Pensions Management Institute

Moving pensions forward

TRUSTEE TRAINING DIRECTORY

The Need for Trustee Training

The pressures on trustees to ensure that they are fully prepared for their role are greater than ever. From initial appointment, trustees are required to undergo training within six months, and every two years thereafter. In addition to the Trustee Knowledge and Understanding (TKU) requirements, The Pensions Regulator's 21st Century Trusteeship campaign has shown that the Regulator is determined to improve standards of trusteeship within the UK.

This directory has been compiled to support trustees with their training requirements. The courses listed in this document are suitable for new trustees as well as those looking to refresh their knowledge and cover the various aspects of knowledge trustees need to acquire, including legal, regulatory, investment and scheme specific knowledge.

A number of the providers in this directory offer training specific to The PMI's Award in Pension Trusteeship (APT). Companies providing APT training also offer private examination sittings at the end of the course.

Bow Bells House, 1 Bread Street, London, EC4M 9HH

Contact name: Karen Page

Telephone number: +44 131 372 1215

Email: Karen.page@aberdeenstandard.com

Website: www.aberdeenstandard.com

Course(s) offered:
Pensions Intelligence is a series of trustee training seminars run by Aberdeen Standard Investments. There are two half day seminars each year, one covering issues prevalent to DC schemes, while the other focuses on DB themes.

Economists, strategists, fund managers and investment specialists from Aberdeen Standard Investments get together with industry experts to discuss current challenges that trustees face and provide support for them to look after their members.

As well as asset class content and investment approaches, the sessions aim to cover issues such as value for money, ESG, DB endgame, DC default design and alternative sources of income.

The seminars aim to be thought-provoking, engaging and allow opportunity for questions and networking. They are CPD accredited.

Location(s): Bow Bells House, 1 Bread Street, London, EC4M 9HH

Frequency: Twice per year

The Aon Centre, The Leadenhall Building,
122 Leadenhall Street, London, EC3V 4AN

Contact name: Lynsey Harri

Telephone number: +44 1372 733907

Email: pensionstraining.enquiries@aon.com

Website: www.aon.com/unitedkingdom/retirement-investment/pensions-training

New trustees are given six months to build up the relevant knowledge and skills, but with a lot to take in, and often only a couple of meetings to do so, it can be a daunting prospect.

Pensions are also an ever-evolving area, so once you've mastered the basics there is always something else to learn.

To support you, Aon offers a range of training courses covering both Defined Benefit and Defined Contribution pensions:

Defined Benefit
- Defined Benefit Part 1 – our introductory course for new trustees
- Defined Benefit Part 2 – for those trustees with more experience or the knowledge from part 1
- Defined Benefit Trustee Essentials – A two-day course combining parts 1 and 2 to help attendees get to grips with defined benefit pensions quickly

Defined Contribution
- Defined Contribution - for trustees of a defined contribution trust-based scheme or a hybrid scheme with a defined contribution section
- Pension Governance Committee – for those who have a role in contract-based and master trust arrangements

Check out our 2020 brochure for more information on the courses we provide and for other resources available to help you.

If you have any specific needs, please get in touch.

Location(s): London/Birmingham/Surrey

Frequency: Courses are run throughout the year

Arc Pensions Law

Arc Pensions Law LLP

Contact details: Jane Kola at 80 Coleman Street London EC2R 5BJ

Vikki Massarano at Park House, Park Square West, Leeds, LS1 2PW

Telephone number: 020 7653 8967

Telephone number: 0113 467 8792

Website: www.arcpensionslaw.com

Course(s) offered:

Our partner led legal training sessions are designed for trustees and sponsors and are suitable for all levels of pensions experience. Using case studies, they are full of practical tips and insights on a wide range of pensions legal concerns. Training is designed for defined benefit, defined contribution and hybrid schemes.

