

PROCESS PENSION SCHEME RETIREMENT BENEFITS

PERFORMANCE CRITERIA	SCOPE
<p>You must be able to:</p> <ol style="list-style-type: none"> 1. Follow the correct procedure to ensure that all notifications of retirement benefits are approved by the appropriate person, if applicable 2. Validate the eligibility of retiring members and their member's record against scheme regulations/rules 3. Validate the members level of pay or fund value on which benefits are to be based 4. Investigate and resolve any discrepancies 5. Correctly calculate retirement benefits according to the scheme rules – taking into account any special circumstances that may be applicable to the member 6. Take into account any overriding regulatory legislation that may affect sums payable to the member 7. Accurately re-calculate revised benefits as necessary 8. Where appropriate notify the HM Revenue and Customs of the member leaving within the appropriate timescales 9. Inform the retiring member of the correct elected options available to them within required timescales 10. Promptly arrange payment, taking into account any options exercised, in line with organisational requirements 	<p>In meeting the performance criteria you must show you can:</p> <ol style="list-style-type: none"> (A) Follow the correct organisational and regulatory procedures to process a minimum of <u>five</u> applications for retirement benefits, covering <u>three</u> of the following types: <ol style="list-style-type: none"> (i) Normal retirement (ii) Ill health retirement (iii) Voluntary early retirement (iv) Late retirement (v) Retirement from deferred (B) Process retirement benefits with reference to at least four of the following, as applicable: <ol style="list-style-type: none"> (i) Application for benefits (ii) Employer/trustee authorisation (iii) Evidence of medical certification (iv) Member's certification of birth, marriage and divorce (v) Annuity rates (vi) Open market options (C) Investigate and resolve <u>any</u> discrepancies using any of the following methods: <ol style="list-style-type: none"> (i) Within limits of own job responsibility (ii) Another appropriate person (D) Take into account <u>two</u> of the following special circumstances: <ol style="list-style-type: none"> (i) AVCs (ii) Benefits in other schemes (iii) Transfers in (iv) Pension credits/debits or attachment orders (v) Amendments for existing members (vi) Part time Member (vii) Added years (viii) Other (must specify on assessment)

11. Amend the retiring member's records to reflect their change in membership status

12. Follow procedures for maintaining security and confidentiality correctly according to organisational and regulatory requirements

(E) Ensure that both of the following **timescales** are met:

- (i) Regulatory
- (ii) Scheme occupational service level agreements

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Knowledge and Understanding

You must show that you know and understand:

- K1** How to determine benefits and options as specified in scheme requirements
- K2** How to apply validation methods to ensure data is correct
- K3** How to apply correct and appropriate calculation methods and standard practices
- K4** How benefits are affected by overriding legislation
- K5** The effect that a member's other pensions benefits may have on their scheme benefits
- K6** What the current legislation is concerning the difference between giving financial information and financial advice and understanding the consequences of non-compliance
- K7** What are the scheme's requirements for the discharge of benefits and how they are applied
- K8** When to apply pensions increase regulations when determining retirement benefits
- K9** The internal procedures that you need to follow and the records that need to be updated when settling benefits
- K10** The meaning of the term 'trustees discretion'
- K11** What is meant by 'earmarking' and pension sharing on divorce and describe the additional information you need where part of member's pension has been 'earmarked' on divorce
- K12** What is meant by scheme being contracted out or not contracted out of the State Second Pension Scheme (S2P) and what information must be provided when a member ceases to be contracted out
- K13** The signatures and authorisations you need to settle benefits and/or to provide information
- K14** The disclosure regulations and scheme or organisational standard timescales
- K15** The procedures in place to maintain security and confidentiality, including Data Protection Act
- K16** The circumstances under which benefits may need to be recalculated and the procedures to be followed
- K17** How to identify sources of information for resolution of discrepancies