

ASSISTING THE SECURITIES & INVESTMENT INSTITUTE

1) What is the purpose of the SII Syllabus Development and Examination Panels and how do they operate?

Each examination subject has a dedicated team of industry practitioners who assist the SII in the development of the subject syllabus, examination papers and question bank.

Each syllabus is reviewed at least annually by the subject panel to ensure the examination remains technically up to date and meets the needs of the industry.

Panel members are required to attend meetings at the SII's offices whenever possible or to provide feedback in absentia to the appropriate Examinations Manager.

2) What are the benefits to individuals and firms?

- an opportunity to ensure the relevance of SII exams
- an opportunity to influence and shape SII exams that directly affect your organisation
- a stimulating team working environment with industry peers for the exchange of ideas and market knowledge
- a challenging form of continuous professional development
- CPD hours awarded to SII Members
- Free attendance at relevant SII events

Syllabus and exam panel membership brings members into contact with other individuals, for example, practitioners, training providers, trade body representatives, and provides the opportunity to shape and influence the exam syllabus for candidates in the industry.

Alongside discussion of the syllabus and exam papers, members can swap views on industry developments, feedback from the regulators and government, and network with colleagues from other firms.

The SII CPD Scheme, which is free to SII members, recognises external specialist involvement as a means for practitioners to demonstrate their ongoing commitment to continuing professional development. Members of SII panels will be entitled to claim double the number of CPD hours of attendance at panel meetings as part of the 'Development of Others' category for each meeting.

Many panel members agree a period of released hours with their employers on the basis of a contribution to general maintenance of standards in the industry by way of examinations.

3) What skills and knowledge are required to be a member of a panel?

Preferably Manager level.

Experience of the subject, familiarity with the subject syllabus.

Knowledge of the job roles undertaken in the subject area.

Awareness of industry practices, regulations etc.

4) What commitment is required in terms of time, meetings and responsibilities?

- Attend panel meetings (typically one or two half day meetings per year). These meetings cover syllabus development and exam question paper sign-off.
- Support the Examinations Manager with occasional examination related issues (for example on syllabus developments, exam questions or study material).
- Offer advice and guidance on industry changes that may affect the examination.
- Support the examination publicly and its use by the industry (for example through attributed quotations).
- Offer advice and guidance in the case of candidate queries, complaints or appeals.
- Assist the SII in the development of subject panels (for example proposing new members or advising on areas of specialism required on the panel).
- Familiarity with the content of the SII workbook, offering advice or guidance to the author.