



Advanced Diploma in Retirement Provision Compulsory Unit Test Specification

The Advanced Diploma uses the following variety of question types:

Question Type	Question Type description	Marks per Question
A	self-contained single answer multiple choice questions where candidates are requested to select the correct option from a choice of four.	1 mark
B	single answer multiple choice questions where candidates are presented with two statements and requested to identify whether a) both statements are true, b) only i) is true, c) only ii) is true or d) both statements are false.	1 mark
C	Short length answer questions where candidates write their answers in freeform	5-10 marks
D	Moderate length answer questions where candidates write their answers in freeform	15-20 marks
E	Full length answer questions where candidates write their answers in freeform	30 to 45 marks
F	“Scenario” type questions where candidates are presented with a scenario and requested to write a short answer to the question presented on the scenario	10 to 15 marks
G	Extended length questions where candidates are presented with a case study and requested to write a detailed answer	60 marks

The Compulsory “Professionalism and Governance” Unit of the Advanced Diploma in Retirement Provision will be assessed through questions of Types F and G as denoted in bold above. Sample illustrative questions are provided at the end of this Test Specification.

Compulsory “Professionalism and Governance” Unit

For examinations from April 2016 onwards the compulsory “Professionalism and Governance” Unit will be assessed through an examination of total duration 3 hours comprised as follows:

- (1) 3 **Type F** questions on matters relating to professionalism [syllabus items 1-3]. These questions will be based on the PMI Code of Conduct and illustrative case studies in the Professionalism study manual; 40 marks in total. 40% of overall mark; recommended time allocation 1 hour.
- (2) 1 **Type G** question based on governance matters [syllabus items 4-9] as covered in the Governance study manual; 60 marks in total. 60% of overall mark; recommended time allocation 2 hours. Questions to include format/communications/presentation element (approximately 20% of total).

Sample Questions

Type F– “scenario” questions

1. What process should you go through to determine the acceptability and appropriateness of receiving gifts or hospitality from a supplier if no formal policy exists in your company?
 - Initialled diary
 - A case of expensive champagne at Christmas
 - Invitation to join a client in their marquee for a sporting event along with other suppliers
 - Dinner for you and your partner at the client’s home
 - A holiday for you and your family on your supplier’s MD’s yacht

(15 marks)

2. You spot an error in a colleagues work which has already been peer reviewed and advised to the member. What do you do?

(10 marks)

Type G – “Extended length” question

1. You have been asked to advise the finance director on a suitable approach to establish the pensions department as a separate business within the organisation and to offer a range of services to other, smaller, organisations in the same business sector.

The pension manager runs a large department based in the North of England and reports to the chairman of the trustees in London. Pensions accounting is provided by the sponsoring employer based at the London head office but pensioner payroll is provided from a Scottish site and the sponsor is thinking of outsourcing this service to a third party supplier.

The pensions department uses a package-based computer system which has been in place for eight years. There is much manual intervention in the services and poor integration with other systems such as accounts and payroll.

The trustees value this service highly and have refused suggestions to outsource the administrative activities supporting the pension fund. However, the finance director is keen to reduce head office head count and improve the profitability of the business areas. The sponsoring employer meets the cost of all the pension administration and management.

Write a report for the finance director outlining the main considerations of this project and providing a suitable approach to achieving his goals

(60 marks)