



# PMI Qualifications Overview 2014

FELLOW

DIPLOMA  
CERTIFICATE

ASSOCIATE

AFFILIATE

**The Pensions Management Institute (PMI) is the UK's leading professional body for those working in the field of employee benefits and retirement savings. It supports and develops the experts who are responsible for running the UK's pensions industry and is acknowledged as the body for establishing, maintaining and improving professional standards in every area of pension scheme management, consultancy and trusteeship.**

In addition to the many qualifications outlined in this brochure, the PMI provides a full range of support services for the ongoing professional development of its 6,500 members including:

- a popular programme of national conferences and seminars
- PMI News, a monthly magazine, and PMI Technical News, a quarterly newsletter
- other publications including Pensions Terminology (a glossary of terms and jargon used as the standard reference text for those working in this area)
- Expert Partners which offer PMI members fast track access to the most up to date information available in the pensions industry including latest knowledge and research on specific topics
- a network of UK regional groups
- PMI TV - an online TV channel offering a selection of topical, relevant and informative programmes
- a Continuing Professional Development (CPD) programme
- the PMI Accredited Adviser Programme (PMI AAP)
- PMI Extra - an exclusive benefits scheme for PMI members
- an online careers service
- Learning Gateway - an online portal offering a comprehensive range of investment, business and compliance related courses
- the PMI Trustee Group
- Association of Professional Pension Trustees (APPT)

The PMI plays a vital role in shaping the nation's pensions industry and, as a result, impacts on the success of UK business as a whole. It prides itself in leading the future of pension's standards and practices across the UK. It is a non lobbying professional body which works with government and other bodies in the financial sector to ensure the views of its members are put forward in a sound and impartial manner.

# foreword

The PMI is regarded as a prestigious institution that looks to promote the continual improvement of those involved within the pensions and wider retirement savings arena, through relevant and practical qualifications. In times of an economic decline, personal development is often the area that is neglected and the PMI realises the pressures that employers of our members and Students are under. We believe it is important to maintain the standard of qualifications in this ever increasingly complex field and have therefore added in a new section explaining the benefits of the PMI qualifications for employers.

The PMI aims to ensure that the quality of its qualifications is maintained but equally as important is their relevance. Each year the content and material is reviewed ensuring new legislation and best practice is reflected in them. The ways of working within the industry are changing and we aim to reflect this in the flexibility of the qualifications that we offer. Whether you are an administrator of a defined contribution arrangement or a newly appointed trustee, there are qualifications that match your needs. This flexibility is shown in the range of qualifications from beginner level pensions essentials through to the specialist qualifications such as the Diploma in Regulated Retirement Advice (DRRA).

During 2013, the take-up of the PMI's Certificate in Pensions Automatic Enrolment has been phenomenal and we are pleased to see that it has been undertaken not only by pensions professionals topping up their qualifications, but also first time visitors to the PMI. The aim of this Certificate has achieved what it set out to do - inform non-pensions people about automatic enrolment and to update those who already have a pensions qualification. Learning from the success of this concise but effective qualification, we will look to develop this framework for other highly technical areas and new pieces of legislation. A case of watch this space.

I would like to thank the PMI qualifications team who work hard all year round to ensure our members and Students get the help they need, whether it is guidance as to which qualification they should take or going out and talking to the employers, helping them understand the benefits of being PMI qualified. I would also like to take the opportunity to thank our Study Support Partners and industry experts who make possible the continued education of our industry.

**Lesley Carline**

Chair of Qualifications, Examinations and Assessment Committee

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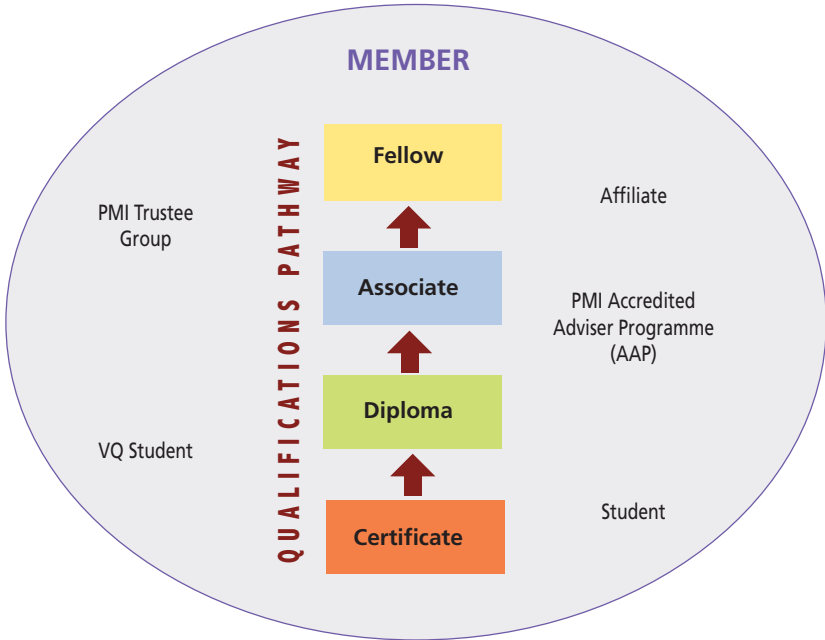
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# PMI qualifications 2014

In the complex world of 21st century pension provision, the PMI's qualifications provide pensions professionals and trustees, and their employer organisations, with an effective means of achieving up-to-date technical knowledge and understanding at the right level. This helps to ensure that professionals have the necessary skills and competences to fulfil their demanding roles in the workplace.

This brochure provides an overview of the full range of PMI examination, assessment and study support services which lead to internationally recognised qualifications for pension managers, consultants, administrators, international benefit specialists, lawyers, accountants, trustees, support staff and also those for whom pensions is a significant part of their work.

# PMI membership structure



## Membership Status

## Eligibility Criteria

<b>Fellow</b>	Five years as an Associate Member including three years continuous CPD					
<b>Associate</b>	Completion of the Advanced Diploma in Retirement Provision & three years experience in pensions					
<b>Diploma</b>	Diploma in Pensions Administration (DPA)	Diploma in International Employee Benefits (DiplEB)	Diploma in Retirement Provision (DRP)	Diploma in Employee Benefits & Retirement Savings (DEBRS)	Diploma in Regulated Retirement Advice (DRRA)	
<b>Certificate</b>	Certificate in Pensions Calculations (CPC)	Certificate in Pensions Administration (CPA)				

# PMI membership grades

Membership of the PMI is on an individual basis and is open to those involved with any aspect of pension scheme management or administration.

## Affiliate Membership

Affiliate Membership is open to anyone who wishes to have a formal relationship with the PMI.

## Student Membership

Those wishing to study towards the Advanced Diploma in Retirement Provision, including the Retirement Provision Certificate (RPC), must be at least a Student Member of the PMI.

## VQ Student Membership

Those studying towards one of the PMI's VQ qualifications will be automatically given VQ Student Membership status for the duration of their study. If they wish to go on to study the Advanced Diploma in Retirement Provision (including RPC), they must either register as a Full Student (above) or, depending on their eligibility, for a higher level of membership.