Trustee Legal Duties

- Training for new and experienced trustees on their legal duties

Current Legal Issues Trustees and Sponsors

- Training on current pensions law legal issues and how they affect you. Topics include:
  - New criminal offences
  - ESG essentials

"How to" Training for Trustees

- Our practical "How To" training for trustees on situational issues. For example:
  - "How to manage changes in sponsor covenant"
  - "How to prepare for low dependency or buy-out"
  - "How to deliver good member outcomes and manage member disputes"

"How to" Training for Sponsors

- Our practical "How to" training sessions on pensions projects. For example:
  - "How to change pension provision and deliver liability management exercises"
  - "How to prepare for a corporate transactions"
  - "How to stop pensions destroying your business"

Training for Qualifications

- Training for PMI Trustee qualifications

Frequency of the training: Upon request

Online training details if applicable: All training can be conducted face to face or online to suit client needs and requirements. Accessibility is important to us and we will adapt training to make it accessible to all.

Location: Nationwide at the client's or contact's offices or at our London and Leeds offices.

2 London Wall Place, 123 London Wall, London EC2Y 5AU

Contact name: Georgie Bomben

Telephone number: 0333 11 11 222

Email: eventsteam@barnett-waddingham.co.uk

Website: www.barnett-waddingham.co.uk/events

Course(s) offered:
With an ever increasing focus from The Pensions Regulator on governance standards, it is essential for trustees to have suitable and regular training.

Our comprehensive training programme effectively guides trustees, who are responsible for managing defined benefit (DB) pensions schemes, through the fundamental issues highlighted in The Pensions Regulator's 'Scope Guidance'.

Our one-day course provides both new trustees and those seeking a reminder, with a thorough grounding in pensions matters and the knowledge to complete The Pensions Regulator's Trustee Toolkit with confidence.

The topics covered include:
- The 'trustee knowledge and understanding' requirements
- The UK current pensions landscape and key regulatory changes
- An introduction to funding and investment principles
- The scheme funding regime, including The Pensions Regulator's DB funding code of practice
- The Pensions Regulators powers and guidance
- Trustee obligations and powers.

Locations(s): London, Leeds and other cities

Frequency: see website for details. DC Training is also available.

65 Gresham Street, London, EC2V 7NQ

Contact name: Paul Tabrett

Telephone number: 07837 189035

Email: paul.tabrett@capita.co.uk

Website: www.capitaemployeesolutions.co.uk

Course(s) offered:
Capita Employee Solutions offers a range of training courses for trustees of UK pension schemes, including:
- One day introductory courses for new or less experienced trustees, providing an overview of the trustee's role and responsibilities, various pension benefit structures, the legal framework, investment, funding and administration matters;
- Focussed advanced training courses covering specific matters such as scheme funding, governance and investments.

These courses focus on investment strategy, risk reduction exercises, and managing liabilities;

In addition, Capita holds two-day training courses aimed specifically at trustees wishing to sit the PMI Award in Pension Trusteeship examination. These courses prepare candidates for sitting the examination, providing training in relation to all aspects of DB and DC pension schemes, guidance on sitting the examination, and culminating with the examination itself on the afternoon of the second day.

Location(s): Across Capita's UK locations

Frequency: Introductory courses are run two or three times a year, PMI accredited courses twice a year and other courses on an ad-hoc basis.

6 Bevis Marks, London, EC3A 7BA

Contact name: Stuart Hanson

Telephone number: 020 7015 8505

Email: s.hanson@cardano.com

Website: www.cardano.com

Course(s) offered:
Our bespoke training is designed to help trustees navigate the ever-changing pensions landscape and regulation. Suitable for new and experienced trustees alike, our courses have been created to meet trustees' specific needs and each session is tailored to their scheme and circumstances.

Popular courses include:

Fiduciary management
An overview of the principles of fiduciary management and the benefits of this approach.

PensionSim
An integrated risk management (IRM) training tool that allows trustees to experience and control real life scenarios and test the impacts on a pension scheme and its sponsor in a simulated environment.

