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**Core Unit 3 – Running a Workplace Pension Scheme**

Assignment 1 Notes

(Part 1 – Design and Part 2 – Automatic Enrolment)

Recommended Time: 2 Hours

1. **List the advantages to an employer of using middleware as an automatic enrolment tool.**

**5 marks**

1. **Outline the criteria that must be met in order for a scheme to be treated as a qualifying scheme for the purposes of automatic enrolment.**

**15 marks**

1. **Explain the requirements and responsibilities for trustees that are expected to be introduced by the new Single Code of Practice.**

**20 marks**

1. **Although online switching is becoming a more common facility for members of defined contribution schemes, outline the reasons why, in practice, real time online switching is not a standard approach.**

**10 marks**

1. **Describe the basic data required to be held on the computer system of a defined contribution scheme to enable the successful administration of contributions and units.**

**15 marks**

Relevant section of the manual is Part 1 Chapter 1.4.2.

1. **The Pensions Regulator (TPR) has issued guidance about the data that pension schemes need to hold on their records. Outline the key features of the TPR’s guidance and list the common data for all schemes.**

**10 marks**

1. **An employer’s automatic enrolment duties include providing certain information to their workers within prescribed time limits. Outline the requirements in relation to the information for jobholders about being automatically enrolled, re-enrolled or joining a workplace pension scheme.**

**5 marks**

1. **Outline the key features of qualifying earnings, for the purposes of automatic enrolment.**

**10 marks**

1. **Explain the main features of the operation of a Master Trust, and outline the requirements for Master Trust authorisation.**

**10 marks**