## Certificate Membership

Certificate Membership is open to those who have achieved either the Certificate in Pensions Administration (CPA) or the Certificate in Pension Calculations (CPC).

*Certificate Members are entitled to use the letters CertPMI after their name. This grade of membership confers no voting rights.*

## Diploma Membership

Diploma Membership is open to those who have achieved one or more of the qualifications at Diploma level.

*Diploma Members are entitled to use the letters DipPMI after their name. This grade of membership confers no voting rights.*

## Associate Membership

Associate Membership is open to those who have achieved the Advanced Diploma in Retirement Provision and who have had a period of no less than three years' practical experience in the pensions industry.

*Associate Members are entitled to use the letters APMI after their name.*

## Fellowship

Fellowship is the most senior level of membership the PMI offers and is open to Associates who have satisfied the criteria. Work involving substantial pensions accountability and responsibility is required along with a complete continuing professional development (CPD) record.

*Fellows of the PMI are entitled to use the letters FPMI after their name.*

For more details see the 'Membership' section of the PMI's website at **[www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)**



## Foundation qualifications

### Qualifications for those starting out in the industry

- PMI Level 2 Award in Pensions Essentials (QCF)
- PMI Level 3 Certificate in Pensions Essentials (QCF)
- Retirement Provision Certificate

## Skills in administration

### Qualifications for those carrying out essential front line roles like pensions administration and benefit calculation

- PMI Level 4 Certificate in Pension Calculations (QCF)
- PMI Level 3 Certificate in Pensions Administration (QCF)
- PMI Level 4 Diploma in Pensions Administration (QCF)

## Managers, consultants, technical advisers & compliance roles

### Qualifications for those carrying out or aspiring towards a career in company pensions management, technical, compliance and advice and consultancy

- Diploma in Retirement Provision
- Diploma in Employee Benefits & Retirement Savings
- Advanced Diploma in Retirement Provision

## Standalone qualifications

### Qualifications for specialist activities or specific areas and regulated advisers and trustees

- PMI Level 3 Award in Pension Trusteeship (Defined Contribution and Defined Benefit Schemes) and (Defined Contribution Schemes) (QCF)
- Certificate in Pensions Automatic Enrolment
- Diploma in International Employee Benefits
- PMI Level 6 Diploma in Regulated Retirement Advice (QCF)

## Benefits for employers

The PMI recognises that its membership is made up of individual members, the majority of whom rely upon their employers to fund their membership and study.

This represents an investment by the employer and brings with it many rewards including:

- employees with the knowledge and confidence to carry out their roles
- employees with the tools to think strategically and to successfully manage teams
- employees who are up-to-date with the latest best practices and technical skills
- employees with specialist knowledge but also a good understanding of wider retirement savings products
- employees with a greater understanding of the customer care aspects of delivering services

Pensions whether administration, ancillary services or consulting is a professional service and as such there is a reasonable expectation that organisations providing those services will employ suitably qualified employees. Organisations will be judged by their clients, procurement teams, third party evaluators and prospective clients on the number of qualified staff, the support it provides and how it nurtures its people. The PMI's qualifications are widely recognised and highly respected within the industry on both a national and international level.

In order to assist members and Students through the range of qualifications that the PMI has to offer, this brochure includes a series of case studies based upon roles that Students may be in or are aspiring to carry out. These case studies are equally relevant to employers when considering which qualifications are suitable for your people.

The team at the PMI are on hand to advise and guide employers and are more than happy to spend the time with you or your training team.

**Through increased and improved education, we can ensure that members of retirement savings products or schemes will receive service excellence from knowledgeable, committed individuals.**

## What is right for me?

The following examples show how the framework can work for people as their careers develop.

# the PMI framework in action

**The following examples show how the framework can work for people as their careers develop.**

## **EXAMPLE 1**

### **Non Pensions Specialist**

#### **Starting out**

Samantha is an HR Administrator. David works for a medium size company in the construction industry where he has general management duties. Stella and Ian both work for a Third Party Administrator (TPA), Stella in a flexible benefits team, and Ian in business development. These jobs are all very different but each individual gets involved in pensions to various degrees and they all feel that basic knowledge would help them in their roles.

For an initial overview of UK pensions they all attend an Award in Pensions Essentials (APE) course, which consists of five units, and find it very useful. Samantha decides that it was sufficient for her needs but the others all want to know more.

#### **Building on qualifications**

David is becoming more involved with company pension scheme matters and the trustees increasingly rely on him to provide information for them and other parties involved.

As part of the flexible benefits team Stella helps employers design, implement and communicate benefit packages to their workforce. She considers the Diploma in Employee Benefits & Retirement Savings (DEBRS) Module 301 on Employee Compensation and Benefits which, in particular, is tailor made for her role.

Ian's role as Business Development Manager involves a lot of sales and marketing. He has to understand each client's business and pension schemes to be able to identify gaps where his company can provide better and/or additional services.

All three are keen to understand pensions in the wider savings and employee benefits context. They each decide that the three modules in the DEBRS qualification will meet their needs and, once qualified, will be eligible to apply for Diploma Membership and use DipPMI after their name. This helps promote the professionalism of their company.

### **Extending knowledge**

After achieving the DEBRS qualification David is keen to continue learning. Although he is not in a pensions specialist role, his company intends to acquire other businesses over the next few years and a rationalisation of the pension schemes will be required. His employer has already mentioned that he will be expected to manage this and David recognises that he will need more of a strategic understanding of pensions including legal issues, management, risk and governance all of which are included in the Advanced Diploma qualification modules.

## **EXAMPLE 2**

### **Pensions Administrator - TPA**

#### **Starting out**

Daniel joined a TPA as a Pensions Administrator, following completion of his degree in Business Studies. As part of his induction he completed the APE during his first six months with the organisation.

Following this, Daniel was given the choice to complete the CPC, CPA or the Diploma in Pensions Administration (DPA).

Daniel chose to take the DPA, as this is the highest level of the three qualifications and provides a variety of examined units and work-based assessments.

Daniel was also keen to continue to study towards further qualifications and the DPA would provide the highest number of credits within the PMI framework.

#### **Building on qualifications**

Daniel completed the DPA qualification and gained a promotion to Senior Administrator.

As part of his new role, Daniel is occasionally required to attend trustee meetings in the absence of his team leader and he is therefore considering whether to take any further qualifications in order to increase his knowledge of pensions.

#### **Future plans**

Daniel is entering for the RPC in the first instance as this could lead him onto either the Advanced Diploma qualification or DEBRS if he decides to take further exams in the future.

### **EXAMPLE 3**

## **Pensions Administrator – in-house**

### **Starting out**

Bavinder left school after taking A levels in History, General Studies and Biology and started work with an in-house pensions administration team. The pensions manager and his more experienced colleagues provided Bavinder with an excellent introduction to managing the in-house pension arrangements and Bavinder soon realised that he wanted a career in pensions and looked to expand his knowledge.

Bavinder realised that the RPC would be a good introduction and that it would allow him to progress to more advanced qualifications in due course. Whilst studying for the RPC Bavinder's team moved from Finance to HR and the team became responsible for the wider employee benefits offering.

