



# Progressing your career



**PMI Pathways**

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# Introduction

It's always good to know that you are making progress in your life and career. But when you've started out on a journey the last thing you want to find is a dead end. That's why we have introduced, PMI Pathways.

The PMI Pathways is curated as a combination of full qualifications and some of our core units from the Advanced Diploma in Retirement Provision, representing five specialisations: Retirement Provision, Pensions Administration (Technical or Practical), Pensions Trusteeship and Pensions Benefits.



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# The 5 Pathways

Contact us at [pmiqualifications@pensions-pmi.org.uk](mailto:pmiqualifications@pensions-pmi.org.uk)

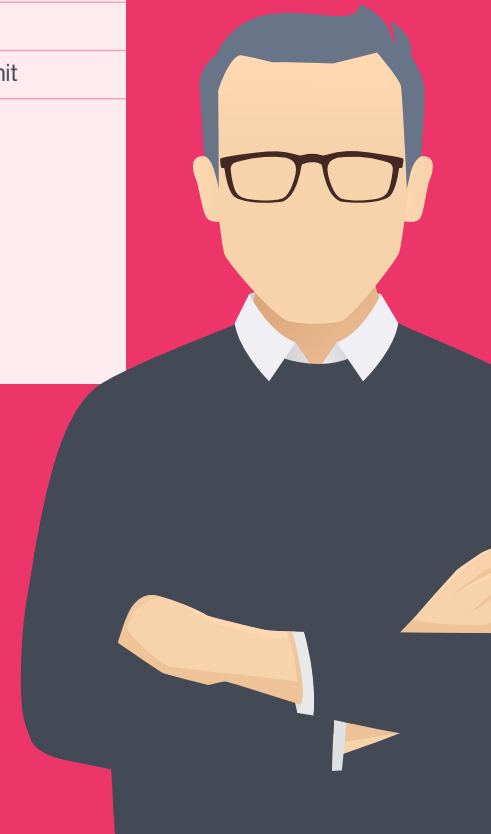


## Retirement Provision

### QUALIFICATIONS AND UNITS FOR THIS STREAM

#### > Advanced Diploma Retirement Provision

- Core Units – Core Unit 1A, Core Unit 2, Core Unit 3 and Core Unit 4
- Reward and Retirement Provision unit
- Defined Benefit Arrangements unit
- Defined Contribution Arrangements unit
- Professionalism & Governance unit



# Pensions Administration (Technical)

## QUALIFICATIONS AND UNITS FOR THIS STREAM

### ➤ Advanced Diploma Retirement Provision

- Core Units – Core Unit 2, Core Unit 3
- Defined Benefit Arrangements unit
- Defined Contribution Arrangements unit
- Professionalism & Governance unit

### ➤ Award in Pensions Essentials or Retirement Provision Certificate

### ➤ Certificate in Pensions Calculations



# Pensions Trusteeship

## QUALIFICATIONS AND UNITS FOR THIS STREAM

### ➤ Advanced Diploma Retirement Provision

- Defined Benefit Arrangements unit
- Defined Contribution Arrangements unit
- Professionalism & Governance unit

### ➤ Retirement Provision Certificate

### ➤ Diploma in Pension Trusteeship

### ➤ Certificate in Pension Trusteeship

- CPT unit (Award in Pension Trusteeship)
- CPT unit 2 (soft skills exam)



# Pensions Benefits

## QUALIFICATIONS AND UNITS FOR THIS STREAM

### ➤ Advanced Diploma Retirement Provision

- Core Units – Core Unit 2, Core Unit 3 and Core Unit 4
- Reward and Retirement Provision unit
- Defined Benefit Arrangements unit or Defined Contribution Arrangements unit
- Professionalism & Governance unit

