



# PMI Qualifications



**Pensions  
Management  
Institute**  
Academy



**Pensions  
Management  
Institute**  
Moving pensions forward

# Moving pensions



## About the PMI

For more than 45 years, the UK's leading pension schemes and providers have relied on the PMI to provide the strategic insights they need to build and promote excellence within the industry, as well as to sustain their competitive advantage. Leveraging a portfolio of over 6,500 pensions professionals, we attract the key decision makers driving schemes' strategies and spend on imperative issues. We focus on building long-term partnerships with our Insight Partners, speakers, delegates and sponsors to ensure that our programmes are not only relevant but connect to the real world limitations, challenges and opportunities faced by our members.

The PMI Academy helps to empower individuals and organisations by providing them with the opportunity to learn, network and develop their professional skills.

Explore our learning and education portfolio from qualifications, and apprenticeships to bespoke and short-course training.

# forward



6500  
Members



32  
Countries



International  
Recognition



Study  
Support



Online  
Learning



Member  
Resources





## 2. Qualifications

This section sets out in further detail what you can expect from our qualifications. Full details, including fees, timetables and syllabuses can be found on our website.

Qualification	Page
Award in Pensions Essentials	07
Certificate in Pensions Essentials	08
Certificate in Pensions Administration	09
Certificate in Pension Calculations	10
Diploma in Pensions Administration	11
Retirement Provision Certificate	12
Certificate in Pension Scheme Member Guidance	13
Diploma in Retirement Provision	14
Diploma in Employee Benefits and Retirement Savings	15
Diploma in International Employee Benefits	16
Diploma in Regulated Retirement Advice	17
Advanced Diploma in Retirement Provision	18
Certificate in Pension Trusteeship Unit 1 (also known as Award in Pension Trusteeship)	19
Certificate in Pension Trusteeship Unit 2	20
Diploma in Pension Trusteeship	21



### Award in Pensions Essentials

To provide an introduction to UK pension arrangements for pension scheme administrators.

Registration	£80 - Please note, you must be part of a PMI 'examination center' to take this qualification.
Unit certificate	£30 per unit (5 units)
Final certificate	£85
Membership type:	VQ student membership
Qualification level	Level 2
Study duration	100 hours
Member designation	VQ Student (for study duration)
Study support	In-house
Structure and completion criteria	The award comprises five compulsory units.
Delivery and assessment	Delivered in-house by PMI examination partners.
Workplace Pensions Apprenticeship	Yes
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/award-in-pensions-essentials">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/award-in-pensions-essentials</a>

## Certificate in Pensions Essentials

The Certificate in Pensions Essentials is a qualification designed to provide an overview of the requirements of pension administration for administrators and others working on the operation of workplace pension arrangements.

**This includes:**

- the main types, features and structures of arrangements
- reporting requirements
- joining
- benefits
- contributions

Registration	£80 - Please note, you must be part of a PMI 'examination center' to take this qualification.
Unit certificate	£30 per unit (10 units)
Final certificate	£85
Membership type	VQ student membership
Qualification level	Level 3
Study duration	300 hours
Member designation	Certificate (CertPMI)
Study support	In-house
Structure and completion criteria	The Award comprises 18 units, of which 10 must be completed in order to complete the qualification.
Delivery and assessment	Delivered in-house by PMI examination partners.
Workplace Pensions Apprenticeship	Yes
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pensions-essentials/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pensions-essentials/</a>

## Certificate in Pensions Administration

Suitable for pension scheme administrators working in either defined benefit (DB) or defined contribution (DC) schemes, or both. Designed to allow organisations and their pensions administrators to select and construct a competence based qualification that reflects their normal working activities.