### **Building on qualifications**

Having completed his RPC, Bavinder decided to take the DEBRS qualification as this had a wider employee benefit component and would also give him credits towards the Advanced Diploma qualification should he decide to do this in the future.

## **EXAMPLE 4**

### **Pensions Lawyer**

#### **Starting out**

Eloise studied Law at university and then accepted a training contract with a large international law firm. She was first sponsored by them to do the necessary Legal Practice Course and then had four six month 'seats' or placements within the firm gaining experience of different practice areas including six months in Paris.

On qualifying as a solicitor she remained with the firm and chose to specialise in what had been her first 'seat' – pensions, where she had enjoyed the complexity of the work, contact with clients and the company plus the support of the team of pensions lawyers.

#### **Building on qualifications**

Eloise was encouraged by the head of pensions, a Fellow of the PMI, to do the Advanced Diploma qualification. As a qualified lawyer she applied for accreditation of prior learning credits – obtaining 100 module specific credits against Module 202 and 200 non module specific credits against 200 level modules. She then did RPC and chose to do the Defined Benefit Schemes and Investment Modules to enhance her knowledge in these areas. At the 300 level she chose International 2, Management, Risk and Governance and Explaining Pension and Benefit Matters to complete the Advanced Diploma qualification and, having now worked in pensions for three years, went on to apply for Associate Membership.

#### **Extending knowledge**

After a break from exams, Eloise is now considering doing the second International Module to complete the Diploma in International Employee Benefits (DipIEB) which she feels will help her with work for multi-national clients.

## **EXAMPLE 5**

### **Client Relationship Manager**

#### **Starting out**

Chris joined a TPA provider following a few years at an insurance company. He had studied and obtained Financial Planning Certificates 1 and 2 but felt that in his new role as an Administrator they did not really give him the pensions knowledge he needed to carry out his role.

Chris undertook the DPA. He enjoyed the practical aspects of the qualification and the fact that it related to his role. The ability to select some of the units most relevant to him was particularly useful and allowed Chris the opportunity to create a qualification that suited his requirements.

#### **Building on qualifications**

Looking to extend himself, Chris achieved a promotion and became a Client Relationship Manager. Now no longer carrying out administration routinely, he felt he needed to develop a more strategic understanding of pensions and wider retirement savings issues.

Chris decided to study for the Advanced Diploma qualification and began by taking the RPC. He was pleased to learn that his DPA gave him credits to use against the Advanced Diploma qualification so he didn't have to study all of the later subjects. He chose to take a selection of subjects that complemented what he had learnt in his earlier studies and helped broaden his experience beyond his day job.

After a couple of years' study Chris passed enough exams to achieve the Diploma in Retirement Provision (DRP). Chris realised the importance of communicating effectively with his clients on all aspects of their benefit arrangements. He chose the Explaining Pension and Benefit Matters, Management, Risk and Governance, and Employee Compensation and Benefits subjects and quickly passed these to gain the Advanced Diploma qualification which meant he could apply to become an Associate of the PMI.

#### **Extending knowledge**

Even though he has gained the Advanced Diploma qualification, Chris is keen to keep learning. In particular he now works with large multinational clients and wants to understand the issues these clients face in designing global benefits packages. He is now studying for the DiplEB and hopes to complete this next year. Benefits and hopes to complete this next year.



## **EXAMPLE 6**

### **Trustee**

#### **Starting out**

Jim is a Mechanical Engineer and was appointed as a Member Nominated Trustee to his employer's pension scheme, which has both, defined benefit (DB) and defined contribution (DC) sections, twelve months ago. Following his appointment he successfully completed the Pensions Regulator's Trustee Toolkit.

At trustee meetings, regular training sessions are provided for the trustees by the scheme's advisers and at one of these training sessions the PMI Awards in Pension Trusteeship (APT) were mentioned. Jim was interested in furthering his knowledge and felt that this might be a good way to do this. He spoke to the secretary to the trustees who arranged for him to attend a one day training course arranged by the schemes actuarial adviser which would be followed by an opportunity to sit all or a part of the APT exam on the following day. Jim felt that it would be best to attempt all three units immediately following the course which he did successfully the following day. He felt that the course had improved his knowledge of pension arrangements generally and felt more confident in trustee meetings, especially where he wanted to challenge the schemes advisers.

#### **Extending knowledge**

Shortly after, Jim decided to join the PMI Trustee Group to help keep his knowledge up-to-date.

## **EXAMPLE 7**

### **Employee Benefits Consultant**

#### **Starting out**

Katy is a Trainee Employee Benefits Consultant and has worked in the role for the past 18 months. Katy has completed the RPC and is currently working towards the DEBRS which will require her to complete Modules 201 and 301.

This qualification will provide her with a background to employee benefits which will help with her current role and which she can then build on when she moves into a client facing role as she gains more experience.

#### **Building on qualifications**

Once she has completed the DEBRS qualification Katy will study for the DRRRA which will enable her to move on from her trainee role and into an advisory role as an Employee Benefits Consultant.

As Katy will have completed Module 201 as part of the DEBRS qualification, she will only need to take two further modules (206 and 306) in order to obtain the DRRRA.

#### **Extending knowledge**

If Katy wishes to continue to build on her qualifications, she can go on to study for the Advanced Diploma for which she will only require a further three 200 level modules and two 300 level modules to complete.



# foundation qualifications

PMI Level 2 Award in  
Pensions Essentials (QCF)

PMI Level 3 Certificate  
in Pensions Essentials (QCF)

Retirement Provision Certificate

# PMI level 2 award in pensions essentials (QCF)

This qualification is designed to support and acknowledge the training and development of new pensions administrators, HR and payroll personnel. It is a knowledge-based qualification although there are some basic calculations of benefits in some units. The qualification should be achieved within one year of registration.

## Accreditation

The qualification is accredited by The Office of the Qualifications and Examinations Regulation (Ofqual). Further details are available on the PMI website at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

## Structure

The units contained within the qualification are listed below. All units need to be achieved before a final certificate is claimed.

- Unit 1** Introduction to Pensions
- Unit 2** Disclosure Regulations & Whistle-blowing for Occupational Pension Schemes
- Unit 3** Occupational Pension Scheme Design, Investment and Administration
- Unit 4** Member Benefit Events and Rules for Defined Benefit Pension Schemes
- Unit 5** Member Benefit Events and Rules for Defined Contribution Pension Schemes

## Study

Delivery and assessment of the units is carried out in-house on a 'when needed' basis via internally prepared and assessed training sessions. The unit content and level is provided by the PMI and a list of learning outcomes for each unit provides a platform for assessment.

## **Assessment**

Units are assessed in-house via examination/written question and answer, compiled, carried out and marked in-house preferably at the end of the unit training session.

## **Approved centres**

The qualification is offered through approved centres. These are all employers who offer the qualification to their own staff. Employers wishing to offer the qualification must apply to the PMI for centre approval.

## **Membership entitlement**

Candidates undertaking the qualification will be automatically enrolled as VQ Student Members on registration for the duration of their study.