### ➤ Diploma in International Employee Benefits



# Pensions Administration (Practical)

## QUALIFICATIONS AND UNITS FOR THIS STREAM

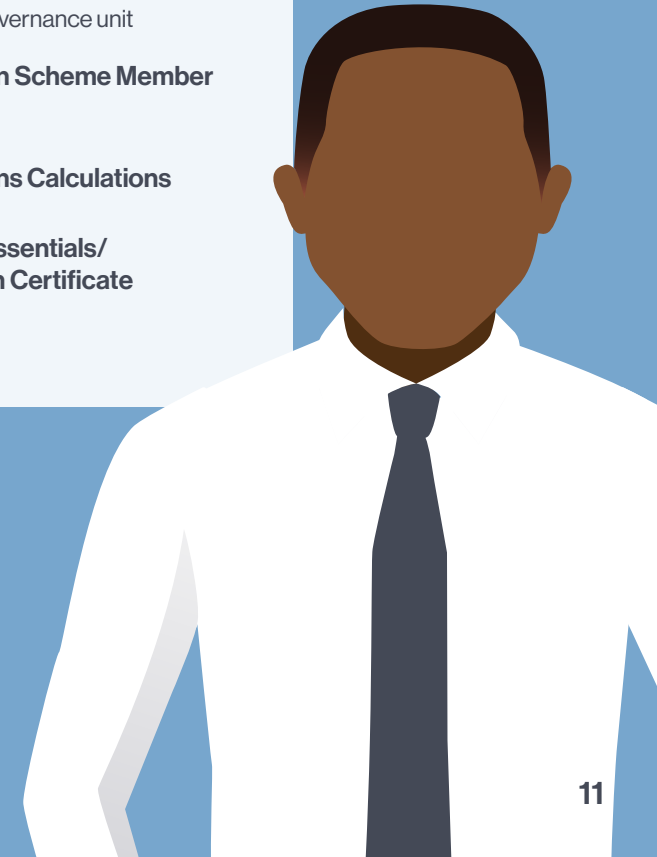
### ➤ Advanced Diploma Retirement Provision

- Defined Benefit Arrangements unit
- Defined Contribution Arrangements unit
- Professionalism & Governance unit

### ➤ Certificate in Pension Scheme Member Guidance

### ➤ Certificate in Pensions Calculations

### ➤ Award in Pensions Essentials/ Retirement Provision Certificate



# Qualifications

Contact us at [pmiqualifications@pensions-pmi.org.uk](mailto:pmiqualifications@pensions-pmi.org.uk)



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## Advanced Diploma in Retirement Provision

**About** The aim of the Advanced Diploma 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 the consulting and advisory services.

<b>Pricing</b>	• Core Unit Exam Entry (per unit) AND Specialist Unit Exam Entry (per unit)	£495
	• Core Unit Examination Re-Sit Fee (per unit) AND Specialist Unit Examination Re-Sit Fee (per unit)	£247.50

### THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

- Retirement Provision
- Pensions Administration (Technical)
- Pensions Trusteeship
- Pensions Benefits
- Pensions Administration (Practical)

# Award in Pensions Essentials

**About** The Award in Pensions Essentials (RQF) is a qualification designed to support and acknowledge the training and development of new pensions administrators or those who need an introduction to pensions, HR or Payroll.

<b>Pricing</b>	• Candidate Registration	£80
	Please note, the candidate registration fee provides all students with PMI VQ student membership for the duration of the qualification.	
	• Unit Certificate (COMPULSORY)	£30
	• Final Certificate	£85
	• Examination Partner fee	£700

THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

- Pensions Administration (Technical)
- Pensions Administration (Practical)

# Retirement Provision Certificate

**About** The Retirement Provision Certificate 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.

<b>Pricing</b>	• Examination Entry (Current Member):	£415
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THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

- Pensions Administration (Technical)
- Pensions Trusteeship
- Pensions Administration (Practical)



# Certificate in Pensions Calculations

## About

The Certificate in Pensions Calculations (CPC) is a qualification for pensions administrators designed to demonstrate competence in the manual calculation of benefits of occupational pension schemes.

## Pricing

- |                                     |      |
|-------------------------------------|------|
| • Examination Entry Fee (per unit): | £165 |
|-------------------------------------|------|

### THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

➤ **Pensions Administration (Technical)**

➤ **Pensions Administration (Practical)**

# Diploma in Pension Trusteeship

## About

The Diploma in Pension Trusteeship is a new, standalone award, designed to show judgement when dealing with complex pensions issues, above and beyond technical knowledge.