Registration	£80 - Please note, you must be part of a PMI 'examination center' to take this qualification.
Exam fee	£165 per exam (8 units)
Unit certificate	£30 per unit
Final certificate	£85
Membership type:	VQ student membership
Exam availability	Any time of the year
Qualification level	Level 3
Study duration	240 hours
Member designation	Certificate (CertPMI)
Study support	Online case studies, revision course
Structure and completion criteria	This qualification can be used as part of the Workplace Pensions Apprenticeship.
Exam dates	March and September
Delivery and assessment	Units 1 - 10 are assessed through work-based assessment. Units 11 - 14 are assessed through open book case study examinations. The qualification is delivered via PMI examination papers
Workplace Pensions Apprenticeship	Yes
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pensions-administration/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pensions-administration/</a>

Certificate in Pension Calculations

Suitable for pension scheme administrators working in either defined benefit (DB) or defined contribution (DC) schemes, or both. Designed to demonstrate a learner’s competence in the calculating and quoting of benefits of defined benefit and defined contribution schemes.

Registration:	£80
Exam fee:	£165 per exam (7 units)
Final certificate:	£30 per unit
Membership type:	£85
Exam availability:	Twice a year (Autumn and Spring)
Qualification level:	Level 4
Study duration:	210 hours
Member designation:	Certificate (CertPMI)
Study support:	Online case studies
Structure and completion criteria	This qualification comprises seven compulsory units. Full details on the content of the qualification can be found on our website.
Exam dates	March and September
Delivery and assessment	All seven units are assessed through open book case study examinations. The qualification is delivered via PMI examination partners
Apprenticeship	This qualification can be used as part of the Workplace Pensions Apprenticeship.
Learn more	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pensions-calculations/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pensions-calculations/</a>

Diploma in Pensions Administration

Suitable for more experienced pension scheme administrators working in either defined benefit (DB) or defined contribution (DC) schemes, or both. Designed to allow organisations and their pensions administrators to select and construct a competence based qualification that reflects their normal working activities.

Registration	£80 - Please note, you must be part of a PMI 'examination center' to take this qualification.
Exam fee	£165 per exam (10 units)
Unit certificate	£30 per unit
Final certificate	£85
Membership type	VQ student membership
Exam availability	Any time of the year
Qualification level	Level 4
Study duration	400 hours
Member designation	Diploma (DipPMI)
Study support	Online case studies, revision courses
Structure and completion criteria	This qualification comprises 16 units, of which 10 must be completed in order to complete the qualification. Unit one is mandatory.
Exam dates	March and September
Delivery and assessment	Units 1 - 9 are assessed through work-based assessment where evidence is drawn from the day to day activities carried out by the learner. Units 10 - 16 are assessed through open book case study examinations. The qualification is delivered via PMI examination partners.
Workplace Pensions Apprenticeship	Yes
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-pensions-administration/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-pensions-administration/</a>

## Retirement Provision Certificate

To provide a broad introduction to pensions and other related benefits in the UK that is ideal for employees new to pensions, support staff and those professionals working in related fields. It has been designed to meet the needs of a wide range of people, not just pension professionals; for example it could include:

- those who are starting out on a career in pensions or a related area.
- those whose work involves one particular aspect of retirement provision, such as investment, legal or accounting.
- those whose job requires an overview of the principles underpinning retirement provision.

Exam fee	£415
Membership type	Student member
Exam availability	Twice a year (Autumn and Spring)
Qualification level	Certificate
Study duration	100 hours
Member designation	Certificate (CertPMI)
Study support	Online study manual, revision courses
Structure and completion criteria	A single compulsory unit must be passed in order to complete the qualification.
Exam dates	March and September
Delivery and assessment	80 multiple choice questions which are taken online.
Workplace Pensions Apprenticeship	Yes
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/retirement-provision-certificate/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/retirement-provision-certificate/</a>

## Certificate in Pension Scheme Member Guidance

This qualification is designed to meet the needs of pensions staff who regularly liaise with members selecting options from a pension scheme. It is concerned with improving member outcomes and providing guidance on benefit options. As this guidance is in the area of non-regulated advice the qualification provides an overview of the distinction between regulated and non-regulated advice, the different types of pension scheme and the factors that need to be considered in making decisions in regard to benefits. It covers various options and situations, including: joining, leaving, transferring, retirements, commutation, death, and divorce.