## **Direct contact**

Cyra McCollin – Qualifications Advisor

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Email – [\*\*cmccollin@pensions-pmi.org.uk\*\*](mailto:cmccollin@pensions-pmi.org.uk)

# PMI level 3 certificate in pensions essentials (QCF)

This qualification is designed to support and acknowledge the training and development of pensions administrators and those working in specific roles within a pensions environment. It is a knowledge-based qualification although there are some basic calculations of benefits in some units. The qualification should be achieved within 18 months of registration.

## Accreditation

The qualification is accredited by The Office of the Qualifications and Examinations Regulation (Ofqual). Further details are available on the PMI website at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

## Structure

The units contained within the qualification are listed below. Ten out of the 18 units need to be achieved before a final certificate is claimed. Unit certificates can also be claimed.

- HMRC Rules Overview
- Trivial Commutation for Occupational Pension Schemes
- Pension Schemes and Divorce
- Pension Transfers in Occupational Pension Schemes
- Career Average Revalued Earnings Occupational Pension Schemes
- Advanced Pension Commencement Lump Sum Rules (including Scheme Specific Protection)
- Basic Pension Commencement Lump Sum Rules
- Reporting Requirements for Occupational Pension Schemes
- Revaluation and Pensions Increases for Defined Benefit Pension Schemes
- Protecting a Member's Pension Benefits from Tax Charges
- Introduction to Pension Scheme Discontinuance
- Underfunded Scheme in Discontinuance
- Unauthorised Payments for Registered Pension Schemes
- Overview of Automatic Enrolment
- Short Service Refund Lump Sums for Occupational Pension Schemes
- Introduction to Occupational Pension Scheme Death Benefits
- The Annual Allowance
- Introduction to Investment Regulated Pension Scheme

## Study

Delivery and assessment of the units is carried out in-house on a 'when needed' basis via internally prepared and assessed training sessions. The unit content and level is provided by the PMI and a list of learning outcomes for each unit provides a platform for assessment.

## Assessment

Units are assessed in-house via examination/written question and answer, compiled, carried out and marked in-house preferably at the end of the unit training session.

## Approved centres

The qualification is offered through approved centres. These are all employers who offer the qualification to their own staff. Employers wishing to offer the qualification must apply to the PMI for centre approval.

## Membership entitlement

Candidates undertaking the qualification will automatically be enrolled as VQ Student Members on registration for the duration of their study.

## Direct contact

Cyra McCollin – Qualifications Advisor

Telephone – 020 7392 7403

Email – [cmccollin@pensions-pmi.org.uk](mailto:cmccollin@pensions-pmi.org.uk)

# retirement provision certificate (RPC)

This qualification is ideal for employees new to pensions, support staff and those professionals working in related fields. It provides a broad introduction to pensions and other related benefits in the UK. It has been designed to meet the needs of a wide range of people.

The RPC can be taken as a standalone qualification or as a compulsory component of the DEBRS, the DRP, or the Advanced Diploma qualification.

## Structure

The syllabus is grouped under five main headings.

### **1. Understand the UK pensions industry**

- 1.1 explain the origins and overview of pensions in the UK
- 1.2 analyse the parties involved in the pensions industry
- 1.3 explain the concept of the employment package
- 1.4 demonstrate an awareness of the current pensions scene in the UK

### **2. Understand the role of Government in retirement provision in the UK**

- 2.1 explain the role of Government
- 2.2 describe and distinguish between State benefits in the UK
- 2.3 summarise the regulation and policing of retirement provision

### **3. Understand the role of occupational pension schemes in retirement provision in the UK**

- 3.1 analyse the design of occupational pension schemes in the UK
- 3.2 analyse the funding of occupational pension schemes
- 3.3 explain the concept of trusteeship
- 3.4 evaluate the importance of communications and administration

### **4. Understand the role of individual provision in the UK**

- 4.1 explain the different types of individual pension contracts
- 4.2 evaluate the options for personal savings

### **5. Understand the role and nature of investment in UK retirement provision**

- 5.1 explain the considerations when investing for retirement provision
- 5.2 describe the different investment classes



## Study

A comprehensive online learning programme has been produced. It is designed for self study and it is recommended that approximately 60 - 70 hours should be spent on study before sitting the examination.

## Assessment

The syllabus is examined by a two hour examination. The examination is in the form of 120 multiple choice questions designed to test retirement provision knowledge across the syllabus.

There is a public sitting of the RPC examination in April and in October each year. Private examinations can also be arranged for small groups of candidates.

## Credits

RPC has 60 credits in the PMI framework.

## Membership entitlement

Those ordering RPC study material will receive complimentary Student Membership until the end of the membership year in which it was purchased. Please note the membership year runs from 1 September to 31 August and is compulsory for this qualification.

## Direct contact

For all queries relating to the public examinations:

Cyra McCollin – Qualifications Advisor  
Telephone – 020 7392 7403  
Email – [cmccollin@pensions-pmi.org.uk](mailto:cmccollin@pensions-pmi.org.uk)

For all queries relating to the private examinations:

Lisa Green - Qualifications Leader  
Telephone – 020 7392 7412  
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# skills in administration

**PMI Level 4 Certificate in  
Pension Calculations (QCF)**

**PMI Level 3 Certificate in  
Pensions Administration (QCF)**

**PMI Level 4 Diploma in  
Pensions Administration (QCF)**

# PMI level 4 certificate in pension calculations (QCF)

This qualification is for pensions administrators and is designed to demonstrate a candidate's competence in the calculation and quoting of benefits of DB and DC pension schemes.

## Accreditation

The qualification is accredited by The Office of the Qualifications and Examinations Regulation (Ofqual). Further details are available on the PMI website at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

## Structure

The qualification is based on standards of occupational competence which have been defined by the industry. The qualification contains seven units and the unit titles and details of how the units are assessed are shown below. All units need to be achieved before a final certificate is claimed.

- |                           |  |
|---------------------------|--|
| <b>Retirements Part 1</b> | Calculate and Quote DB & DC Pension Scheme Retirement Benefits for Members without Special Circumstances |
| <b>Retirements Part 2</b> | Calculate and Quote DB & DC Pension Scheme Retirement Benefits for Members with Special Circumstances    |
| <b>Deaths Part 1</b>      | Calculate and Quote DB & DC Pension Scheme Death Benefits for Members without Special Circumstances      |
| <b>Deaths Part 2</b>      | Calculate and Quote DB & DC Pension Scheme Death Benefits for Members with Special Circumstances         |
| <b>Leavers Part 1</b>     | Calculate and Quote DB & DC Pension Scheme Leavers Benefits for Members without Special Circumstances    |
| <b>Leavers Part 2</b>     | Calculate and Quote DB & DC Pension Scheme Leavers Benefits for Members with Special Circumstances       |
| <b>Transfers</b>          | Calculate and Quote DB & DC Pension Scheme Transfers In and Transfers Out                                |

## Study

An online learning support programme is available for each of the examined units of the qualification which will guide candidates through their preferred learning style enabling them to define how they want to practice for the examinations.

As well as the online learning programme, the PMI holds examination preparation sessions twice a year.

## Assessment

All units are assessed by case study examinations. The case studies are based on three fictitious pension schemes - two DB schemes, one of which is contracted-out and a DC scheme with the option to contract-out.