The aim of this qualification is to increase professionalism further and highlight the distinction between Lay/Member nominated trustees and Professional trustees qualified at the same level. The Diploma is the PMI's first qualification to integrate ESG into its course material, making it a markedly more advanced qualification.

## Pricing

- |   |      |
|---|------|
| • Qualification Package<br>(Current Trustee Member) | £345 |
|---|------|

### THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

➤ **Pensions Trusteeship**

# Certificate in Pension Trusteeship

**About** The Certificate in Pension Trusteeship will give those wishing to become Accredited Trustees the necessary qualification to prove their knowledge and their application of this knowledge, in their role as an Accredited Trustee.

We will be holding private sittings of the CPT unit 2 exams which will take place online. If you would like to hold a private sitting, please contact us here:

[pmiqualifications@pensionspmi.org.uk](mailto:pmiqualifications@pensionspmi.org.uk)

Private sittings can hold no less than 10 individuals and at least 4 weeks' notice must be given so that we can try and hold the exam on your chosen date.

## Pricing

- Examination Entry (Current Member) £330

THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

 **Pensions Trusteeship**

# Award in Pension Trusteeship

**About** The Award in Pension Trusteeship is a qualification for Trustees or those interested in Trusteeship, based on The Pensions Regulator's indicative syllabus. It provides formal recognition of a Trustee's knowledge and understanding (TKU) in line with the requirements of the Pensions Act 2004.

The APT is otherwise known as CPT unit 1. We will be holding private sittings of the CPT unit 2 exams which will take place online. If you would like to hold a private sitting, please contact us here: [pmiqualifications@pensionspmi.org.uk](mailto:pmiqualifications@pensionspmi.org.uk)

Private sittings can hold no less than 10 individuals and at least 4 weeks notice must be given so that we can try and hold the exam on your chosen date.

## Pricing

- Examination Entry (Current Member) £300

THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

 **Pensions Trusteeship**

# Diploma in International Employee Benefits

**About** The Diploma in International Employee Benefits, delivered in partnership with the International Employee Benefits Association (IEBA), provides a programme of education, study and examinations for all those involved with the complex area of international employee benefits. The qualification aim is to identify aspects of benefit provision which those involved in international employee benefits are most likely to encounter in dealing with expatriates, internationally mobile employees and local employees.

<b>Pricing</b>	• International 1 (otherwise known as CU1B) Exam Entry	£495
	• International 2 Exam Entry:	£495
	• International 1 Examination Re-Sit Fee	
	• International 2 Examination Re-Sit Fee	£247.50

THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

> Pensions Benefits

# Certificate in Pension Scheme Member Guidance

**About** This qualification is designed to meet the needs of pensions staff who regularly liaise with members selecting options from a pension scheme. This qualification is concerned with improving member outcomes and providing guidance on benefit options. As this guidance is in the area of non-regulated advice the qualification provides an overview of the distinction between regulated and nonregulated advice, the different types of pension scheme and the factors that need to be considered in making decisions in regard to benefits. It covers various options and situations, including: joining, leaving, transferring, retirements, commutation, death, and divorce.

