

CREATE PENSION SCHEME RECORDS FOR NEW MEMBERS



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

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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