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COURSE BROCHURE

Pension Scheme Member Records and Benefit Administration Training Course

20 – 24 December 2026
Abu Dhabi

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Registered in the United Kingdom and Saudi Arabia

Pension Scheme Member Records and Benefit Administration Training Course

Ref: 2713_103595 **Date:** 20 – 24 December 2026 **Location:** Abu Dhabi **Fees:** 5500 GBP

Pension Scheme Member Records and Benefit Administration is a 1-week training course for pension administrators and scheme operations staff who leave with an administration control checklist for one scheme. Accurate member records decide whether every retiree, leaver and beneficiary is paid the right amount on time, and scheme sponsors now expect administrators to prove it. Jupiter Prime Training delivers Pension Scheme Member Records and Benefit Administration.

Why Pension Scheme Member Records and Benefit Administration Matters Now

Three forces are reshaping pension administration. Members expect accurate statements and quick digital answers; employers submit contribution files more often; and trustees ask administrators to evidence every calculation they release. A scheme with clean member data pays benefits correctly and closes transfers quickly. Gaps in service, salary or beneficiary details lead to overpayments, complaints and costly rectification. The course rests on recognised practice: data quality scoring, segregation of duties, four-eyes checking and documented service levels.

Who Gains Most from Pension Scheme Member Records and Benefit Administration

- Staff responsible for creating and amending member records
- Staff responsible for receiving employer contribution files and reconciling them against payroll schedules
- Staff responsible for calculating retirement, deferred, death and ill-health benefits
- Staff responsible for processing transfers in and out
- Staff responsible for checking work and handling member correspondence

An administration team that sends its records, contributions and benefits staff together gains most, since each member event passes through all three desks.

Pension Scheme Member Records and Benefit Administration Capabilities

Participants follow a member record from joining form to final payment and practise the checks on each event.

- Assess the completeness of a member record — the rectification priority list
- Reconcile an employer contribution file against the payroll schedule — the arrears and late-payment decision
- Calculate a retirement benefit — the member quotation sign-off
- Apply the checks required before paying a transfer value — the trustees
- Communicate a benefit option in a member letter — the member choosing between pension and lump sum

- Build an administration control checklist — the scheme manager and auditors

Key Pension Scheme Member Records and Benefit Administration Terms

- Member record — the file holding a member's personal details, service history, salary history, contributions and beneficiary nominations.
- Contribution reconciliation — matching amounts received from an employer to the amounts expected from its payroll schedule.
- Pensionable salary — the part of earnings the scheme rules use to calculate contributions and benefits.
- Accrual rate — the fraction of pensionable salary a member earns as pension for each year of service.
- Transfer value — the cash sum paid to another arrangement in place of benefits in the scheme.
- Four-eyes check — independent review of a calculation or payment by a second person before it is released.

Pension Scheme Member Records and Benefit Administration Day by Day

Day 1: The Member Record as the Scheme's Foundation

- Scheme Rules and Benefit Structure — What Each Record Field Must Support
- Member Life Cycle Map — Events That Change a Member Record
- Common and Scheme-Specific Data Items — Where Gaps Cause Payment Errors
- Data Quality Scoring — Which Records Need Rectification First
- Beneficiary Nomination Files — Who Is Paid on a Member's Death

Day 2: Contribution Collection and Reconciliation

- Employer Contribution Schedules — Expected Amounts and Payment Due Dates
- Contribution File Validation — Rejecting Incomplete or Mismatched Submissions
- Reconciliation Workpapers — Explaining Every Difference Between Received and Expected
- Late and Missing Payment Logs — When to Escalate to the Employer
- Unallocated Receipts Account — Clearing Suspense Items Within Service Levels

Day 3: Benefit Calculations

- Pensionable Service and Salary Inputs — Confirming the Figures Before Calculation
- Defined Benefit Retirement Formula — Accrual, Early Reduction and Late Increase
- Defined Contribution Fund Values — Unit Prices and Switch Timing
- Lump Sum Commutation Factors — Trade-Off Between Cash and Income
- Death and Ill-Health Benefit Calculations — Evidence Needed Before Payment

Day 4: Retirement, Transfers and Member Communication

- Retirement Case Workflow — From Quotation Request to First Payment
- Transfer-Out Due Diligence — Checking the Receiving Arrangement and Scam Warning Signs
- Transfer-In Credit Calculation — Converting Received Value Into Service or Fund
- Member Letters and Benefit Statements — Plain Wording for Option Choices
- Complaint and Query Log — Root Causes Behind Repeat Member Contacts

Day 5: Practising the Administration Control Checklist

- Segregation of Duties Matrix — Who Prepares, Checks and Authorises Payments
- Record Rectification Exercise — Applying Data Quality Scores to Sample Files
- Reconciliation and Calculation Testing — Rechecking Sample Cases From Days Two and Three
- Service Level Dashboard — Case Ageing for Retirements and Transfers
- Administration Control Checklist — Controls, Owners and Evidence for One Scheme

Applying Pension Scheme Member Records and Benefit Administration After the Course

- Score a sample of fifty member records for data quality and agree a rectification order.
- Run a four-eyes recheck on recent retirement quotations and record each difference.

Pension Scheme Member Records and Benefit Administration Questions FAQ

What is pension scheme member records and benefit administration, and why does it matter now?

It is the daily work of keeping member data accurate, collecting contributions and paying correct benefits. It matters now because trustees expect evidence that every payment has been checked.

Which roles gain most from pension scheme member records and benefit administration?

Records, contributions and benefits staff gain most, along with case checkers. Each handles part of a member event, so shared methods reduce errors passed between desks.

How does pension scheme member records and benefit administration differ from pension fund investment or valuation courses?

It focuses on operations rather than investment strategy or actuarial valuation. You work on member files, contribution receipts, benefit formulas and transfer cases rather than asset allocation or funding assumptions.

What do you bring back from pension scheme member records and benefit administration?

You bring back an administration control checklist for one scheme, listing each control, its owner and its evidence. You also return with checking methods your team can apply to live cases.

Pension Scheme Member Records and Benefit Administration: The Way Forward

The administration control checklist first informs which member events carry the highest risk of payment error and where checking should be strengthened. Scheme managers, supervisors and auditors use it to assign owners and collect evidence. After its first use, revisit the balance between checking effort and service levels, so accuracy improves without delaying retirements and transfers.