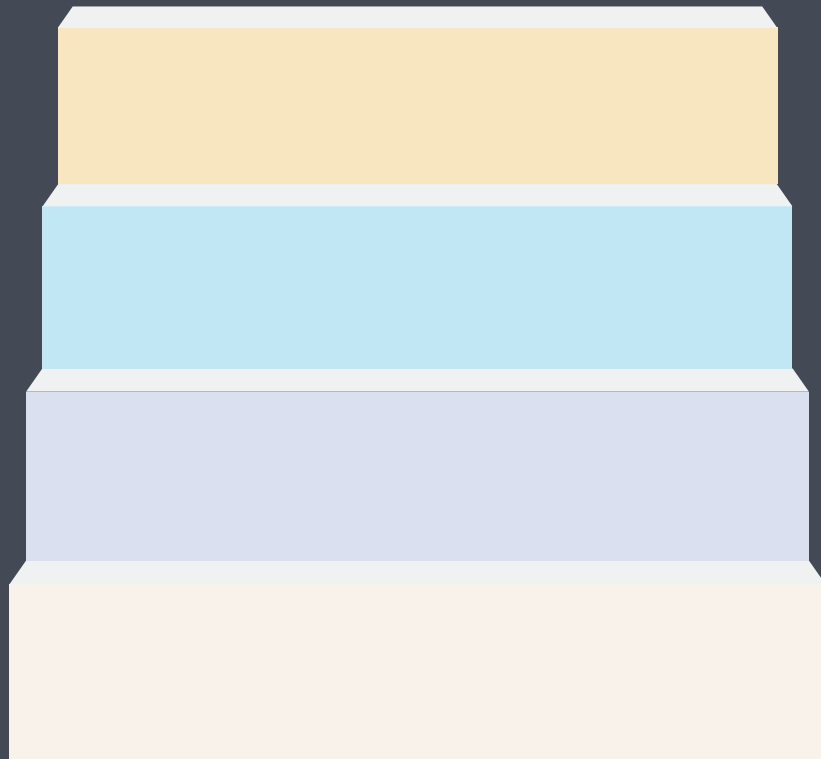
<b>Pricing</b>	• Qualification Package (Current Member)	£670
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THIS COURSE IS PART OF THE FOLLOWING PATHWAYS

> Pensions Administration (Practical)

# Membership

Contact us at [membership@pensions-pmi.org.uk](mailto:membership@pensions-pmi.org.uk)



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## Student Membership

As a Student member, you are not limited to just one diploma route and can choose from 5 specific PMI Pathways.

You must become a Student member to study towards any of our PMI qualifications.



MEMBER BENEFITS

- Free attendance or member rates at PMI events, conferences, and seminars
- Free access to PMI webinars
- Opportunity to join regional groups
- Pension Careers online job board
- Interview and CV support from a recruiter
- Introduction or referrals for pensions related topics
- Pensions Aspects (bi-monthly magazine)
- Pensions Age (monthly magazine)
- PMI Technical News (technical supplement)
- Opportunity to sign up on the PMI Mentoring and Development programme
- PMI Student Essay Competition (If studying for a Pensions related qualification with PMI or other PMI approved institute)
- Possible co-option onto PMI committees and councils
- CPD Online recording tool (optional)
- HMCA discounts (Up to 40% of discounted rates for medical, dental, hospital cash and travel plans as well as income protection and vehicle breakdown products.)

ELIGIBILITY & REQUIREMENTS

You must become a **Student member** to study towards the:

- Retirement Provision Certificate
- Certificate in Pension Calculations
- Certificate in Pension Scheme Member
- Guidance
- Advanced Diploma in Retirement Provision
- Diploma in Pensions Trusteeship
- Awards in Pension Trusteeship
- Certificate in Pensions Trusteeship
- Diploma in Employee Benefits and Retirement
- Diploma in International Employee Benefits
- Diploma in Pensions Administration

MEMBERSHIP PERIOD

Student membership runs from 1 September – 31 August.

PRICING

• Subscription fee	£178
• Subscription fee for retired/non-working	£75
• Upgrade fee Affiliate to Student	£68

# Professional Membership

Professional Membership demonstrates your commitment to professionalism and excellence, while using the designator initials (ProfPMI) gives you public recognition of this commitment.



## MEMBER BENEFITS

- Free attendance or member rates at PMI events, conferences, and seminars
- Free access to PMI webinars
- Designatory initials ProfPMI
- Opportunity to join regional groups
- Pension Careers PMI Job Board
- Interview and CV support from a recruiter
- Introduction or referrals for pensions related topics
- Pensions Aspects (bi-monthly magazine)
- Pensions Age (monthly magazine)
- PMI Technical News (technical supplement)
- Opportunity to sign up on the PMI Mentoring and Development programme
- PMI Student Essay Competition (If studying for a Pensions related qualification with PMI or other PMI approved institute)
- Possible co-option onto PMI committees and councils
- CPD Online recording tool (optional)
- HMCA discounts (Up to 40% of discounted rates for medical, dental, hospital cash and travel plans as well as income protection and vehicle breakdown products.)

