

# The Trustee toolkit

Get the  
knowledge  
you need

## Why is the toolkit for you?

The Trustee toolkit is a flexible elearning programme that helps you meet the minimum level of knowledge and understanding introduced in the Pensions Act 2004 in handy bite-sized chunks.

You can work your way through the interactive modules wherever you have the time and in any way you want. The learning is tailored to your own scheme type and size when you register. You can also study offline by downloading the learning on your computer, tablet and even your mobile.



## It's easy to register

A knowledgeable trustee can be a scheme's greatest asset. To create an account and get started now, visit [www.trusteetoolkit.com](http://www.trusteetoolkit.com)

## Added benefits

Once you register, you'll receive all your training for free. As you pass the assessments, your progress will be added to a development record which you can download, print or save to prove your achievements.



"It's one of the best online learning packages I've ever seen, to be able to engage both halves of the brain (logic and empathy)."

Toolkit completer, DC scheme

## Toolkit programme

Each module contains:

- ▶ an elearning module split into scenarios and tutorials
- ▶ an assessment to prove you have learnt what you need
- ▶ other activities such as a 'check your scheme' worksheet, to help you apply the learning to your own scheme, and case examples which bring the learning to life

The elearning module follows a fictional trustee board through various scenarios as they make decisions regarding the day-to-day running of their scheme. As you work through the scenarios you have the opportunity to learn more about the topic at hand by completing a technical tutorial. You can also just work through the tutorials if you prefer.

These are all available as downloadable resources. Each module also features an online assessment and for each one you pass, your development record will be updated with 'Passed' or if you do really well, a 'Distinction'. Your record can be downloaded at any time and as new modules are added you will be able to pass these and add them to your record too.

## Toolkit modules

The core modules cover each of the items listed in our trustee knowledge and understanding guidance.

You only need to pass the modules that are relevant for your size and type of scheme to complete the essential learning section of your development record, and you can study whenever it suits you.



**Register  
today and get  
the know-how  
you need**



"I thought it was highly professional. I liked being able to work at my own pace and thought the case studies and reference materials were really excellent."

Toolkit completer,  
DC scheme

## The toolkit modules

Module	What the module covers	Study time	Relevant schemes
<b>Introducing pension schemes</b>	Occupational pensions and how they are run	1hr	All schemes
<b>The trustee's role</b>	What it's like to become a trustee, attending board meetings, duties, powers and protections	1hr 15mins	All schemes
<b>Running a scheme</b>	Risk management, maintaining member data and working with advisers and service providers	1hr 15 mins	All schemes
<b>Pensions law</b>	Pensions related legislation, The Pensions Regulator, the tax treatment of pensions, state pensions and member dispute procedures	1hr 15 mins	All schemes
<b>An introduction to investment</b>	Investing in a pension scheme, types of assets, risk, reward, economic cycles, active and passive management, diversification and managing investments	2hr 15 mins	All schemes
<b>How a DB scheme works</b>	Benefits accrual and calculation, the employer covenant and recognising when an employer's ability to meet pension liabilities may be at risk	1.5hrs	DB only, DB with AVC and hybrid
<b>Funding your DB scheme</b>	Various assumptions used to measure the funding position of a scheme and the different measures used to determine the funding level of schemes	1.5hrs	DB only, DB with AVC and hybrid
<b>DB recovery plans, contributions and funding principles</b>	Setting contributions and producing a recovery plan and statement of funding principles	1.5hrs	DB only, DB with AVC and hybrid
<b>How a DC scheme works (2014)</b>	Risks to good member outcomes, contributions, transactions, value for money and charges, retirement decisions and member communications	1hr 45 mins	DC only, DB with AVC and hybrid
<b>Investment in a DC scheme</b>	Setting the investment strategy, selecting a default investment strategy and alternative options for members, charges and managing performance	1hr 15 mins	DC only, DB with AVC and hybrid
<b>Investment in a DB scheme</b>	Reviewing the investment strategy, tools to help trustees such as scenario analysis, projection modelling and stochastic modelling and example changes trustees make to the asset allocation.	2hrs	DB only, DB with AVC and hybrid

## **How to contact us**

Napier House  
Trafalgar Place  
Brighton  
BN1 4DW

[www.tpr.gov.uk](http://www.tpr.gov.uk)

[www.trusteetoolkit.com](http://www.trusteetoolkit.com)

Free online learning for trustees

## **The Trustee toolkit**

© The Pensions Regulator January 2016

You can reproduce the text in this publication as long as you quote The Pensions Regulator's name and title of the publication. Please contact us if you have any questions about this publication. This document aims to be fully compliant with WCAG 2.0 accessibility standards and we can produce it in Braille, large print or in audio format. We can also produce it in other languages.

**The Pensions  
Regulator**