Qualification package fee	£670
Membership type	Student member
Exam availability	Any time of the year
Qualification level	RQF level 4
Study duration	150 hours
Member designation	Certificate (CertPMI)
Study support	Online study manual, online course assessment
Structure and completion criteria	All stages must be passed successfully in order to attain this qualification.
Delivery and assessment	<b>3 stages:</b> <ul style="list-style-type: none"><li>- Multiple choice test</li><li>- Case assignments</li><li>- Telephone based oral assessment</li></ul>
Workplace Pensions Apprenticeship	Yes
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pension-scheme-member-guidance">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pension-scheme-member-guidance</a>

## Diploma in Retirement Provision

This qualification rewards and acknowledges the completion of core pension technical units that form part of the Advanced Diploma in Retirement Provision. This can be taken as a standalone qualification or as part of the Advanced Diploma.

Exam fee	£495 per exam (5 units)
Membership type	Student member
Final certificate	£85
Exam availability	Twice a year (Autumn and Spring)
Qualification level	Diploma
Study duration	580-620 hours
Member designation	Diploma (DipPMI)
Study support	Online study manual, online assignments, revision courses
Structure and completion criteria	This qualification comprises six units, of which five must be passed in order to complete the qualification. There are four core units plus a choice of specialist optional units (DB or DC).
Exam dates	April and October
Delivery and assessment	Each unit is assessed by online examination.
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-retirement-provision/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-retirement-provision/</a>

## Diploma in Employee Benefits and Retirement Savings

This qualification is ideal for those working at the margins of pensions who need to understand pensions in the wider savings and employee benefits context.

The aim of this Diploma is to provide holders with a comprehensive background to employee benefits and savings in the UK. It demonstrates that the holder has an in depth understanding of issues surrounding retirement provision. This will equip them for work in pensions and allied areas and can lead to further study in these areas or toward completion of the Advanced Diploma.

Exam fee	£495 per unit (3 units)
Membership type	Student member
Exam availability	Twice a year (Autumn and Spring)
Qualification level	Diploma
Study duration	380-420 hours
Member designation	Diploma (DipPMI)
Study support	Online study manual, online assignments, revision courses
Structure and completion criteria	This qualification comprises three compulsory units.
Exam dates	April and October
Delivery and assessment	Each unit is assessed by online examination.
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-employee-benefits-and-retirement-savings">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-employee-benefits-and-retirement-savings</a>



## Diploma in International Employee Benefits

To identify aspects of benefit provision which those involved in international employee benefits are most likely to encounter in dealing with expatriates, internationally mobile employees and local employees.

Exam fee:	£495 per unit (2 units)
Membership type	None required from the PMI. Learners can opt in to free membership from International Employee Benefits Association.
Exam availability	Twice a year (Autumn and Spring)
Qualification level	Diploma
Study duration	440 hours
Member designation	Diploma (DipPMI)
Study support	Online study manual, online assignments, revision courses
Structure and completion criteria	This qualification comprises two compulsory units.
Exam dates	International 1: April and October International 2: April
Delivery and assessment	Each unit is assessed by online examination
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-international-employee-benefits/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-international-employee-benefits/</a>

## Diploma in Regulated Retirement Advice

To meet the Financial Conduct Authority's (FCA's) appropriate examination standards for Retail Investment Advisers. In particular, these include those for the FCA regulated activities; "advising on packaged products" and "acting as a pension transfer specialist." As such it provides an overview of pensions and retirement planning in the retail and individual context. It covers financial services advice, regulation, taxation, financial protection and investment.

Exam fee	£495 per unit (2 units)
Membership type	Student Membership.
Exam availability	Twice a year - (Autumn and Spring)
Qualification level	RQF level 6
Study duration	440 hours
Member designation	Diploma (DipPMI)
Study support	Online study manual, online assignments, revision courses
Structure and completion criteria	This qualification comprises two compulsory units.
Exam dates	April and October
Delivery and assessment	Each Unit is assessed by examination which is taken online.
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-regulated-retirement-advice">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-regulated-retirement-advice</a>

## Advanced Diploma in Retirement Provision

A comprehensive and in depth qualification for retirement benefit professionals. The overall aim of the Advanced Diploma examinations is to provide the required professional knowledge, skills and understanding for an individual to undertake, after sufficient experience, a position as a pensions specialist within a self-administered scheme, a third party administrator, a life assurance company, or the consulting and advisory services.