ELIGIBILITY & REQUIREMENTS

Professional membership is open to those who have completed a full qualification or 5 ADRP units from any of the 5 pathways.

MEMBERSHIP PERIOD

Professional membership runs from 1 September to 31 August.

PRICING

• Subscription fee	£255
• Subscription fee for retired/non-working	£75
• Upgrade fee Student to Professional	£90

Associate Membership

Associate membership demonstrates professional excellence and a commitment to progress within the pension industry. Associates are entitled to use the designatory initials APMI after their name.



MEMBER BENEFITS

- Member rates and/or free attendance at PMI conferences and seminars
- PMI webinar programme (Free or at member rates)
- Access to PMI Regional groups
- PMI Mentoring and Development programme
- Designatory initials APMI
- CPD Online Recording tool
- HMCA member discounts (Income protection, vehicle breakdown products, Up to 40% medical, dental, hospital, travel costs)
- TOTUM PRO (Discounts and deals on 100s of products - eating out, fashion, technology, travel etc)
- Access to Portfolio Institution magazine
- 15% discount on NEDonBoard training courses
- Pension Careers PMI Job Board
- Interview and CV support from a recruiter
- Introduction or referrals for pensions related topics
- Pensions Aspects (PMI bi-monthly magazine)
- Pensions Age (monthly magazine)
- PMI Technical News (technical supplement)
- Opportunity to sign up on the PMI Mentoring and Development programme
- Can be co-opted onto PMI committee and council
- Voting rights

ELIGIBILITY & REQUIREMENTS

Attaining Associate membership of the PMI requires a minimum of two years as a Professional member (ProfPMI), completion of all the qualifications and/or exams in your chosen path way or completion of the Advanced Diploma in Retirement Provision (ADRP), at least three years' service within the pensions industry and an ongoing commitment to undertaking CPD.

MEMBERSHIP PERIOD

Associate membership runs from 1 September to 31 August.

PRICING

• Subscription fee	£385
• Subscription fee for retired/non-working	£75
• Upgrade fee Professional to Associate	£130



# Fellow Membership

**Fellowship of the PMI is the highest accolade and our Fellows are well respected in the industry. Fellowship membership is open to those with five years continuous Associate membership of the PMI, five years continuous recorded CPD with the PMI and proven contribution and achievement in the pensions industry. Fellows are entitled to use the designatory initials FPMI.**



## MEMBER BENEFITS

- Member rates and/or free attendance at PMI conferences and seminars
- Trustee exclusive events (Roundtables, seminars)
- Fellowship Network events
- PMI webinar programme (Free or at member rates)
- Access to PMI Regional groups
- Pensions Aspects (bi-monthly magazine)
- Opportunities to have your written articles featured in the magazine
- PMI Technical News (Every 6 wk technical supplement)
- Pensions Age magazine
- Pension Careers PMI Job Board
- PMI Mentoring and Development programme
- Opportunities to join committees and councils
- Voting rights
- Designatory initials FPMI
- CPD Online Recording tool
- HMCA member discounts (Income protection, vehicle breakdown products, Up to 40% medical, dental, hospital, travel costs)
- TOTUM PRO (Discounts and deals on 100s of products - eating out, fashion, technology, travel etc)
- Access to Portfolio Institution magazine
- Preferential rates for Pension Careers job posts – Online job board
- Interview and CV support from a recruiter
- Introduction or referrals for pensions related topics

MEMBERSHIP PERIOD

The Fellowship membership year runs from 1 September to 31 August.