Portfolio construction
Understanding the different component parts and how they fit together to create an optimised portfolio which delivers stability in an uncertain world.

Cashflow matching
Exploring the different approaches available to you to ensure your cashflow requirements are met as you get nearer to full funding.

Location: Nationwide at the client's premises or at our London office.

Frequency: Bespoke training available on request throughout the year.

One Wood Street, London, EC2V 7WS

Contact name: Catherine Salafia / Karen Mumgaard

Telephone number: +44 20 7919 4896 / +44 113 200 0745

Email: catherinesalafia@eversheds-sutherland.com
karenmumgaard@eversheds-sutherland.com.

Website: www.eversheds-sutherland.com

Courses offered:
We offer training sessions designed to prepare candidates for the PMI Award in Pension Trusteeship. Sometimes these are scheduled on fixed dates and advertised on our website but generally they are organised on an ad hoc basis (normally for all or most of a particular trustee board). The course sometimes includes a private exam sitting.

We also run one day introductory training courses to equip those involved in running defined benefit or defined contribution trust-based schemes to operate their scheme effectively. Using case studies, we consider common issues associated with running DB or DC schemes. A guest speaker from the actuarial or investment consultant profession covers actuarial and investment aspects of the course.

In addition, we provide regular legal update briefings and can organise bespoke or in-house training to suit your needs.

Locations: London, Birmingham or (for bespoke training) as requested

Frequency: See www.eversheds-sutherland.com/training (search under subject area "Pensions")

Trustee training and facilitated discussions

We support trustees, sponsors and key stakeholders with a wide range of pension services delivered by dedicated sector experts, with particular focus on supporting trustee governance.

Our deep understanding of the sector makes us ideally placed to support trustee training across many areas, including:

- Employer covenant
- Assurance mapping
- Fraud risk
- Risk management and IRM
- Financial reporting for pensions
- Cyber security and assessment

Please contact us to find out how we can support your training needs

Paul Brice
Partner, Head of Pensions Advisory
T +44 (0)20 7728 3423
E paul.f.brice@uk.gt.com

Neil Knights
Partner, Head of Pensions
T +44 (0)20 7865 2873
E neil.a.knights@uk.gt.com

Grant Thornton

Contact names: Jason Coates, Christopher Stiles

Telephone numbers: 020 3636 7886, 0121 393 0663

Email: jason.coates@gowlingwlg.com, christopher.stiles@gowlingwlg.com

Website: www.gowlingwlg.com

Gowling WLG is an international, full-service law firm with a leading UK pension practice comprising over 50 pensions specialists.

Courses offered:

We offer a range of training programmes which can be adapted to meet your particular requirements. Courses are led by senior pensions lawyers with wide-ranging, practical experience, and are fully interactive to promote exchange of ideas. We can tailor the content to suit defined benefit, defined contribution or hybrid schemes.

Basic trusteeship

A half-day course designed to cover the Regulator's Trustee Knowledge and Understanding (TKU) Scope Guidance and to align with the legal modules for the Regulator's Trustee Toolkit. This course will equip delegates to complete the Toolkit and satisfy the TKU requirements.

Also suitable for non-trustees who want to understand how pension trustees operate, e.g. pensions managers or individuals responsible for pension benefits and funding on behalf of an employer.

Advanced trusteeship

A one-day course for those seeking to achieve the PMI Level 3 Award in Pension Trusteeship or any equivalent accreditation, including professional trustees. Also useful for any trustees looking to deepen their understanding of their role.

Continuing professional development

We offer training on emerging legal issues to enable trustees to keep up-to-date. We can help you to develop an annual training programme and assist with access to training from other providers with different specialist backgrounds.

Bespoke Training Sessions

Many clients want to devise training for their trustees that reflects the specific features of their scheme and context. We have considerable experience in developing one-off sessions or programmes to suit your needs, in particular linking in to the specific powers and legal provisions of your scheme rules.

