Xerox HR Services offer a wide range of pension-related training courses for trustees, pensions managers, members of governance committees and pensions, HR and finance professionals.

Our courses are designed to give you a foundation in the basic principles, funding, investment and legal issues, providing you with the practical knowledge you need to be more effective in your role.

“Excellent course – an eye-opener for new trustees.”
– Trustee Director

“Excellent refresher for people who had some training but need to ensure they remember how to put it into practice.”
– Head of Business Management

“An interesting course with knowledgeable presenters.”
– Group Accountant

“Interesting and well paced. Good examples given to illustrate scenarios.”
– HR Director
Practical Pensions Training

Introductory defined benefit (DB) course
This course is based around the legal requirement placed on trustees to have a knowledge and understanding of the law relating to pensions and trusts, the principles of scheme funding and the investment of scheme assets.

Introductory defined contribution (DC) course
This course provides delegates with the skills and resources required to fully understand their role in respect of DC pensions. It covers legal and regulatory requirements, investment options, member communications, administration standards and, very importantly, member outcomes.

Who should attend?
Ideal for those new to pensions or who are looking to refresh their knowledge, our practical courses focus on situations you are likely to face every day. Workshops and discussion groups run by our consultants, actuaries and technical specialists bring these scenarios to life, giving you first-hand experience of how to deal with different and complex matters.

Training Dates and Locations 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Location</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 11 March</td>
<td>Introductory DB course</td>
<td>Central Manchester</td>
<td>9am – 4pm</td>
</tr>
<tr>
<td>Friday 13 May</td>
<td>Introductory DC course</td>
<td>Army &amp; Navy Club in London</td>
<td>9am – 3pm</td>
</tr>
<tr>
<td>Friday 7 October</td>
<td>Introductory DB course</td>
<td>Army &amp; Navy Club in London</td>
<td>9am – 4pm</td>
</tr>
<tr>
<td>Friday 11 November</td>
<td>Introductory DC course</td>
<td>Central Manchester</td>
<td>9am – 3pm</td>
</tr>
</tbody>
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Course Fees
£400 plus VAT per delegate (including lunch and refreshments).
£750 plus VAT for both courses, if booked at the same time, regardless of location.
Register three or more delegates on the same course and receive a 10% discount.

Looking for bespoke training?

In addition to our one-day introductory courses, scheme-specific training is available for trustee boards, governance committees, and pensions, HR and finance professionals.

Our consultants will work with you to design a personalised training programme to meet your specific requirements and address particular issues relevant to your scheme. Popular topics include de-risking and flight paths, as well as HR training around auto-enrolment and governance committees. We also offer comprehensive guidance on The Pensions Regulator’s Trustee toolkit.

These customised courses can be held at any location and incorporated within a trustee meeting.

For more information, call us on 0800 066 5433, contact your usual consultant or email hrservicesuk@xerox.com.