The examinations are held at set times in May and November.

## Credits

The qualification has 100 credits in the PMI framework which can be counted towards the PMI's Advanced Diploma qualification.

## Membership entitlement

Candidates undertaking the qualification will be automatically enrolled as VQ Student Members on registration for the duration of their study.

Candidates who have completed the qualification successfully, will be eligible to seek election as a Certificate Member of the PMI with the designatory initials CertPMI.

## Approved centres

The qualification is offered through approved centres. These are all employers who offer the qualification to their own staff. Employers wishing to offer the qualification must apply to the PMI for centre approval.

However, it is possible to take this qualification as an Independent Candidate in which you sit your examinations at a designated examination location.

## Direct contact

Lisa Green - Qualifications Leader

Telephone – 020 7392 7412

Email – [lgreen@pensions-pmi.org.uk](mailto:lgreen@pensions-pmi.org.uk)

# PMI level 3 certificate in pensions administration (QCF)

This qualification is suitable for pension scheme administrators working with either DB or DC pension schemes – or both. It is designed to allow organisations and their pensions administrators to select and construct a competence-based qualification that reflects their normal working activities.

## Accreditation

The qualification is accredited by The Office of the Qualifications and Examinations Regulation (Ofqual) at level 3. Further details are available on the PMI website at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

## Structure

**Any eight units** should be completed within five years of registration – **at least one of the M** units is mandatory.

## Unit title

- Monitor Ongoing Entitlement to Pension Scheme Benefits **(M)**
- Process Contributions for a Defined Contribution Scheme **(M)**
- Process Pension Scheme Data for Periodic Events **(M)**
- Payment of Pension Scheme Benefits
- Create Pension Scheme New Member Records
- Update Pension Scheme Member Records
- Process Applications for Pension Scheme Transfers Out
- Process Pension Scheme Retirement Benefits
- Process Applications for Pension Scheme Additional Voluntary Contributions
- Process Applications for Pension Scheme Early Leavers
- Prioritise and Organise own Pension Administration Activities
- Process Pension Scheme Transfers In
- Process Pension Scheme Death Benefits
- Calculate and Quote DB & DC Pension Scheme Death Benefits for Members without Special Circumstances
- Calculate and Quote DB & DC Pension Scheme Leavers Benefits for Members without Special Circumstances
- Calculate and Quote DB & DC Pension Scheme Retirement Benefits for Members without Special Circumstances
- Calculate and Quote DB & DC Pension Scheme Transfers In and Transfers Out

The qualification also includes customer service units which have been taken from existing customer service units and qualifications. If you are already taking these within your organisation you can cross reference them to this qualification if there is a match.

## Customer service units

### Maximum one unit allowed from this section

- Follow the Rules to Deliver Customer Service
- Demonstrate an understanding of the Rules that impact on Improvements in Customer Service
- Process Information about Customers
- Deal with incoming Telephone Calls from Customers
- Make Telephone Calls to Customers
- Deal with Customers in Writing or Electronically
- Do your job in a Customer-Friendly Way
- Deliver Reliable Customer Service
- Use Questioning Techniques when Delivering Customer Service
- Deal with Customers using Bespoke Software

## Study

An online learning support programme is available for each of the examined units of the qualification which will guide candidates through their preferred learning style enabling them to define how they want to practice for the examinations. As well as the online learning programme the PMI holds examination preparation sessions twice a year.

## Assessment

The qualification units are not all assessed in the same way, however, it is divided into two methods.

- 1 Work-based assessment carried out internally via an assessor/mentor and an internal verifier/quality assurance co-ordinator
- 2 Exam-based assessment – four of the units that are included in the qualification are assessed externally as they are exam-based

All of the units in this qualification are work-based and internally assessed apart from the four 'Calculate and Quote' units which are all externally assessed via examinations set by the PMI.

## Credits

The qualification has 100 credits in the PMI framework which can be counted towards the PMI's Advanced Diploma qualification.

## Membership entitlement

Candidates undertaking the qualification will be automatically enrolled as VQ Student Members on registration for the duration of their study.

Candidates who have completed the qualification successfully, will be eligible to seek election as a Certificate Member of the PMI with the designatory initials CertPMI.

## Approved centres

The qualification is offered through approved centres. These are all employers who offer the qualification to their own staff. Employers wishing to offer the qualification must apply to the PMI for centre approval.

## Direct contact

Amy Sanchez – Qualifications Advisor

Telephone – 020 7392 7424

Email – [asanchez@pensions-pmi.org.uk](mailto:asanchez@pensions-pmi.org.uk)

# PMI level 4 diploma in pensions administration (QCF)

This qualification is suitable for more experienced pension scheme administrators working in either DB or DC pension schemes – or both. It is designed to allow organisations and their pensions administrators to select and construct a competence-based qualification that reflects their normal working activities.

## Accreditation

The qualification is accredited by The Office of the Qualifications and Examinations Regulation (Ofqual) at level 4. Further details are available on the PMI website at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

## Structure

**Any ten units** - including **all** units in Group A as Mandatory and **at least one** unit in Group B as Mandatory - should be completed within five years of registration.

### UNIT TITLE

#### Group A

- Calculate and Quote DB & DC Pension Scheme Death Benefits for Members with Special Circumstances **(M)**
- Calculate and Quote DB & DC Pension Scheme Leavers Benefits for Members with Special Circumstances **(M)**
- Calculate and Quote DB & DC Pension Scheme Retirement Benefits for Members with Special Circumstances **(M)**
- Calculate and Quote DB & DC Pension Scheme Transfers In and Transfers Out **(M)**

#### Group B

- Identify and Recommend An Improvement to A Pension Administration Processes **(M/B)**
- Dealing with Pension Scheme Complaints, Errors and Omissions **(M/B)**
- Implement an Essential Change to Pension Administration Process **(M/B)**



- Administering a Pension Scheme through a Pension Protection Fund Assessment Period
- Research and Report on an Aspect of Pensions
- Administering a Pension Scheme with Consideration for Governance Issues
- Process Pension Increases to Pensions in Payment
- Implementation of a Pension Sharing Order
- Personal Development and Colleague Support for Administrators of Pension Schemes
- Calculate and Quote DB & DC Pension Scheme Death Benefits for Members without Special Circumstances
- Calculate and Quote DB & DC Pension Scheme Leavers Benefits for Members without Special Circumstances
- Calculate and Quote DB & DC Pension Scheme Retirement Benefits for Members without Special Circumstances

The qualification also includes customer service units, which have been taken from existing customer service units and qualifications. If you are already taking these within your organisation you can cross reference them to this qualification if there is a match.

## Customer service units

### Maximum one unit allowed from this section

- Follow Organisational Rules, Legislation and External Regulations when Managing Customer Service Organise the Delivery of Reliable Customer Service
- Plan, Organise and Control Customer Service Operations
- Review the Quality of Customer Service
- Resolve Customer Service Problems
- Process Customer Service Complaints
- Handle Referred Customer Complaints
- Work with Others to Improve Customer Service
- Promote Continuous Improvement
- Implement Quality Improvements to Customer Service

## Study

An online learning support programme is available for each of the examined units of the qualification which will guide candidates through their preferred learning style enabling them to define how they want to practice for the examinations. As well as the online learning programme, the PMI holds examination preparation sessions twice a year.