Location: Offices in London or Birmingham, at your own premises, or online.

Frequency: On request.

45 Old Hall Road, Manchester M7 4JF

Contact name: Michael Stern

Telephone number: 0161 832 3800

Email: mstern@InvestmentEducation.net

Website: www.InvestmentEducation.net

Courses offered:

Trustees and those who work with them often have different knowledge levels and interests and roles and therefore training or briefing requirements.

Investment Education provides tailored sessions often of just 2 – 3 hours length but sometimes up to a day, to address specific Trustee needs. These are often provided after or before a Trustee meeting or can be provided after work.

Example topics include:

- A Derivatives Guide (Futures & Options) for the perplexed
- Guide to Stock Lending : how to generate more from your portfolio
- Hedge Funds Briefing: a guide for the innocent
- How the Real World affects Investment
- Understanding Property Investment and Valuation
- Portfolio Briefing: an overview of the nuts and bolts of Portfolio Construction

To better get a flavour as to what we can provide please email us your requirements and receive a detailed proposal. No two clients are the same and each deserves special attention.

Location: Usually the client's offices or their advisers. Some public courses presented in Central London.

Frequency: According to demand

95 Wigmore Street, London, W1U 1DQ

Contact name: Rachika Cooray FPMI (Partner, Head of Governance)

Telephone number: 020 7439 2266

Email: enquiries@lcp.uk.com

Website: www.lcp.uk.com

Course(s) offered:

Our trustee training services consist of generic, specialised and scheme specific training:

- Our Trustee Training Programme includes two training courses designed to meet the 'knowledge and understanding' requirements of the Pensions Act 2004. For DB schemes, the first course outlines trustees' duties and responsibilities and the other covers scheme funding and investment. For DC schemes, the first course gives an overview of trusteeship, including legalities and risk management and the second covers scheme operations and investment.
- Specialised courses on investment, covenant assessment and pension scheme de-risking. We hold a number of free breakfasts briefings and webinars throughout the year.
- To meet the requirement to be conversant with a scheme's trust deed and rules and other documents, we design and implement bespoke training courses.
- Our free Training Needs Analysis tool helps trustees of both Defined Benefit and Defined Contribution arrangements to identify areas for further training. Find out more at https://tna.lcp.uk.com/

LCP offers wider governance services to help trustees carry out their roles and responsibilities effectively such as board effectiveness assessments and risk reviews. LCP also runs free training forums for in-house trustee secretaries and pensions managers covering the current governance landscape and key regulatory and legal issues affecting pension schemes. Please contact us for more details.

Location: 95 Wigmore Street, London, W1U 1DQ

Frequency: Twice a year, typically in March and October

Tower Place, London EC3R 5BU

Contact name: Mark Wilkinson

Telephone number: 020 7178 3359

Email: mark.wilkinson@mercer.com

Website: www.mercer.com

Course(s) offered:
We currently offer 3 courses:

- Trustee Foundation
- TPR Toolkit Blitz
- DB Confident Trusteeship

The Trustee Foundation course covers the basics of Trusteeship, Governance, DB benefits and funding, Investment, Risk management and DC. It is designed as a 1-day introductory course for new trustees, or a basic refresher for existing trustees.

The Toolkit Blitz course provides training in relation to the assessment questions for all modules of the TPR toolkit in an effective, interactive and participative way. We can also deliver the Toolkit Blitz to a single trustee board where a group of trustees would like to complete it together, with the course tailored to the needs of the group.

The Confident DB trusteeship course focuses on the journey trustees take through the life of a DB Pension scheme, and the decisions they must make along the way, to help trustees become more proficient in their important and demanding roles. The course has a practical focus and goes beyond technical knowledge to focus on developing the skills needed to be a more effective trustee.

Location(s): Throughout the UK.

Frequency: Throughout the year. Bespoke training available on request.

