

PMI Trustee Group CPD Scheme

Introduction

PMI's Trustee Group now offers a Continuing Professional Development (CPD) scheme for all Trustee Group members. Whilst this will present individual trustees with an opportunity to demonstrate that they are observing best practice with regard to Trustee Knowledge and Understanding (TKU) obligations, the scheme is of particular relevance and importance for those trustee boards that have signed up for the Pensions Management Institute Trustee Group CPD scheme. In this case, all members of the trustee board will be required to agree an annual CPD programme with their 'Responsible Person' and to complete that programme by 31 December each year.

The 'Responsible Person' will in most cases be the Secretary to the Trustees, Chair of Trustees or the Pensions Manager. A designated name and his/her title will be necessary if the 'Responsible Person' is to certify that the trustee board has complied with the CPD regime and for PMI to issue a certificate in acknowledgement of this.

The CPD year runs from 1 January to 31 December. However, trustee boards may apply for a certificate as soon as they have fulfilled the CPD requirements. It is expected that this certificate will be publicised to pension scheme members - for example in newsletters – to show that the trustee board is doing everything within its powers to provide good governance and operational management.

Recording CPD

CPD can be recorded online using the PMI's recording system. Where it is not recorded on the PMI online system the 'Responsible Person' may be asked to produce an alternative record from their trustee board's training log (be it paper based or online). Within the PMI system, each participating trustee has a unique login and password to record relevant CPD.

Relevant CPD

Each trustee should agree with his or her 'Responsible Person' an appropriate CPD programme for the year. If a trustee has a specialised role (for example, serving on an investment sub-committee) higher standards of technical knowledge on that subject should form part of the CPD programme.

In order to help trustee boards identify training needs (where they have not already developed a diagnostic assessment form), the PMI Trustee Group Committee has developed a simple training needs questionnaire which can be used to develop an annual CPD programme. The questionnaire can be downloaded by clicking [here](#)

CPD Activities

Participating trustees are required to complete a minimum of 15 hours' CPD each year. Of this, a minimum of 12 hours must be structured CPD.

Structured CPD covers those learning activities which are subject to formal supervision or delivery and where participation can be verified by a third party (typically by a signature on an attendance list, a certificate of attendance, an online testing process or a certificate of completion). It includes:

- Conferences
- Seminars
- Bespoke training provided as part of trustee meetings
- Attending education premises or using distance learning technology to complete education programmes offered by an awarding organisation with formal external assessment and recognised qualification or membership of a professional institute on successful completion
- Undertake additional courses or training programmes that do not necessarily carry a formal qualification. These courses can be classroom based or online (such as the Pensions Regulator's Trustee Toolkit or the PMI Learning Gateway programme)

Unstructured CPD includes technical reading or online briefings - such as PMI TV - which do not currently have tests set against them.

The recorded CPD activity should be relevant to the specific needs of the individual trustee.