## Assessment

The qualification units are not all assessed in the same way, however, it is divided into three methods.

1. Work-based assessment carried out internally via an assessor/mentor and an internal verifier/quality assurance co-ordinator
2. Exam-based assessment – seven of the units (all “Calculate and Quote” units) that are included in the qualification are assessed externally as they are exam-based
3. External assessment – one unit (Research and Report on an Aspect of Pensions) is externally marked via the PMI

## Credits

The qualification has 200 credits in the PMI framework which can be counted towards the PMI's Advanced Diploma qualification.

## Membership entitlement

Candidates undertaking the qualification will automatically be enrolled as VQ Student Members on registration for the duration of their study.

Candidates who successfully complete the qualification become eligible to seek election as Diploma Members of the PMI, with the designatory initials DipPMI.

## Approved centres

The qualification is offered through approved centres. These are all employers who offer the qualification to their own staff. Employers wishing to offer the qualification must apply to the PMI for centre approval.

## Direct contact

Amy Sanchez - Qualifications Advisor

Telephone – 020 7392 7424

Email – [asanchez@pensions-pmi.org.uk](mailto:asanchez@pensions-pmi.org.uk)



# **managers, consultants, technical advisers & compliance roles**

**Diploma in Retirement Provision**

**Diploma in Employee Benefits & Retirement Savings**

**Advanced Diploma in Retirement Provision**

# diploma in retirement provision (DRP)

This qualification has now replaced what used to be known as the Retirement Provision Diploma (RPD). It builds on the RPC and rewards and acknowledges the completion of the core pensions technical modules.

Holders are encouraged to go on to complete the Advanced Diploma qualification.

## Structure

The structure of the qualification is shown below. It is necessary to pass all of these modules:

Module 101	Retirement Provision Certificate
Module 201	Providing for Retirement
Module 203	Defined Benefit Schemes
Module 204	Defined Contribution (Trust & Contract) Arrangements

And

Module 302	Management, Risk & Governance; or
Module 304	Explaining Pension and Benefit Matters

## Study

A comprehensive online learning programme has been produced for Module 101 RPC. It is designed for self study and it is recommended that approximately 60 – 70 hours should be spent on study before sitting the examination.

A comprehensive study material package is produced for all other modules. The package consists of a study manual and access to a web-based distance learning course, which includes a series of assignments, mock examinations, tutorial facilities and feedback from a tutor.

Half day revision courses are held in central London about a month before the examinations.

## Assessment

Module 101 is examined by a two hour multiple choice examination. Each of the 200 and 300 level modules is examined by a three hour written examination.

Examinations for Module 101, the 200 level modules and Module 304 are held in April and October each year. Module 302 is examined in April only.

## Credits

Module 101 RPC has 60 credits, the 200 level modules have 100 credits each, and the 300 level examinations have 110 credits each in the PMI qualification framework. This means that this qualification qualifies for 470 credits, all of which count towards the required 850 credits (minimum) for the Advanced Diploma qualification.

## Membership entitlement

Candidates undertaking the qualification will need to be members of the PMI.

Candidates completing the qualification are entitled to seek election as Diploma Members of the PMI with the designatory initials DipPMI.

## Direct contact

David Preston – Senior Qualifications Advisor

Telephone – 020 7392 7405

Email – [dpreston@pensions-pmi.org.uk](mailto:dpreston@pensions-pmi.org.uk)

# diploma in employee benefits and retirement savings (DEBRS)

This qualification builds on the foundation provided by the RPC which forms the first module. Those who have completed the RPC may proceed to undertake the DEBRS. It also provides the knowledge to deal with issues arising from 2012 reforms including automatic enrolment. This qualification is also ideal for those working at the margins of pensions who need to understand the area in the wider savings and employee benefits context. The aim of DEBRS is to provide holders with a comprehensive background to employee benefits and savings in the UK. This will equip them for work in pensions and allied areas and can lead to further study or towards completion of the Advanced Diploma qualification.

## Structure

The structure of the qualifications is shown below. It is necessary to pass all three modules to be awarded the full qualification.

Module 101	Retirement Provision Certificate
Module 201	Providing for Retirement
Module 301	Employee Compensation & Benefits

## Study

A comprehensive online learning programme has been produced for Module 101 RPC. It is designed for self study and it is recommended that approximately 60 - 70 hours should be spent on study before sitting the examination.

A comprehensive study material package is produced for each Module 201 and 301. The package consists of a study manual and access to a web-based distance learning course, which includes a series of assignments, mock examinations, tutorial facilities and feedback from a tutor.

Half day revision courses are held in central London about a month before the examinations.

## Assessment

Module 101 is examined by a two hour multiple choice examination. Modules 201 and 301 are each examined by a three hour written examination.

Examinations for Module 101 and Module 201 are held in April and October each year. Module 301 is examined in April only.

## Credits

Module 101 RPC has 60 credits, Module 201 has 100 credits and Module 301 has 110 credits in the PMI framework. This means that this qualification qualifies for 270 credits, all of which count towards the required 850 credits (minimum) for the Advanced Diploma qualification.

## Membership entitlement

Candidates undertaking the DEBRS will need to be at least a Student Member of the PMI.

Candidates completing the DEBRS successfully will be eligible to seek election as Diploma Members of the PMI with the designatory initials DipPMI.

## Direct contact

David Preston – Senior Qualifications Advisor

Telephone – 020 7392 7405

Email – [dpreston@pensions-pmi.org.uk](mailto:dpreston@pensions-pmi.org.uk)

# advanced diploma in retirement provision

This is a comprehensive and in-depth qualification for retirement benefit professionals.

The overall aim of the Advanced Diploma qualification is to provide the required professional knowledge, skills and understanding for an individual to undertake, after sufficient experience, a position as a pensions specialist within a self-administered scheme; a third party administrator; a life assurance company; or within the consulting and advisory services.

## Structure

### 100 Level examinations (compulsory)

Module 101 Retirement Provision Certificate

### 200 Level examinations

Module 201 Providing for Retirement  
Module 202 Legal Issues Relating to UK Pension Arrangements  
Module 203 Defined Benefit Schemes  
Module 204 Defined Contribution (Trust & Contract) Arrangements  
Module 205 Investment  
Module 206 Retail Investment and Personal Taxation  
Module 207 International – 1:  
Foundation in International Employee Benefits

### 300 Level examinations

Module 301 Employee Compensation & Benefits  
Module 302 Management, Risk and Governance  
Module 304 Explaining Pension and Benefit Matters  
Module 305 International – 2:  
Managing International Employee Benefits  
Module 306 Retail Investment Advice and Regulation

*It is compulsory to pass three modules from the 300 level modules to obtain the Advanced Diploma.*



## Study

A comprehensive study material package is produced for each module. The package consists of a study manual and access to a web-based distance learning course, which includes a series of assignments, mock examinations, tutorial facilities and feedback from a tutor.

Half day revision courses are held in central London about a month before the examinations.