90 Fenchurch Street, London EC3M 4ST

Contact name: Martin Kellaway / Stephanie Whelan

Telephone number: +44 20 7204 2355 / +44 20 7204 2754

Email: Martin.kellaway@OPDU.com / Stephanie.Whelan@OPDU.com

Website: https://www.opdu.com/benefits/

Course(s) offered:
We offer training and roundtable seminars for trustees, advisers and consultants for groups of at least 6 people and can speak at larger events such as seminars and conferences.

We focus on the risks trustees, pensions employees and the sponsor face and how these are mitigated by the protections in the scheme documents and through the use of standalone insurance. We detail how insurance works as part of an integrated risk management strategy and discuss case examples of real claims made. We also cover emerging risks and how insurance works for Cyber and GDPR.

Location(s): London, Leeds, Manchester, Birmingham, Bristol, Edinburgh and Glasgow or as requested.

Frequency: As requested.

One Aldermanbury Square, London EC2V 7HR

Contact name: Danielle Jacques

Telephone number: 020 3327 5100

Email: events@riverandmercantile.com

Website: solutions.riverandmercantile.com

With investing and financial management growing more complex by the day, River and Mercantile Solutions provides training with clarity and simplicity.

We recognize that every trustee's training needs are unique, which is why we create tailored courses on request. Training can be provided out our London office, or the client's location.

Whether you'd like training on strategy or specific asset classes, our skilled consultants are on hand to educate.

Our top training topics for 2020 are:
- Long-term funding targets: How to set one, monitor your progress and adapt your strategy over time
- ESG integration: Your obligations, how to monitor, and how to integrate into your strategy
- Liability hedging: General principles and how RPI reform affects your strategy
- Structured equity: How to target return whilst managing liability risks
- The River *FOUR*cast: What's ahead for investment markets and how to position your portfolio for the climate to come
- DC Pension Adequacy: How to ensure your DC members are on track for retirement outcomes
- Pensions Freedoms: How to ensure your members (DB or DC) have access to the full range of retirement flexibilities
- Professional Trustee hot topics: Training on the pertinent investment topics of the day

Please get in touch with your training request.

Location: R&M London office or client's location

Frequency: Tailored training available upon request throughout the year.

Rutland House, 148 Edmund Street, Birmingham B3 2JR

Contact names: Catherine McKenna / Matthew Giles

Telephone numbers: 0113 284 7045 / 0121 222 3296

Email: catherine.mckenna@squirepb.com / matthew.giles@squirepb.com

Background on firm: SPB is a full-service global law firm. It's market-leading and top ranked Pensions Team is home to the #How2DoPensions quick guides and #meetPAUL risk management campaign. It was awarded "Educational Initiative of the Year" at the Pensions and Investment Provider Awards. It offers UK pensions legal advice from across its four UK offices in London, Birmingham, Leeds and Manchester. It also offers professional trusteeship services, meaning that it is ideally placed to provide training from both legal and trustee perspectives.

Courses offered: We regularly provide training to trustee boards on a wide range of matters. All our training courses are interactive and use a variety of delivery methods to stimulate participation and enjoyment. They include:
- Bespoke courses on any legal issues relating to occupational pension schemes
- Hot topics sessions
- Scheme conversance training
- Revision and exam training sessions for PMI Award in Pension Trusteeship
- Joint sessions with other advisers

Location: SQP offices in London, Birmingham, Leeds and Manchester. Alternatively at client premises.

Frequency: On request.

20 Gresham Street, London EC2V 7JE

Contact name: Charlotte Bracken

Telephone number: +44(0)20 7615 9594

Email: charlotte.bracken@sackers.com

Website: www.sackers.com

Sackers is the UK's leading specialist law firm for pension scheme trustees, employers, corporate investors and providers. Our entire focus is on advising the pensions and retirement savings industry.

Our interactive workshops with case studies are aimed at new trustees of DB, DC and hybrid schemes, as well as those who would like to refresh their knowledge. Our experienced lawyers deliver three modules over one day. The number of attendees is limited at each workshop, so that knowledge, ideas and concerns can be shared effectively.

