

CALCULATE AND QUOTE PENSION SCHEME LEAVERS BENEFITS FOR MEMBERS WITHOUT SPECIAL CIRCUMSTANCES

PERFORMANCE CRITERIA	SCOPE
<p>You must be able to:</p> <ol style="list-style-type: none"> 1. Use the correct personal details from the member's record 2. Show the full range of requested options which are allowed based on the member's record, the scheme rules and legislation 3. Apply scheme definitions accurately 4. Apply all relevant legislation correctly according to the dates of joining and leaving the scheme 5. Set out calculations[•] for each option according to accepted procedures 6. Carry out calculations[•] manually for each option without arithmetical errors 7. Calculate and provide information relating to HM Revenue & Customs Regulations as appropriate 8. Write a letter to the member, sponsor or Trustee and quote benefits which match your calculations[•] 9. Show the benefit options in an approved format and in accordance with accepted procedure 10. Provide complete and accurate information to accompany the quotation 	<p>In meeting the performance criteria you must show you can:</p> <p>(A) Identify and apply scheme rules and definitions for <u>all</u> of the following:</p> <ol style="list-style-type: none"> (i) Final salary (ii) Career average revalued earnings (CARE) (iii) Money purchase (iv) Not contracted-out of SERPS/S2P (v) Contracted-out of SERPS/S2P <p>(B) Set out and provide fully worked manual calculations[•] for <u>all</u> of the following:</p> <ol style="list-style-type: none"> (i) Members leaving employment (ii) Members opting out of the scheme <p>(C) Determine the options open to members taking into account <u>all</u> of the following:</p> <ol style="list-style-type: none"> (i) The member's record (ii) Scheme rules (iii) Relevant legislation <p>(D) Use the calculations[•] from <u>one</u> of the case studies completed to write a letter to the member, sponsor or Trustee</p>

EXPLANATION

[•]Calculations could include recalculating benefits to ensure minimum contracting-out requirements are met.

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Knowledge and Understanding

You need to show that you know and understand:

- K1** The scheme rules for each of the schemes used in the case study examinations covering the payment of leavers' benefits
- K2** Revaluation requirements for the schemes
- K3** The effects of overriding legislation on the benefits and options payable including the requirements of the HM Revenue & Customs and the Department for Work and Pensions
- K4** How to apply statutory increases on deferred pensions for the period between date of exit and normal retirement date
- K5** The Disclosure requirements
- K6** The distinction between giving financial information and financial advice (in accordance with the latest Financial Services and Market Act)