Institute of Actuaries of India

302, Indian Globe Chambers,142, Fort Street, Off D. N. Road, Mumbai – 400001

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CA3 - Communications

Dear All

We are happy to inform you that next CA3 course will be held on **2nd, 3rd & 4th September 2014.**

Introduction: The CA3 course aims to test your skills at effective communication to both technical and non-technical audiences. It is based on the concepts in the Core technical subjects and in CA1 – Actuarial Risk Management and questions are set within a financial framework.

The Format: The course is spread over three days;

- **The first day -** Communications workshop
- **The second day -** This day will include preparation for the assessment and is led by communication experts who will conduct exercises from the pre-course workbook and will provide feedback to the candidates. The day will conclude with a PC based two hour exam where you will prepare slides for presentation on day three.
- **The third Day -** You will be individually assessed by two examiners - an actuary and a non-actuary in a 5-10 minute oral presentation which will be filmed. In the evening, you will also complete a PC based written exam (1.5 hours + 15 minutes reading time) involving the communication of actuarial issues.

Applying for CA3:

A. **Points to Note:**

1) **Eligibility:** Students having passed all CT (CT1-CT9) + CA1 subjects.
2) **Capacity:** Batch of maximum of twenty students selected on first-cum-first basis.
3) **Registration:** The registration process will be on **First Come First Serve Basis.** However, the batch will be open on 18th July 2014 for students who are left only with CA3 for fellowship and from 19th July 2014 for all the students who fulfill the eligibility criteria as mentioned above.
4) **Fee:** Rs 40,000/- **(**includes fee for examination, pre-course workbook, boarding & lodging and food facility for three days. It is compulsory to stay at the exam venue for the exam dates. You may arrive in the evening of 1st September 2014 and can check out on 4th September 2014. Students are expected to make their own travel arrangement.
   Candidates will be strictly provided accommodation on twin sharing basis
5) **Mode of Payment:**
   Payment is to be made Online. Please follow the registration process as given under.
6) **Membership subscription:**
   Student Members who have paid subscription for Year 2014-2015, will only be permitted to appear for the Examination.
    (If you have not paid subscription fees till date, please get in touch with the subscription department. The concerned person is Ms. Vijaya Bhosale at actsoc@actuariesindia.org Tel: 67843333)
7) **Pre-course exam workbook**: You are required to work through the pre-exam workbook, complete the exercises and upload the document by workbook submission date prior to undertaking the course. Students who do not meet this requirement will not be allowed to attend the course and will not be entitled to apply for refund of the course fee.
8) **MS office version**: Only MS office 2007 version will be used and made available during the examination.
9) You will be having examination on **Laptops** that will be provided by the Institute.

B. **Exam Centre:** YMCA 18, YMCA Road, Near Maratha Mandir, Mumbai Central, Mumbai 400008

Visit us at: www.actuariesindia.org

C. Key Dates:

1. **Exam Dates: 2nd, 3rd & 4th September 2014**
2. Online Registration starts on **18th July 2014 at 12.00 NOON**
3. Registrations opens [if seats available] for all the students including those who are eligible as per the criteria mentioned from **19th July 2014 at 12.00 NOON**
4. Last date of Registration is **26th July 2014**
5. **The pre course workbook needs to be submitted to IAI:** to be uploaded on or before 4th August 2014 under your IAI member login.
6. **Feedback to be provided by phone on the pre-course workbook:** Latest by 14th August 2014.

Registration process

1. Log on to your member login (www.actuariesindia.org).
2. Click on the Examination tab.
3. If you fulfill the criteria then the **"CA3"** option will be available in the drop down.
4. Click on the **"CA3"** option and proceed towards registration.
5. Select the Communication address "Permanent" or "Alternative" address as required.
6. Further click on **"Pay"** to make the payment.
7. On successful payment you will be directed towards **"Transaction Acknowledgment"** page wherein you can take a print out of the receipt.
8. Click on **"Proceed"** to view your registration details.
9. The **"Pre-course assignment"**, **"Study material"** and **"Sample project"** all in one single document from **"Pre-course assignment, Study material & Sample project" tab** will be available to download once your registration is successful.
10. After successful submission of pre-course assignment, the tab to book the time slot will be available from 5th August 2014 (After last date of Pre-course assignment submission) under your IAI Member login.

The applications are subject to sufficient number of registrations received. Thus you will receive a confirmation of your registration by 1st August 2014.

In case you have any queries kindly contact
Ms Divya Bavishi
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Tel: 022-67843326