PRICING

• Subscription fee	£455
• Subscription fee for retired/non-working	£75
• Upgrade fee Professional to Associate	£95

Working for the Pensions Industry – examples of this could be:

- publication of a portfolio of work
- presenting at non-PMI public events on key issues relating to the pensions industry. A summary of the key themes of the event, the main points of the presentation and professional standing of the audience (e.g. 'audience consisted of members of CII, CISI, PMI up to Fellowship level') must be provided
- leadership of online forums on subjects relating to pensions and retirement benefits
- making significant contributions to responses on government policy initiatives
- working as a voluntary adviser on pensions and retirement savings (e.g. TPAS adviser)

Fellowship applications must be verified by a current Fellow of the PMI. The sponsoring Fellow must confirm that the applicant's contribution to the pensions industry is consistent with the requirements and of a suitable standard for a prospective Fellow of the PMI.

Fellows of the PMI are required to undertake 25 hours of annual continuing professional development (CPD).

All members of the PMI are required to adhere to our Code of Professional Conduct.

## ELIGIBILITY & REQUIREMENTS

**Fellowship membership (FPMI) is open to those with:**

- five years continuous Associate membership of the PMI
- five years continuous CPD recorded with the PMI
- contribution and achievement in the pensions industry

Contribution and achievement in the wider pensions and retirement savings industry can be achieved through work with PMI or elsewhere and some examples are shown below. The list is not exhaustive but is intended as a guide on what is necessary to achieve a successful application for Fellowship.



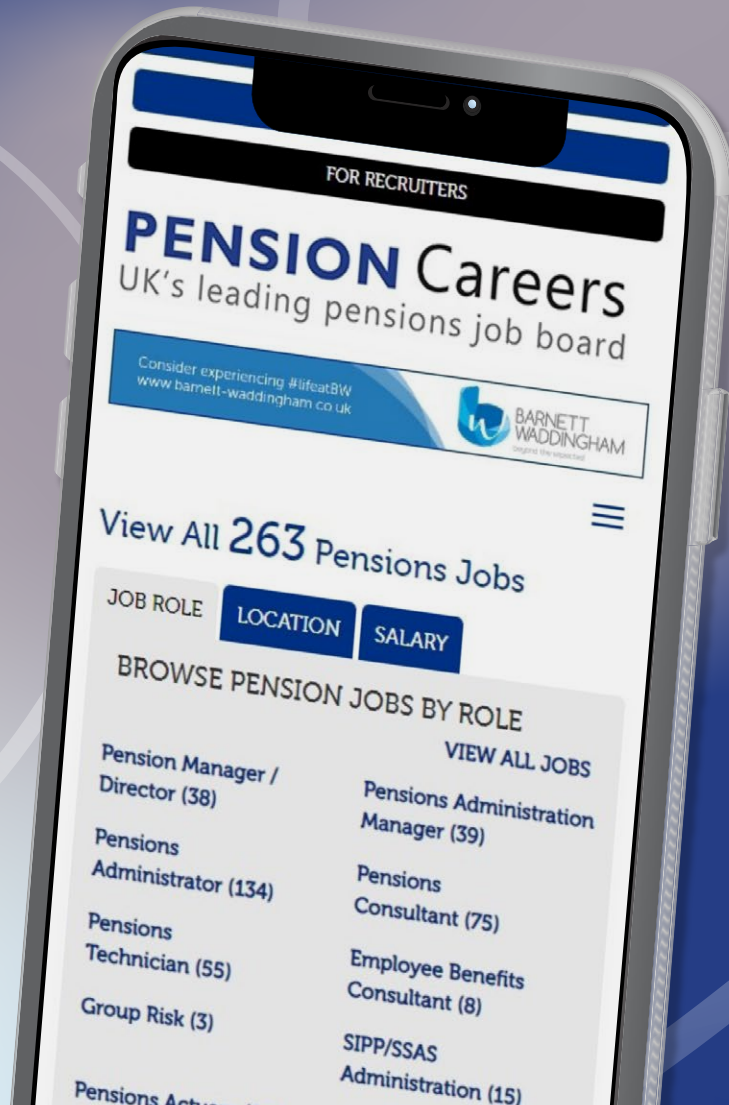


**PENSION**Careers  
UK's leading pensions job board



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Pensions  
Management  
Institute

Find your next job at...  
**[www.pensioncareers.co.uk](http://www.pensioncareers.co.uk)**





**PMI Pathways**