

Trustee knowledge and understanding

Plan your learning

All scheme types Learning needs analysis based on the TKU DB and DC scope guidance		Personal development		
Unit 1 – The law relating to trusts This includes an understanding of the special nature of a pension trust and the duties, obligations and powers of trustees to operate pension schemes in accordance with the law and trust documentation				
Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
1a: The definition and nature of a pension trust	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Introducing pension schemes ▶ Tutorial: What is a trustee?
1b: Fiduciary duties	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: The trustee's role ▶ Tutorial: Duties and powers
1c: Professional advice and decision-making	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Running a scheme ▶ Tutorial: Introducing advisers and service providers ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme
1d: The role of advisers and suppliers to the scheme	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Running a scheme ▶ Tutorials: Introducing advisers and service providers and Appointing advisers and service providers
1e: The particular role and use of advisers in special situations (DB only)	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: How a DB scheme works ▶ Tutorial: Risks to covenant
1f: Investment of scheme assets	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme

Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
1g: The operation of the scheme in accordance with the trust documentation	1 2 3 4 5			Complete the Check your scheme worksheets for each module to understand your own scheme's trust documentation.
1h: Trustee powers	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: The trustee's role ▶ Tutorial: Duties and powers
1i: The balance of powers between the sponsoring employer and trustees	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: DB recovery plans, contributions and funding principles ▶ Tutorial: Determining the contribution rate
1j: Conflicts of interest	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: The trustee's role ▶ Tutorial: Conflicts of interest
1k: Taking office	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: The trustee's role ▶ Tutorial: Becoming a trustee
1l: Fitness and propriety to act as a trustee	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: The trustee's role ▶ Tutorial: Becoming a trustee
1m: Ceasing to hold office	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: The trustee's role ▶ Tutorial: Trustee liabilities and protections
1n: Protections and immunities offered to trustees	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: The trustee's role ▶ Tutorial: Trustee liabilities and protections
1o: Trustees' responsibility for sound governance and administration	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Running a scheme ▶ Tutorials: Scheme governance, Risk management and internal controls and Scheme admin and member data

Unit 2 – The law relating to pensions

This includes occupational pensions legislation (in outline) and the key provisions of related legislation that affects pension schemes and impacts on the role and activities of pension scheme trustees.

Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
2a: Occupational pensions legislation	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Introducing pension schemes ▶ Tutorial: What is a trustee?
2b: Tax privileges and requirements for occupational pension schemes	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Pensions law ▶ Tutorial: Tax and the state pension
2c: Pensions-related legislation	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Pensions law ▶ Tutorial: Pensions-related legislation
2d: The particular powers of the regulator in relation to sponsoring employers as well as trustees (DB only)	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Pensions law ▶ Tutorial: The Pensions Regulator
2e: Disputes resolution	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Pensions law ▶ Tutorial: Internal dispute resolution procedure
2f: Member-nominated trustees/directors	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Introducing pension schemes ▶ Tutorial: What is a trustee
2g: The law relating to internal controls and sound administration	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Running a scheme ▶ Tutorial: Risk management and internal controls

Unit 2 – The law relating to pensions continued...

2h: The interface between occupational schemes and state pension provision	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Pensions law ▶ Tutorial: Tax and the state pension
2i: The obligation on employers to offer a qualifying scheme for all employees from 2012	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Pensions law ▶ Tutorial: Pensions-related legislation

Unit 3 – The basic principles relating to the investment of assets

This includes the major asset classes and their risk profiles as well as information about other asset classes and the principles of risk and reward.

Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
3a: Capital markets	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Capital markets and economic cycles
3b: The major asset classes and their characteristics	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Types of asset: Common assets
3c: The implications of overseas investment	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Speak to your advisers regarding your scheme's investments
3d: The existence of other asset classes and investment techniques	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Types of asset: Alternative assets
3e: The balance between risk and reward	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorials: Setting an investment strategy, Risk and reward and Suitability and diversification

Unit 9 – Fund management (not required for fully insured DC schemes with 12-99 members)

This includes the principles of fund management and how the performance of fund managers can be measured

Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
9a: The structure of investment portfolios	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Active and passive management
9b: The selection of fund managers	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme
9c: Investment mandates	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme
9d: Measurement of performance using indices, benchmarks and targets	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Reviewing investments ▶ Module: Investment in a DC scheme ▶ Tutorial: Managing performance
9e: The mechanisms for monitoring investment arrangements and fund managers	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Reviewing investments ▶ Module: Investment in a DC scheme ▶ Tutorial: Managing performance
9f: The importance of sound custody arrangements	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: Investment in a DC scheme ▶ Tutorial: Types of asset: Alternative investment options
9g: The importance of responsible ownership of assets	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme
9h: The Myners principles for the governance of the investment-making decision process	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Case example: Myners on investment

