

Workplace Pensions

Level 3

Duration: 18-24 months

Funding band: £9,000



What is the background to this programme?

This standard contains 2 roles in a core and options structure:

Workplace Pensions Administrators play a critical role in managing the day to day operation of workplace pension schemes. They are likely to be involved in a variety of tasks supporting more senior administrators which may include: producing quotations, maintaining cash books, drafting Administration reports for clients, and responding to member enquiries.

Workplace Pensions Consultants is likely to be involved in a variety of client support activities including governance, strategy and management, and supporting more experienced colleagues. Tasks may include: assisting/advising pension scheme sponsors and Trustees, agenda setting for Trustee meetings, communications to members and assisting in the governance of a pension scheme.

What are the entry requirements?

Diploma level qualifications from either the Chartered Insurance Institute (CII) or the Chartered Institute of Loss Adjusters (CILA) are required to complete this apprenticeship. Different units can be selected within the qualification frameworks depending on the individual's role. In addition, apprentices will also need to have achieved level 2 English and Maths prior to completion of this apprenticeship.

What is covered?

- **Workplace pension schemes** - Broad understanding of the workplace pension schemes structure and different roles involved in running a scheme.
- **Systems and processes** - Understanding all systems and processes used in the role together with the standards that need to be met.
- **Business awareness** – Understanding their organisation's business strategy, culture and role within the sector. Awareness of how their own role fits within the wider organisation and industry
- **Regulatory and compliance** - Understanding the regulatory and legislative environment for workplace pensions and the impact of this on the role. Understanding the difference between providing information, guidance and advice.

What qualification is achieved?

The apprentice will complete at least one of the following qualification/examinations:

Pensions Management Institute - 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

Chartered Insurance Institute - Award in Financial Administration (Pensions option), Certificate in Financial Services, Certificate in Life and Pensions

Chartered Institute of Payroll Professionals - Certificate in Pensions Administration

Apply to start or ask for more information

Our team are here to help.

The quickest route is to email learning@davies-group.com

We look forward to chatting to you soon!



"I wholeheartedly recommend Davies Learning Solutions, my learning journey has been clear and supported and I passed first time – thank you!"

– Pelumi Ojo, Apprentice