



HUMAN RESOURCES AND TRAINING

Pension Scheme and Administration

Course code: HRT-064

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

Effective pension administration is essential for protecting employee benefits, ensuring regulatory compliance, maintaining accurate records, and delivering reliable retirement services. Pension professionals must understand scheme structures, contribution processes, benefits management, governance, and member communication. This course provides participants with practical tools to manage pension schemes efficiently while reducing risk and improving service quality.

Why Attend

This course uses an interactive and practical approach through presentations, case studies, process workshops, group discussions, compliance exercises, practical calculations, and real workplace examples.

Who Should Attend

HR Professionals
Pension Administrators
Payroll Professionals
Benefits Managers
Finance Staff
Compliance Officers
Anyone responsible for retirement benefit

— Learning Objectives

- Understand the structure and purpose of pension schemes
- Identify key responsibilities in pension administration
- Manage scheme operations and compliance requirements
- Process pension benefits accurately and efficiently
- Strengthen records management and data governance
- Improve pension payroll and payment controls
- Enhance stakeholder communication and member support
- Understand strategic trends affecting pension administration

— Course Outline

DAY
1

Foundations of Pension Schemes and Administration

- Purpose and importance of pension schemes
- Pension administration roles and core responsibilities
- Main pension scheme types and structures
- Defined benefit and defined contribution arrangements
- Occupational pension schemes overview
- Pension administration lifecycle
- Regulatory environment and governance principles

DAY
2

Pension Scheme Operations and Compliance

- Understanding scheme rules and contribution models
- Benefit entitlements and member rights
- Membership eligibility and automatic enrolment processes
- Documentation and recordkeeping standards
- Maintaining accurate data and resolving discrepancies
- Annual reporting duties and regulatory compliance obligations

DAY
3

Benefits Management and Payment Processing

- Pension benefit calculations and payment methods
- Transfer in and transfer out procedures
- Updating member records after life events
- Pre-retirement checks and entitlement verification
- Managing changes in benefits and scheme adjustments
- Regulatory implications of payment decisions

DAY
4

Records Management, Governance, and Pensioner Payroll

- Best practices in pension records management
- Electronic records systems and data protection rules
- Retention, storage, and secure disposal of records
- Pensioner payroll processing and recurring payments
- Internal controls for payment accuracy
- