



Retirement Provision Certificate Qualification Specification 2018

Retirement Provision Certificate (RPC)

QUALIFICATION AIM

To provide a broad introduction to pensions and other related benefits in the UK that is ideal for employees new to pensions, support staff and those professionals working in related fields. It has been designed to meet the needs of a wide range of people, not just pension professionals; for example it could include:

- those who are starting out on a career in pensions or a related area.
- those whose work involves one particular aspect of retirement provision, such as investment, legal or accounting.
- those whose job requires an overview of the principles underpinning retirement provision.

Workplace Pensions Trailblazer Apprenticeship

This qualification can be used as part of the Workplace Pensions Trailblazer Apprenticeship. Amongst the many benefits of the apprenticeship is the opportunity to access Government funding to cover the cost of the qualifications and any associated training. Further details on the apprenticeship can be found here: <http://www.pensions-pmi.org.uk/qualifications-and-learning/pmi-and-apprenticeships/>

PREREQUISITES

There are no formal prerequisites for this qualification; either qualifications or knowledge and experience.

However, we would anticipate most candidates would be working in the field.

QUALIFICATION STRUCTURE AND ASSESSMENT

A single compulsory unit must be passed in order to complete the qualification. Further details on the assessment of this unit can be found in the relevant test specification.

RECOMMENDED STUDY TIME

In making an estimate we have referenced the approach used by Ofqual (a UK qualifications regulator). This is also known as Total Qualification Time (TQT) or Guided Learning Hours. TQT is comprised of:

- a. Guided Learning Hours (GLH). This means time spent being taught by an instructor (and not necessarily face to face); and
- b. Study Time. This means self study/revision/reading

In order to be consistent with Ofqual requirements and to provide an estimation of study time we have calculated the following:

As GLH, as defined above, is not common we have estimated a total of 0 hours for this component. For study time we have estimated 100 hours. Therefore TQT = 100 hours for this qualification.

The above estimates are based on evidence we have gathered from users of our qualifications, past experience and benchmarking exercises. The evidence we have gathered indicates that there is considerable variation within the overall TQT estimates as blended approaches are common with

differing mixes of Guided Learning and other elements which contribute to TQT. These estimates are reviewed regularly.

REGULATION

This qualification is NOT regulated by Ofqual.

QUALIFICATION LEVEL

This qualification has not been formally benchmarked against the national framework but is broadly equivalent to a level 4 qualification.

FEES

Fees for this qualification can be found on this page: <https://www.pensions-pmi.org.uk/qualifications-and-learning/retirement-provision-certificate/dates-fees-and-forms/> and in the Qualification Fees document: <https://www.pensions-pmi.org.uk/documents/qualification-fees-2018/12018qualificationfees.pdf>

LINKS WITH OTHER QUALIFICATIONS AND PROGRESSION

Prior to April 2016 the RPC could be taken as a standalone qualification or as a compulsory component of the Diploma in Employee Benefits and Retirement Savings, the Diploma in Retirement Provision, or the Advanced Diploma in Retirement Provision qualification.

The RPC is now a standalone qualification.

Those who complete the RPC could proceed to any of the above Diplomas or consider other standalone PMI qualifications, depending on individual circumstances.

MEMBERSHIP ENTITLEMENT

Candidates undertaking the qualification will need to be at least an Affiliate Member of the PMI.

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

RETIREMENT PROVISION CERTIFICATE

SYLLABUS

The syllabus is presented in a form which is intended to give an indication of the depth and breadth of knowledge which is required. The syllabus is divided into sections with an initial statement, or learning outcome, indicating what is expected of candidates and some notes in italics which give an indication of the way in which the initial statement should be interpreted. The initial statement and notes use key words in heavy type to indicate the depth and/or breadth of knowledge which is required. The key words should be interpreted as follows:

evaluate – determine the value

identify - demonstrate what something is

outline - brief general explanation; summary without detail

understand - comprehend; have a thorough knowledge of

The syllabus and the examinations in 2018 are based on the law and practice of the United Kingdom as it existed on 6 April 2017 unless stated otherwise.

Aim

To provide:

- an understanding of the nature and context of retirement provision in the UK.
- a foundation for those who plan to develop a career specialising in one aspect of retirement provision or for those seeking a broad understanding of the subject.

Learning Outcomes

At the end of this unit, candidates will be able to:

- **understand** retirement provision
- **understand** the role of Government in retirement provision
- **understand** the role of workplace pension schemes in retirement provision
- **understand** the role of individual provision
- **understand** the role and nature of investment in retirement provision

Syllabus

The candidate must be able to:

1. **understand** retirement provision
 - 1.1 **outline** the origins and overview of retirement provision
 - *individual*
 - *workplace*
 - *State*
 - 1.2 **outline** the parties involved in retirement provision
 - *Organisations*
 - *Professions*
 - *government departments*
 - *regulatory bodies*
 - *individuals*
 - *employers*
 - *interaction between pensions, payroll and HR*

- 1.3 outline** the concept of the employment package
- *remuneration and the employment package*
 - *flexible employment benefits*
- 1.4 outline** the drivers for change in the development of retirement provision (including long term care)
- *trends*
 - *cessation of contracting out*
 - *de risking*
 - *flexibly accessing pension benefits*
 - *forthcoming legislation*

2. **understand** the role of Government in retirement provision
 - 2.1 **identify** the role of Government
 - *automatic enrolment*
 - *taxation/incentives*
 - *HMRC allowances*
 - 2.2 **outline** State retirement benefits and **demonstrate** an awareness of other State benefits
 - *State retirement benefits*
 - *other State benefits*
 - 2.3 **outline** the regulation of retirement provision
 - *individual*
 - *workplace*
- 3 **understand** the role of workplace pension schemes in retirement provision
 - 3.1 **outline** the design of workplace pension schemes
 - *types of workplace pension*
 - *enrolment*
 - *retirement benefits*
 - *trivial commutation*
 - *leaving benefits*
 - *ill health benefits*
 - *death benefits*
 - *contracting out*
 - 3.2 **outline** the financing of workplace pension schemes
 - *defined benefit (including final salary and CARE)*
 - *defined contribution*
 - *cash balance*
 - *hybrid*
 - *defined ambition/risk sharing*
 - *pay as you go*
 - 3.3 **outline** the concept of trusteeship
 - *concept of a trust*
 - *importance of governance*
 - *governing documents*
 - *role and responsibilities of trustees*
 - *role and responsibility of the secretary to trustees*
 - *master trusts*
 - 3.4. **evaluate** the importance of administration and communications
 - *record keeping and standards*
 - *compliance*
 - *communication requirements of different stakeholders*

- 4. understand** the role of individual provision
- 4.1. outline** the different types of individual pension contracts
- *personal*
 - *securing benefits*
 - *additional voluntary contributions*
- 4.2. evaluate** the options for personal savings
- *personal investments*
 - *alternative investments*
 - *insurances*
- 5. understand** the role and nature of investment in retirement provision
- 5.1. outline** the considerations when investing for retirement provision
- *life expectancy*
 - *income needs in retirement*
 - *expected retirement age*
 - *size of existing funds and future contributions*
 - *investment funds available including life style and default and the need to review these on a regular basis.*
 - *attitude to risk*
- 5.2. outline** the different investment classes
- *equities*
 - *bonds*
 - *property*
 - *cash*
 - *currency and currency hedging*
 - *derivatives*
 - *private equity*
 - *commodities*
 - *absolute return funds*
 - *target date funds*
 - *diversified growth funds*
 - *infrastructure*
 - *insurance policies*
 - *pooled investment vehicles*
 - *ethical and socially responsible investment*
 - *buy outs/ins, with profits, annuities*