Exam fee	£495 per exam (8 units)
Membership type	Student member
Exam availability	Twice a year (Autumn and Spring)
Qualification level	Associate
Study duration	1120-1280 hours
Member designation	Associate (APMI)
Study support	Online study manual, online assignments, revision courses
Structure and completion criteria	This qualification comprises 12 units. Eight out of the 12 units must be passed in order to complete the qualification.
Exam dates	April and October
Delivery and assessment	Assessment method varies depending on unit sat. Each unit is assessed by online examination.
Workplace Pensions Apprenticeship	Yes
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/advanced-diploma-in-retirement-provision/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/advanced-diploma-in-retirement-provision/</a>

## Certificate in Pension Trusteeship Unit 1 (also known as Award in Pension Trusteeship)

To provide formal recognition of a trustee's knowledge and understanding (TKU) in-line with the requirements of the Pensions Act 2004.

Exam fee	£300
Membership type	Trustee Group member
Exam availability	Twice a year (Autumn and Spring, private sittings available)
Qualification level	RQF level 3
Study duration	60 hours
Member designation	Trustee Group Membership (until the end of the calendar year)
Study support	PMI Trustee Seminars
Structure and completion criteria	A single compulsory unit must be passed in order to complete the qualification.
Exam dates	March and September
Delivery and assessment	1 hour and 30 minute examination, 60 multiple choice questions.
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/award-in-pension-trusteeship/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/award-in-pension-trusteeship/</a>

## Certificate in Pension Trusteeship Unit 2

To provide formal recognition of a trustee's knowledge and understanding (TKU) in-line with the requirements of the Pensions Act 2004 and for enhancing their leadership/managerial skills in the pensions sector.

Exam fee	£300
Membership type	Trustee Group member
Exam availability	Once monthly throughout the year. Private sittings also available
Qualification level	RQF level 3
Study duration	116 hours
Member designation	Trustee Group Membership (until the end of the calendar year)
Study support	PMI Trustee Seminars
Structure and completion criteria	A single compulsory unit must be passed in order to complete the qualification.
Exam dates	Throughout the year
Delivery and assessment	1 hour and 30-minute examination, 60 multiple choice questions.
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pension-trusteeship/">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/certificate-in-pension-trusteeship/</a>

## Diploma in Pension Trusteeship

The aim of this qualification is to increase professionalism further and highlight the distinction between Lay/Member nominated trustees and Professional trustees qualified at the same level.

Exam fee	£495
Membership type	Trustee Group member
Exam availability	Four times across the year
Qualification level	RQF level 5
Study duration	160 hours
Member designation	Trustee Group Membership (until the end of the calendar year)
Study support	DPT guidance document
Structure and completion criteria	A single compulsory unit must be passed in order to complete the qualification.
Exam dates	Four times across the year, dates tbc
Delivery and assessment	1 hour and 30-minute examination, 90 multiple choice questions
Learn More	<a href="https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-pension-trusteeship">https://www.pensions-pmi.org.uk/pmi-academy/qualifications/diploma-in-pension-trusteeship</a>

### 3. Apprenticeships

The PMI has worked in collaboration with a number of employers and other professional bodies to create two apprenticeships, designed for participants who wish to follow a career either as a pensions administrator or consultant.

As well as being the awarding organisation for a number of qualifications within the apprenticeships, we have also been approved as the end-point assessment organisation for the workplace pensions apprenticeship.

Apprenticeships put employers at the forefront of the design of the standards to ensure they are as relevant as possible. They are delivered by organisations that are approved by the Education and Skills Funding Agency (ESFA) and offer subsidised training costs for approved companies.