Unit 10 – A working knowledge of the scheme’s own trust documentation

Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
10a: The duties, powers and discretions of trustees	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: The trustee’s role ▶ Tutorial: Duties and powers
10b: The balance of powers between the sponsoring employer and trustees (DB only)	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.
10c: Categories of membership in the scheme	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: Introducing pension schemes ▶ Tutorials: What is a pension scheme? and Benefits
10d: Benefits offered (DB only)	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: An introduction to investment ▶ Tutorial: Benefits ▶ Module: How a DB scheme works ▶ Tutorial: The basics ▶ Module: Investment in a DC scheme ▶ Tutorial: Managing performance

Unit 10 – A working knowledge of the scheme’s own trust documentation continued...

10e: Decumulation of pension funds (DC only)	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: An introduction to investment ▶ Tutorial: Benefits ▶ Module: How a DC scheme works (2014) ▶ Tutorial: Decisions at retirement
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Unit 11 – A working knowledge of the scheme’s Statement of Investment Principles (SIP)

Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
11a: Roles and responsibilities for preparing the SIP	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme
11b: The scheme’s investment objectives and asset allocation strategy	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Setting an investment strategy
11c: The contents of the SIP	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme
11d: Monitoring and updating the SIP as appropriate	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Module: An introduction to investment ▶ Tutorial: Investment in a pension scheme

Unit 13 – A working knowledge of the scheme’s other relevant documents

Knowledge required	Rate my skills 1 – No knowledge 5 – Highly skilled	My objectives	Timescale	Where to go next The relevant Trustee toolkit module and related learning
13a: Scheme booklet, announcements and other member communications	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: How a DC scheme works ▶ Tutorial: Member communications
13b: Principal contents of the most recent actuarial valuation and subsequent actuarial advice (DB only)	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Modules: How a DB scheme works and Funding your DB scheme
13c: Minutes of meetings	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: The trustee’s role ▶ Tutorial: Trustee meetings
13d: Regular stewardship reports	1 2 3 4 5			<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.

Unit 13 – A working knowledge of the scheme’s other relevant documents continued...

<p>13e: Scheme of contributions (DB only) and any payment schedule (DC only)</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: How a DB scheme works ▶ Tutorial: Agreeing a schedule of contributions ▶ Module: How a DC scheme works (2014) ▶ Tutorial: Transaction processing
<p>13f: Internal audit reports or reports of alternative internal checks</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: Running a scheme ▶ Tutorial: Risk management and internal controls
<p>13g: Annual report and accounts for the scheme and for the sponsoring employer</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.
<p>13h: Any significant contract in respect of scheme assets</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.
<p>13i: Any other significant agreement or contract</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.

Unit 13 – A working knowledge of the scheme’s other relevant documents continued...

<p>13j: Any trustee approved procedures eg IDRPs, appointment of trustees, appointment of the chair, conflicts of interest policy, review of the risk register</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: Pensions law ▶ Tutorial: Internal dispute resolution procedure ▶ Module: Introducing pension schemes ▶ Tutorial: What is a trustee? ▶ Module: The trustee’s role ▶ Tutorial: Becoming a trustee ▶ Module: Pensions law ▶ Tutorial: Conflicts of interest ▶ Module: Running a scheme ▶ Tutorial: Risk management and internal controls ▶ Trustee toolkit resources: Sample risk register
<p>13k: Statement of compliance with the Myners principles (where appropriate)</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: An introduction to investment ▶ Case example: Myners on investment
<p>13l: Terms of reference of any sub-committee (where relevant)</p>	<p>1 2 3 4 5</p>		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Module: The trustee’s role ▶ Tutorial: Becoming a trustee

Unit 13 – A working knowledge of the scheme’s other relevant documents continued...

13m: Memorandum and Articles of Association (or equivalent documents) of the corporate trustee (where applicable)	1 2 3 4 5		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.
13n: The scheme’s business plan	1 2 3 4 5		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.
13o: Job descriptions for the chair and for the trustees	1 2 3 4 5		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Trustee toolkit resources: Sample trustee job description and sample chair job description
13p: Trustee skills audit, training needs analysis and training log	1 2 3 4 5		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation. ▶ Complete this learning needs analysis and the training log once you have completed any learning.
13q: The whereabouts of all original documents and the arrangements for their custody, safekeeping and access	1 2 3 4 5		<ul style="list-style-type: none"> ▶ Read your trust documentation. ▶ Complete the Check your scheme worksheets for each module to understand your own scheme’s trust documentation.

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