

| Certificate in Pensions Administration - Spring 2022 | | | Enrolments close 05/05/2022 | | |
|--|-------------------|-----------------|------------------------------------|---------------------------------|--|
| Module | | | | | |
| | Date | Day | Online | Start time | |
| Website switch on | 10/05/2022 | Tuesday | | | |
| Course induction - report writing | 12/05/2022 | Thursday | ✓ | 9:30 | |
| Module | | | | | |
| Overview of UK pension schemes | Date | Day | Online | | |
| Material release date | 10/05/2022 | Tuesday | | | |
| Module review | 20/05/2022 | Friday | ✓ | 09.30 | |
| Revision session | 26/05/2022 | Thursday | ✓ | 18.30 | |
| Online assignment submission by 10am | 13/06/2022 | Monday | | | |
| Results released to students | 07/07/2022 | Thursday | | | |
| Module | | | | | |
| Providing pension scheme information | Date | Day | Online | | |
| Material release date | 08/06/2022 | Wednesday | | | |
| Module review | 24/06/2022 | Friday | ✓ | 09.30 | |
| Revision session | 30/06/2022 | Thursday | ✓ | 18.30 | |
| Online assignment submission by 10am | 18/07/2022 | Monday | | | |
| Results released to students | 11/08/2022 | Thursday | | | |
| Module | | | | | |
| Creating and maintaining pension scheme member records | Date | Day | Online | | |
| Material release date | 14/07/2022 | Thursday | | | |
| Module review | 29/07/2022 | Friday | ✓ | 09.30 | |
| Revision session | 04/08/2022 | Thursday | ✓ | 18.30 | |
| Online assignment submission by 10am | 22/08/2022 | Monday | | | |
| Results released to students | 15/09/2022 | Thursday | | | |
| Module | | | | | |
| Transferring into and out of pension schemes | Date | Day | Online | | |
| Material release date | 18/08/2022 | Thursday | | | |
| Module review | 02/09/2022 | Friday | ✓ | 09.30 | |
| Revision session | 08/09/2022 | Thursday | ✓ | 18.30 | |
| Online assignment submission by 10am | 26/09/2022 | Monday | | | |
| Results released to students | 20/10/2022 | Thursday | | | |
| Module | | | | | |
| Amend pension records to reflect a member's change of circumstances | Date | Day | Online | | |
| Material release date | 22/09/2022 | Thursday | | | |
| Module review | 14/10/2022 | Friday | ✓ | 09.30 | |
| Revision session | 20/10/2022 | Thursday | ✓ | 18.30 | |
| Online assignment submission by 10am | 07/11/2022 | Monday | | | |
| Results released to students | 01/12/2022 | Thursday | | | |
| Module | | | | | |
| Payment of scheme benefits to pensioners | Date | Day | Online | Various venues available | |
| Material release date | 03/11/2022 | Thursday | | | |
| Module review | 11/11/2022 | Friday | ✓ | 09.30 | |
| Revision session | 17/11/2022 | Thursday | ✓ | 18.30 | |
| Exam | 10/12/2022 | Saturday | ✓ | ✓ | |
| Results released to students | 19/01/2023 | Thursday | | | |
| Module | | | | | |
| Working as a member of the pensions team | Date | Day | Online | | |
| Material release date | 15/12/2022 | Thursday | | | |
| Module review | 20/01/2023 | Friday | ✓ | 09.30 | |
| Revision session | 26/01/2023 | Thursday | ✓ | 18.30 | |
| Online assignment submission by 10am | 20/02/2023 | Monday | | | |
| Results released to students | 16/03/2023 | Thursday | | | |
| Exam date Re-sit ONLY | Date | Day | | | |
| Exam | 11/03/2023 | Saturday | TBC | | |
| Results to students | 30/03/2023 | Thursday | TBC | | |