

## Firefighter Pension Board – Training Needs Analysis

Do I know...?	Rate my skills 1 – no knowledge 5 – highly skilled	Where to find information
Who The Pensions Regulator is What my role, responsibilities and duties are How the regulator's code of practice will support me in assisting the scheme manager with running an effective and efficient scheme	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	Introduction to public service pension schemes: <a href="http://www.tpr.gov.uk/PS-introduction">www.tpr.gov.uk/PS-introduction</a>
Do I know...?	Rate my skills	Where to find information
What I need to know about my scheme as a pension board member What I need to know about pensions law as a pension board member How to plan, follow and record my training, knowledge and understanding	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	Knowledge and understanding duty on pension board members: <a href="http://www.tpr.gov.uk/PS-knowledge">www.tpr.gov.uk/PS-knowledge</a>
Do I know...?	Rate my skills	Where to find information
What information I need to provide to the scheme manager How to disclose potential or actual conflicts of interest How to monitor and discuss the risk of potential or actual conflicts of interest	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	'Conflicts of interest' course in the Public Service toolkit: <a href="http://www.pensionseducationportal.com">www.pensionseducationportal.com</a>
Do I know...?	Rate my skills	Where to find information
What information needs to be published about the pension board How that information is to be recorded and published What the pension board's role is regarding the publication of that information	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	Publishing scheme information: <a href="http://www.tpr.gov.uk/PS-publishing">www.tpr.gov.uk/PS-publishing</a>
Do I know...?	Rate my skills	Where to find information
How risks will be identified and assessed How internal controls will be set up How risk assessments will be documented How possible fraudulent activity will be identified and dealt with	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	'Managing risk and internal controls' course in the Public Service toolkit: <a href="http://www.pensionseducationportal.com">www.pensionseducationportal.com</a>

Who is involved in internal controls and risk management and their role What the pension board's role is in internal controls and risk management	1 2 3 4 5 1 2 3 4 5	
<b>Do I know...?</b>	<b>Rate my skills</b>	<b>Where to find information</b>
How an effective scheme record-keeping process will be set up How the required records of scheme members' data, transactions and pension board decisions will be kept Who is involved in record-keeping and their role What the pension board's role is in record-keeping	1 2 3 4 5 1 2 3 4 5  1 2 3 4 5 1 2 3 4 5	'Maintaining accurate member data' course in the Public Service toolkit: <a href="http://www.pensionseducationportal.com">www.pensionseducationportal.com</a>
<b>Do I know...?</b>	<b>Rate my skills</b>	<b>Where to find information</b>
How employer and employee payment contributions will be monitored and recorded How late or failed payments which are likely to be of material significance to the regulator will be reported to the regulator What the pension board's role is in maintaining contributions and notifying the regulator of late or failed payments	1 2 3 4 5 1 2 3 4 5  1 2 3 4 5	'Maintaining member contributions' course in the Public Service toolkit: <a href="http://www.pensionseducationportal.com">www.pensionseducationportal.com</a>
<b>Do I know...?</b>	<b>Rate my skills</b>	<b>Where to find information</b>
What information must be provided to members about the administration of the scheme and their benefits How that information will be provided to members Who is involved in member communications What the pension board's role is in member communications	1 2 3 4 5  1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	'Providing information to members and others' course in the Public Service toolkit: <a href="http://www.pensionseducationportal.com">www.pensionseducationportal.com</a>
<b>Do I know...?</b>	<b>Rate my skills</b>	<b>Where to find information</b>
How disputes within my scheme will be resolved How disputes within my scheme and their resolutions will be documented What the pension board's role is in the resolution of issues and disputes	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	'Resolving internal disputes' course in the Public Service toolkit: <a href="http://www.pensionseducationportal.com">www.pensionseducationportal.com</a>
<b>Do I know...?</b>	<b>Rate my skills</b>	<b>Where to find information</b>

How to identify breaches of the law	<b>1 2 3 4 5</b>	'Reporting breaches of the law' course in the Public Service toolkit: <a href="http://www.pensionseducationportal.com">www.pensionseducationportal.com</a>
How breaches of the law will be assessed	<b>1 2 3 4 5</b>	
How breaches of the law likely to be of material significance to the regulator will be reported	<b>1 2 3 4 5</b>	