## Assessment

Module 101 is examined by a two hour multiple choice examination. Each of the 200 and 300 level modules is examined by a three hour written examination.

Examinations for Module 101, 201-205 and 304 are held in April and October.

Modules 301, 302, 305 and 306 are examined in April only.

Modules 206 and 207 are examined in October only.

## Credits

Module 101 RPC has 60 credits, the 200 level modules have 100 credits each and the 300 level modules have 110 credits each in the PMI framework. A minimum of 850 is required to complete this qualification.

Credits from other PMI qualifications can be brought into the Advanced Diploma qualification.

An accreditation of prior learning system also awards module specific and non module specific credits for relevant completed qualifications from other bodies.

## Membership entitlement

Candidates undertaking 200 and 300 level modules must be registered as Student, Certificate, or Diploma Members of the PMI.

On completion of the Advanced Diploma qualification and three years' practical work experience, application for election for Associate Membership (APMI) can be made.

## Direct contact

David Preston – Senior Qualifications Advisor

Telephone – 020 7392 7405

Email – [dpreston@pensions-pmi.org.uk](mailto:dpreston@pensions-pmi.org.uk)



# standalone qualifications

**PMI Level 3 Award in Pension Trusteeship  
(Defined Contribution and Defined Benefit Schemes)  
and (Defined Contribution Schemes) (QCF)**

**Certificate in Pensions Automatic Enrolment**

**Diploma in International Employee Benefits**

**PMI Level 6 Diploma in Regulated Retirement Advice (QCF)**

# PMI level 3 award in pension trusteeship (QCF)

## (Defined Contribution and Defined Benefit Schemes) and (Defined Contribution Schemes)

These are two qualifications for trustees, or those interested in trusteeship, based on the Pensions Regulator's indicative syllabus. They provide formal recognition of a trustee's knowledge and understanding (TKU) in-line with the requirements of the Pensions Act 2004.

### Accreditation

Both qualification are accredited by The Office of the Qualifications and Examinations Regulation (Ofqual) at level 3. Further details are available on the PMI website at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

### Structure

The structure of the qualifications is shown below. It is necessary to pass all three units of the relevant version (although not necessarily at the same time) to be awarded the full qualification.

### Award in Pension Trusteeship (Defined Contribution Schemes)

- Unit 1** Law and pensions overview
- Unit 2** Core investment issues and funding for defined contribution pensions
- Unit 3** Scheme management issues for defined contribution pensions

### Award in Pension Trusteeship (Defined Contribution and Defined Benefit Schemes)

- Unit 1** Law and pensions overview
- Unit 2** Investment and funding issues for defined contribution and defined benefit pensions
- Unit 3** Scheme management issues for defined contribution and defined benefit pensions

### Study and trustee training

The regulator has developed an e-learning programme to meet TKU requirements.

Everyone planning to enter for the examinations is recommended to work through the e-learning programme which can be accessed at **[www.trusteetoolkit.com](http://www.trusteetoolkit.com)**

The PMI has also compiled an additional reading list and a list of trustee training providers

## Assessment

The DC version is examined by a one hour 60 multiple choice question examination (in three units of 20 questions).

The DC and DB version is examined by a one and a half hour multiple choice examination (in units of 20, 35 and 35 questions).

There are two public sittings of the APT examinations each year. Private examinations can also be arranged for small groups of candidates.

## Membership entitlement

Candidates undertaking APT may, if they wish, become Student Members of the PMI.

Candidates undertaking APT will receive complimentary Trustee Group Membership until the end of the year in which they entered. Please note that the membership year runs from 1 January to 31 December.

For details of other areas of support for trustees visit the PMI website.

## Direct contact

For all queries relating to the public examinations:

David Preston – Senior Qualifications Advisor  
Telephone – 020 7392 7405  
Email – **[dpreston@pensions-pmi.org.uk](mailto:dpreston@pensions-pmi.org.uk)**

For all queries relating to the private examinations:

Lisa Green - Qualifications Leader  
Telephone – 020 7392 7412  
Email – **[lgreen@pensions-pmi.org.uk](mailto:lgreen@pensions-pmi.org.uk)**

# certificate in pensions automatic enrolment (CPAE)

This qualification is designed to meet the needs of those who are advising on and/or implementing the requirements of automatic enrolment. It provides an overview of employer requirements and obligations associated with automatic enrolment and an understanding of its practical application and effective implementation.

## Structure

The qualification comprises a single compulsory module. The syllabus is grouped under 11 main headings.

1. **Understand** the historical background of automatic enrolment
2. **Identify** the sources of information on automatic enrolment
3. **Identify** the different categories of worker for automatic enrolment purposes
4. **Understand** the concept of staging dates for automatic enrolment
5. **Understand** the concept of postponement
6. **Analyse** the types and key characteristics of Qualifying Schemes
7. **Explain** the administrative processes involved in automatic enrolment
8. **Understand** the concepts of opting out and opting in
9. **Analyse** the safeguards to protect individuals
10. **Understand** the role of Government Departments and Regulatory Bodies in connection with automatic enrolment
11. **Understand** the practicalities of implementing automatic enrolment

## Study

A comprehensive study manual (including case study scenarios) and revision package has been developed. It is recommended that approximately 35-40 hours of study is required.

## Assessment

The syllabus is assessed by a one hour examination. The examination is in the form of 60 multiple choice questions designed to test knowledge across the syllabus.

The examination is available through a range of centres at public examination sittings or via bespoke private sittings for small groups of individuals.

## Membership

Membership of the PMI is required for those studying for this qualification. If you are not already a member of the PMI, you can become an Affiliate Member at the same time as applying to sit this qualification by paying the combined fee.

Please note that the membership year runs from 1 November to 31 October.

## Direct contact

For all queries relating to the public examinations:

Cyra McCollin – Qualifications Advisor  
Telephone – 020 7392 7403  
Email – [cmccollin@pensions-pmi.org.uk](mailto:cmccollin@pensions-pmi.org.uk)

For all queries relating to the private examinations:

Lisa Green - Qualifications Leader  
Telephone – 020 7392 7412  
Email – [lgreen@pensions-pmi.org.uk](mailto:lgreen@pensions-pmi.org.uk)

# diploma in international employee benefits (DiplEB)

This qualification, developed in partnership with the International Employee Benefits Association (IEBA), provides a programme of education, study and examinations for all those involved in the complex area of international employee benefits.

Individuals from many backgrounds will find the DiplEB meets their professional needs. These individuals may work for consultancies (including actuaries, lawyers, accountants and tax specialists) or insurance companies or in the pensions or remuneration and benefits departments of commercial companies. They may have international experience already or find that their careers are beginning to move in that direction.

## Structure

*Module One/207 – International - 1* provides an introduction to the different employee benefits in an international context and the different ways these are designed, delivered, funded, communicated and administered around the world. The Module also introduces the respective roles of stakeholders involved in the provision of international employee benefits provision in the USA, Germany and the UK. It also covers Japan, France, the Netherlands and Switzerland and a regional overview of Europe and North America to highlight the different practices of employee benefit provision, and the legal and regulatory influences of the European Union on employee benefit design and financing.

