

Certificate in Pensions Administration - Autumn 2020			Enrolments close 22/10/2020		
Module					
	Date	Day	Online	Start time	
Website switch on	27/10/2020	Tuesday			
Course induction - report writing	29/10/2020	Thursday	✓	9:30	
Module					
Overview of UK pension schemes	Date	Day	Online		
Material release date	27/10/2020	Tuesday			
Module workshop	06/11/2020	Friday	✓	09.30	
Revision session	12/11/2020	Thursday	✓	18.30	
Online assignment submission by 10am	30/11/2020	Monday			
Results released to students	23/12/2020	Wednesday			
Module					
Providing pension scheme information	Date	Day	Online		
Material release date	26/11/2020	Thursday			
Module workshop	11/12/2020	Friday	✓	09.30	
Revision session	17/12/2020	Thursday	✓	18.30	
Online assignment submission by 10am	04/01/2021	Monday			
Results released to students	28/01/2021	Thursday			
Module					
Creating and maintaining pension scheme member records	Date	Day	Online		
Material release date	31/12/2020	Thursday			
Module workshop	15/01/2021	Friday	✓	09.30	
Revision session	21/01/2021	Thursday	✓	18.30	
Online assignment submission by 10am	08/02/2021	Monday			
Results released to students	04/03/2021	Thursday			
Module					
Transferring into and out of pension schemes	Date	Day	Online		
Material release date	04/02/2021	Thursday			
Module workshop	19/02/2021	Friday	✓	09.30	
Revision session	25/02/2021	Thursday	✓	18.30	
Online assignment submission by 10am	15/03/2021	Monday			
Results released to students	08/04/2021	Thursday			
Module					
Amend pension records to reflect a member's change of circumstances	Date	Day	Online		
Material release date	11/03/2021	Thursday			
Module workshop	09/04/2021	Friday	✓	09.30	
Revision session	15/04/2021	Thursday	✓	18.30	
Online assignment submission by 10am	10/05/2021	Monday			
Results released to students	03/06/2021	Thursday			
Module					
Payment of scheme benefits to pensioners	Date	Day	Online	Various venues available	
Material release date	06/05/2021	Thursday			
Module workshop	21/05/2021	Friday	✓	09.30	
Revision session	27/05/2021	Thursday	✓	18.30	
Exam	19/06/2021	Saturday	✓	✓	
Results released to students	22/07/2021	Thursday			
Module					
Working as a member of the pensions team	Date	Day	Online		
Material release date	17/06/2021	Thursday			
Module workshop	23/07/2021	Friday	✓	09.30	
Revision session	29/07/2021	Thursday	✓	18.30	
Online assignment submission by 10am	23/08/2021	Monday			
Results released to students	16/09/2021	Thursday			
Exam date Re-sit ONLY	Date	Day			
Exam	11/09/2021	Saturday	TBC		
Results to students	30/09/2021	Thursday	TBC		