

## CREATE PENSION SCHEME RECORDS FOR NEW MEMBERS

PERFORMANCE CRITERIA	SCOPE
<p>You must be able to:</p> <ol style="list-style-type: none"> <li>1. Validate for authorisation and eligibility all <b>new member</b> applications</li> <li>2. Investigate and resolve any <b>discrepancies</b></li> <li>3. Accurately input all personal details to <b>new member</b> records using the appropriate pension administration system</li> <li>4. Inform <b>new member</b> of their pensionable status, if applicable and complete <b>new member</b> records within required scheme or organisational service level agreement timescales</li> <li>5. Follow procedures for maintaining security and confidentiality correctly according to organisational and regulatory requirements</li> </ol>	<p>In meeting the performance criteria you must show you can :</p> <ol style="list-style-type: none"> <li>(A) Process a minimum of <u>five</u> <b>new member</b> applications.</li> <li>(B) Resolve a minimum of <u>two</u> <b>discrepancies</b> from any of the following: <ol style="list-style-type: none"> <li>(i) Late entrants</li> <li>(ii) Medical underwriting</li> <li>(iii) Incomplete/incorrect information</li> <li>(iv) Exceeds free cover limits</li> <li>(v) Re-joiner</li> <li>(vi) Other (must specify on assessment)</li> </ol> </li> </ol>

# **CREATE PENSION SCHEME RECORDS FOR NEW MEMBERS**

## **Knowledge and Understanding**

You must show that you know and understand:

- K1** The internal procedures that you need to follow to create and update member records
- K2** How to apply relevant sections of scheme regulations/rules
- K3** How to identify sources of information for the resolution of discrepancies
- K4** Awareness of internal and scheme policies, practices and procedures for signatories and authorisations and how to apply these
- K5** Awareness of regulatory, scheme and organisational timescales and schedules for updating, presentation and despatch of data and the consequences of non-compliance
- K6** What is meant by the scheme being contracted out or not contracted out of the State Second Pension Scheme (S2P) and what information must be provided
- K7** How to check that the information you receive is acceptable and complete
- K8** The scheme requirements for medical advice and free cover limits (if any)
- K9** The disclosure regulations and scheme standard timescales
- K10** The scheme requirements for medical evidence (if any)
- K11** The term 'free cover limits'
- K12** The procedures in place to maintain security and confidentiality, including Data Protection Act, and why it is important to ensure information is kept secure and confidential