**Qualifications included in Apprenticeships:**

- Award in Pensions Essentials
- Retirement Provision Certificate
- Certificate in Pension Scheme Member Guidance
- Certificate in Pensions Essentials
- Certificate in Pensions Administration
- Certificate in Pension Calculations
- Diploma in Pensions Administration
- Advanced Diploma in Retirement Provision

**Learning page:**

For more details, please email us at [pmiqualifications@pensions-pmi.org.uk](mailto:pmiqualifications@pensions-pmi.org.uk)



### Entry Level 3 Workplace Pensions Apprenticeship

Level	3
Duration	18-24 months
Member designation	Dependent on qualifications
Overview	An entry level apprenticeship standard for workplace pensions consultants or administrators.
Structure and assessment	<p><b>On-programme assessment</b> Qualifications and any employer specific knowledge tests that are required.</p> <p><b>End-point assessment</b> The PMI is the approved 'end-point assessment' organisation for the workplace pensions apprenticeship.</p> <p><b>End-point assessment contains two components:</b></p> <ul style="list-style-type: none"><li>• A Portfolio from the final months of the apprenticeship.</li><li>• A Reflective Discussion that focuses on the softer skills of the Standard.</li></ul>
Qualifications	The apprentice will complete at least one or more of the following PMI qualifications: Award in Pensions Essentials; Retirement Provision Certificate; Certificate in Pension Scheme Member Guidance; Certificate in Pensions Essentials (4 units); Certificate in Pensions Administration (4 units); Certificate in Pension Calculations (4 units); Diploma in Pensions Administration (4 units); Advanced Diploma in Retirement Provision (2 units)
Funding	Employers are able to access funding to cover some of the costs of delivering apprenticeships. For more details, please email us at <a href="mailto:pmiqualifications@pensions-pmi.org.uk">pmiqualifications@pensions-pmi.org.uk</a>



# Higher Level 6 Financial Services Professional Apprenticeship

Level	6
Duration	36-42 months
Member designation	Associate (APMI)
Overview	This apprenticeship includes a broad range of occupations within financial services and workplace pensions is one of 6 options.
Structure and assessment	This is a Core and Options model, where the shared knowledge, skills and behaviours are covered in the core, with the specific technical knowledge and skills required for each role being covered in the single chosen option.
Qualifications	Apprentices undertaking the Workplace Pensions option will be required to take the Advanced Diploma in Retirement Provision.
Funding	Employers are able to access funding to cover some of the costs of delivering apprenticeships. For more details, please email us at <a href="mailto:pmiqualifications@pensions-pmi.org.uk">pmiqualifications@pensions-pmi.org.uk</a>





## 4. Additional Information

---

### Accreditation of prior learning

We are prepared to consider granting credits towards some of our qualifications to holders of other professional qualifications or degrees. You can find out more details and which qualifications this may apply to on our website.

### Continuing professional development

CPD has become a core element of what it means to be professional, particularly for those working in the constantly evolving area of pensions and retirement provision.

CPD is mandatory for most of our membership levels, ensuring members' knowledge and skills are kept up-to-date.

We offer a CPD recording facility for all members via our website.

### Study Support

#### Study Support Partner Programme

The PMI has joined forces with a number of leading companies and firms operating in managing or advising UK pension schemes to provide the Study Support Partner (SSP) Programme. The Programme, available across a number of our qualifications, offers students enhanced study support services and helps prepare individuals for particular roles by providing quality materials at the appropriate level.

#### Online learning

The PMI offers members a wide-range of educational resources designed to support your professional development and training needs.

#### Revision courses

Revision courses are available for a number of our qualifications, as set out earlier in the brochure and on our website.

### How to enrol

You can apply to be a member and enrol on any of our courses via our website. - <https://www.pensions-pmi.org.uk/pmi-academy/qualifications/>



# Contact Us

## Pensions Management Institute Contact Details:

**Email:** [sales@pensions-pmi.org.uk](mailto:sales@pensions-pmi.org.uk)

**Website** [www.pensions-pmi.org.uk](http://www.pensions-pmi.org.uk)

 <https://twitter.com/pmipensions>

 <https://www.linkedin.com/company/pensionsmanagementinstitute>

## Registered office:

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD



**Pensions  
Management  
Institute**  
Moving pensions forward