*Module Two/305 International - 2* builds on the material covered in Module One. It develops an understanding of the following main issues:

- the employee benefit objectives of a multinational company
- the funding and risk management aspects of providing employee benefits, corporate risk benefit management, benefit provision in Brazil, China, India and Russia and a regional overview of Africa, Asia and Latin America to highlight the different practices of employee benefit provision
- internationally mobile employees
- the employee benefit implications of mergers and acquisitions
- trends in employee benefit provision

## Study

A comprehensive study material package is produced for each module. The package consists of a study manual and access to a web-based distance learning course, which includes a series of assignments, mock examinations, tutorial facilities and feedback from a tutor.

The PMI provides a two day lecture programme preparing students for the Module One and Two examinations. The courses consist of two full day sessions, a mock examination and feedback throughout the study period leading up to the examination.

## Assessment

The Module One examination is offered in October each year and the Module Two examination in April each year. Both examinations are three hours.

## Credits

Module One has 100 credits, and Module Two has 110 credits in the PMI framework. This means that this qualification qualifies for 210 credits, all of which count towards the required 850 credits (minimum) for the Advanced Diploma qualification.

## Membership entitlement

Candidates undertaking the DipIEB may, if they wish, become Student Members of the PMI.

Candidates completing the DipIEB successfully will be eligible to seek election as Diploma Members of the PMI with the designatory initials DipPMI.

DipIEB holders are also entitled to use the designatory initials DipIEB.

Membership of IEBA is also available to DipIEB candidates and holders.

## Direct contact

David Preston – Senior Qualifications Advisor

Telephone – 020 7392 7405

Email – [dpreston@pensions-pmi.org.uk](mailto:dpreston@pensions-pmi.org.uk)



# PMI level 6 diploma in regulated retirement advice (QCF)

This qualification is designed to meet the Financial Conduct Authority's (FCA) appropriate examination standards for Retail Distribution Review (RDR) purposes. As such it provides an overview of pensions and retirement planning in the retail and individual context. It covers financial services advice, regulation, taxation, financial protection and investment.

## Accreditation

The qualification is accredited by The Office of the Qualifications and Examinations Regulation (Ofqual) and is an appropriate qualification as identified by the FCA for the RDR activity advising on retail investment products which are not broker funds and advising on friendly society tax-exempt policies and for the activity acting as a pension transfer specialist.

Further details are available on the PMI website at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

## Structure

The structure of the qualification is shown below. It is necessary to pass all three modules to be awarded the full qualification.

Module 201	Providing for Retirement
Module 206	Retail Investment and Personal Taxation
Module 306	Retail Investment Advice and Regulation

These modules also form an integral part of the PMI's Advanced Diploma qualification. This qualification is essential for those working as advisers for FCA purposes.

## Study

A comprehensive study material package is produced for each module. The package consists of a study manual and access to a web based distance learning course, which includes a series of assignments, mock examinations, tutorial facilities and feedback from a tutor.

Half day revision courses are held in central London about a month before the examinations.

## Assessment

Each module is examined by a three hour written examination.

Examinations for Module 201 are held in April and October each year.

Module 206 is examined every October.

Module 306 is examined every April.

## Credits

Modules 201 and 206 have 100 credits and Module 306 has 110 credits in the PMI framework. This means that this qualification qualifies for 310 credits, all of which count towards the required 850 credits (minimum) for the Advanced Diploma qualification.

## Membership entitlement

Candidates undertaking the qualification will need to be at least a Student Member of the PMI.

Candidates completing the qualification successfully will be eligible to seek election as Diploma Members of the PMI with the designatory initials DipPMI.

## Direct contact

David Preston – Senior Qualifications Advisor

Telephone – 020 7392 7405

Email – [dpreston@pensions-pmi.org.uk](mailto:dpreston@pensions-pmi.org.uk)

# PMI framework

We provide a range of internationally recognised qualifications covering the various disciplines underpinning pensions and employee benefit management, consultancy and administration. They include qualifications for those carrying out essential front line roles like pensions administration and benefit calculation, right through to those at the top of a pensions structure like company pensions managers, advisers, those in regulated, compliance or technical roles and senior consultants.

In the framework, credits from the PMI's qualifications can be counted towards the Advanced Diploma in Retirement Provision, for those wishing to pursue this qualification and on completion become eligible for election as an Associate Member of the PMI (APMI). The exact number of credits available is included throughout this brochure. Therefore, the qualification framework ensures that credit is given for relevant qualifications and allows greater choice in how the remaining credits required to complete the Advanced Diploma qualification are obtained.

In addition, grades of membership have been linked to specific PMI qualifications once these have been completed. In this way, membership grades are linked to a national qualifications pathway as individuals develop their careers.

In order to illustrate this, an individual who has completed the DPA could become a Diploma Member and could also proceed to Advanced Diploma in Retirement Provision studies taking 200 credits with them, which equates to two of the 200 level modules. This means that they then have an element of choice in which Advanced Diploma modules to undertake to best match their current role and future career aspirations. On completing the Advanced Diploma qualification they are eligible to become an Associate Member of the PMI.

# further support

The PMI provides a wide range of study and professional support including:

## PMI events

The PMI has a popular programme of annual conferences, trustee, technical and general seminars which offer stimulating content, top quality speakers and vigorous debate.

## PMI News and PMI Technical News

These are the PMI's monthly and quarterly publications which are sent to all members and provide technical and topical information keeping them up-to-date with current pensions issues.

## PMI Expert Partners

The PMI's Expert Partners offer members fast track access to the most up-to-date information available in the pensions industry including the latest knowledge and research.

## PMI Regional Groups

The PMI has a network of Regional Groups throughout the UK and a sister Institute in Ireland - the Irish Institute of Pensions Managers (IIPM). They all provide regular contact, local seminars, talks and social events, and study support and advice for those preparing for the PMI's examinations.

## PMI TV

This is the PMI's online TV channel which offers a selection of topical, relevant and informative programmes which count towards a member's PMI CPD record. Visit [www.pmi-tv.com](http://www.pmi-tv.com) for further details

## PensionCareers

This is the PMI's careers service which provides access to a comprehensive listing of pensions jobs in the UK. Visit [www.pensioncareers.co.uk](http://www.pensioncareers.co.uk) for further details.

## PMI Extra

This is an exclusive benefits scheme for PMI members which offers a range of fantastic discounts on everyday products and services. Visit [www.pmiextra.co.uk](http://www.pmiextra.co.uk) for further details.

## Learning Gateway

This is an online portal offering a comprehensive range of investment, business and compliance related courses.

## Contact us for further details

Full details for all the PMI's qualifications, member grades and support services can be found at [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk) or by contacting:

The Pensions Management Institute  
PMI House  
4 – 10 Artillery Lane  
London  
E1 7LS  
Telephone: 020 7247 1452

## Membership Department

Telephone – 020 7392 7410  
Email – [membership@pensions-pmi.org.uk](mailto:membership@pensions-pmi.org.uk)

## Qualifications Department

Telephone – 020 392 7400  
Email – [qualifications@pensions-pmi.org.uk](mailto:qualifications@pensions-pmi.org.uk)



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