Certified Courses

Professional Certificate

Pensions Management

INTRODUCTION

- The requirements and duties of everyone involved with work-related pension schemes are growing in complexity; consequently, the pressure on managers, auditors and accountants is at an all-time high. Our tailored training course shall address the practical elements of treating this as well as providing more informed procedural guidance on administering a pension scheme, accounting and auditing obstacles.
- The course also aims to provide delegates with an insight and understanding of records management. It will then provide techniques to deal with the issues and challenges involved in implementing electronic records management systems.
- Finally, the programme will focus on the essential elements of management, providing supervisors and first line managers with the core knowledge and the skills needed to execute their roles and responsibilities as new managers.

Participants attending the Pensions Management training course will develop the following competencies:

- Understand the value of Pensions and management
- Learn how to transfer, adapt and apply best practice from both the public and the private sector
- Deal with common administrative duties
- Understand the need for records management
- Make a significant contribution in the investment decisions of schemes

PROGRAMME OBJECTIVES

This training course on Pensions Management is designed to help participants to develop the following critical objectives:

- Develop a 360-degree angle on pension scheme regulation and administration.
- Take an in-depth look at pension scheme investments including alternative investments and auditing troubles
- Investigate the pensions SORP and its main requirements
- Plan the key stages of a change process, using appropriate tools
- Have a range of analytical tools at hand to help identify the cause of problems
- Initiate a strategic planning process
- Develop sustainable policies on records and improve their management
- Records Appraisal and Archiving

WHO SHOULD ATTEND?

- This Pensions Management training course is suitable for a wide range of professionals but will be particularly beneficial to for pension administrators and middle managers that wish to enhance their ability to plan and act more technically minded.
- Managers
- Administrators
- Trustees
- Internal Auditors and Management Accountants

TRAINING METHODOLOGY

- This Pensions Management training course will combine presentations with instructor-guided interactive discussions between participants relating to their individual interests. Practical exercises, video material and case studies aiming at stimulating these discussions and providing maximum benefit to the participants will support the formal presentation sessions. Above all, the course leader will make extensive use of case examples and case studies of issues in which he has been personally involved.

PROGRAMME SUMMARY

- This unique training course on Pensions Management covers discussion of critical areas of the benefits of a pension and planning and effective administrative strategy.
- The focus of this course is on the actions required to achieve effective design and introduction of Pensions Management strategic plans.

Programme Outline

Introduction to Pensions

- Why have a pension
- Pensions Framework
- Occupational schemes
- Trustees
- Risks
- Case example or case study

Basics to Administration

- Understanding Pensions
- Being a Trustee
- Scheme Rules, Contributions and Benefits
- Case example or case study

Running the Pension Administration Scheme Defined Contribution Scheme & Defined Benefit Scheme

- Running a Scheme
- Scheme financing for Defined Benefit Schemes
- Case example or case study

Understand the Objectives and Value of Records Management

- What are Records
- Risk Associated with Electronic Records
- ERM Misconceptions & Strategies
- Records Retention & disposals
- Records Storage
- Effective filing
- Case Study

Producing a Strategic response to Pensions Administration

- Investing a scheme assets
- Administrating and accounting
- Member communication
- Managing Problems
- Case Study

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