

# Frequently asked questions

PMI Vocational Exams: FAQs

## Frequently Asked Questions

### What PMI vocational qualifications are available?

- [Award in Pensions Essentials](#) (APE) - Level 2, Provides an introductory understanding of pensions and is suitable for those new to the industry
- [Certificate in Pensions Essentials](#) (CPE) - Level 3, Develops core knowledge and understanding of pensions principles
- [Certificate in Pensions Administration](#) (CPA) - Level 3, Focuses on the practical skills and knowledge required for pensions administration roles
- [Diploma in Pensions Administration](#) (DPA) - Level 4, Provides advanced technical knowledge for individuals in more experienced or specialist roles

### How do I book onto an exam?

Learners can book onto exams through PMI Accredited Training Partners. We advise contacting your line manager or the person responsible for learning and development within your organisation to enquire if your company is an approved PMI Accredited Training Partner.

Alternatively, we do work with a few Accredited Training Partners who offer training externally. A full list of partners is available here: <https://www.pensions-pmi.org.uk/learning-development/pmi-accredited-training-partners/>.

### How does an Accredited Training Partner sign me up for a vocational qualification?

- Your Accredited Training Partner will collate and send us the learners to be registered on to the qualification
- Learners must be registered and enrolled onto the qualification before they start their study.
- The Accredited Training Partner will reach out to the PMI for us to issue the certificate to the learner upon completion of the qualification.

### Are there any pre-requisites to sit for a PMI exam/qualification.

There are no minimum requirements to sit any [PMI qualifications](#). Learners are advised to opt for a course/PMI Pathway as per their career aspirations. We would advise looking in depth at qualification specification/syllabuses and ensuring the information on the webpages is read in good detail.

### How are VQs different from other PMI qualifications?

Unlike traditional exams:

- VQs are based on **evidence from your day-to-day work**
- There may be **no formal written exams**
- You may be assessed through a portfolio and observations

### How will I be assessed?

Assessment methods will depend on the qualification you are studying, but may include:

- Multiple-choice questions (MCQs)
- Coursework or portfolio evidence (for vocational qualifications)
- Mock exams to help prepare for final assessments

### How is my progress tracked?

Your progress will be monitored throughout your course to help keep you on track.

- You will be given clear deadlines at the start of your course
- Your progress may be tracked as **behind, on track, or ahead**
- Your development from your starting point to completion will be recorded

### How do I decide which qualification/module would work best for me.

Learners are advised to refer to [PMI Competency Framework](#) where we have aligned our qualification as per the career roles of the candidates. For further guidance and questions please contact PMI Qualifications.

### Am I eligible for extra time during the exam?

Reasonable adjustments are arrangements made to ensure learners with medical conditions, disabilities, or additional learning needs are not disadvantaged during assessments. This may include a standard 25% additional time for timed exams, where supported by appropriate evidence.

Requests should be made in advance of the assessment and will be reviewed in line with Pensions Management Institute (PMI) requirements. Learners should contact their Accredited Training Partner to facilitate this. Accredited Training Partners are to follow the [PMIs wider policy](#) when referring to reasonable adjustment requests.

Approved adjustments will be implemented consistently, recorded appropriately, and handled confidentially, ensuring the integrity of the assessment is maintained.