2.1.1. Design a model flowchart
 - 2.2. Construct 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. Summarise 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. Communicate 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 (45%)**
 - 3.1. Describe the role of professionalism and ethics in actuarial work
 - 3.2. Contrast self-regulation and external regulation of a profession, including the implications of each
 - 3.3. Interpret the legal, regulatory and professional framework for an Australian actuary



- 3.3.1. Contrast the legal, regulatory and professional requirements of an actuary including any implications of the differences
- 3.3.2. Identify key non-practice area specific laws relevant for an Australian actuary
- 3.4. **Interpret the six key principles of the Actuaries Institutes' Code of Conduct**
 - 3.4.1. Interpret the principle of integrity
 - 3.4.2. Interpret the principle of compliance
 - 3.4.3. Interpret the principle of competence and care
 - 3.4.4. Interpret the principle of objectivity
 - 3.4.5. Interpret the principle of speaking up
 - 3.4.6. Interpret 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. Describe the purpose and process of the Disciplinary Scheme and how it links to the Code of Conduct
- 3.6. **Apply critical thinking and judgement to actuarial problem solving**
 - 3.6.1. Describe the four main stages in the process of critical thinking
 - 3.6.2. Describe the logical fallacies which are sometimes used to make arguments look stronger than they are
- 4. **Develop effective and professional practices for using GenAI tools (10%)**
 - 4.1. **Explain how GenAI models produce original content**
 - 4.1.1. Explain how large language models generate text
 - 4.1.2. Explain how diffusion models generate images, audio, and video content



- 4.2. [Develop ethical and safe practices for using GenAI tools in professional actuarial contexts](#)
- 4.2.1. Discuss the benefits, limitations, and risks of using GenAI
- 4.2.2. Apply adequate privacy, security, and ethical safeguards when using GenAI tools
- 4.2.3. Apply the Institute's Code of Conduct principles when using GenAI tools
- 4.2.4. Evaluate GenAI outputs by identifying potential biases
- 4.3. [Develop effective approaches for using GenAI tools to solve actuarial business problems](#)
- 4.3.1. Select appropriate GenAI tools for a given context
- 4.3.2. Apply effective techniques for instructing GenAI tools to enhance their outputs
- 4.3.3. Apply techniques for actively engaging with GenAI outputs
- 4.3.4. Evaluate the usefulness of GenAI outputs.



Actuaries Institute.

The Actuaries Institute

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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