General module

General overview - suitable for all new trustees

- a brief summary of TKU requirements
- trust and pensions law basics
- discretions case study - death benefits
- tax overview
- working with The Pensions Regulator (TPR)
- dealing with disputes.

DB module

Specific topics relevant to DB schemes, such as scheme funding, covenant, investment and the scheme 'end-game'.

DC module

Specific topics relevant to DC schemes such as legal and regulatory framework, investment, retirement choices and member communications.

Our events are free to trustees and include lunch, refreshments and a comprehensive pack of course materials. All events qualify for CPD hours under the PMI CPD scheme. We can also provide bespoke and in-house training upon request.

"Many thanks for yesterday's seminar. It was very useful for me as a new trustee and I enjoyed the content and high standard of presentations. The format of the day worked well and I found the case studies particularly helpful." Course attendee.

Location(s): London office, 20 Gresham Street.

Frequency: Typically, twice a year but more dates can be scheduled if there is sufficient demand. See www.sackers.com/events/ for the latest dates.

11 Strand, London, WC2N 5HR

Contact name: Rob Wallace

Telephone number: 0118 313 0700

Email: robert.wallace@xpsgroup.com

Website: www.xpsgroup.com

APTITUDE - Accreditation for Professional Trustees

Building credibility and raising governance standards across the pensions industry

Developed by the Pensions Management Institute, the **APT**ITUDE programme was formed following standards published by the Professional Trustee Standards Working Group (PTSWG) in 2019 to raise standards and provide assurance about the quality of professional trustees and discourage poor practices in the industry.

Professional trustees play an important role in pensions and should have a greater level of expertise and knowledge to meet a higher standard of care in comparison to other trustees.

Accreditation requirements

The **APT**ITUDE programme is open to all professional pension scheme trustees, who meet The Pensions Regulator's (TPR) description of a professional trustee. **To hold accreditation, professional trustees will have to pass an initial application, which includes the following:**

- have successfully completed the latest **TPR's Trustee Toolkit**
- have passed the Pensions Management Institute's **Level 3 Certificate in Pension Trusteeship (CPT) Unit 1** - Professional Trusteeship - a multiple-choice exam of 60 questions, lasting 90 minutes. (Please note, learners already holding the Award In Pension Trusteeship (APT), will be exempt from sitting unit 1)
- have passed the Pensions Management Institute's **Level 3 Certificate in Pension Trusteeship (CPT) Unit 2** - Soft Skills - a multiple-choice exam of 60 questions, lasting 90 minutes
- comply with the TPR's **'fit and proper'** requirements
- basic **DBS** check
- proof of **credible and relevant employment history** within the industry for the past 5years
- **references** from two reputable figures within the industry, such as an existing accredited professional trustee, a pensions lawyer or a scheme actuary

For more information and how to register, please visit **www.aptitude-pmi.org.uk**

Fees

Level 3 Certificate in Pension Trusteeship (CPT) Unit 1 exam	£300*
Level 3 Certificate in Pension Trusteeship (CPT) Unit 2 exam	£300*
Accreditation application processing (with 3-year subscription)	£250 +VAT**
Accreditation application processing (without 3-year subscription)	£500 +VAT
Annual renewal	£500 +VAT

** Excluding resit fees if applicable*

*** Welcome offer available to new applicants who sign up to a minimum of 3-year subscription*

PMI Bespoke APT Training

Please get in touch with PMI if you would like bespoke APT exam support.

Telephone: 020 7392 7400

Email: qualifications@pensions-pmi.org.uk

Join our Trustee Group today

Trustee Group membership is available on either an individual or board basis and offers support and benefits to help Trustee meet TKU requirements.

Telephone: 020 7392 7410

Email: membership@pensions-pmi.org.uk

Contact Us

If you would like to be featured in this directory please get in touch.

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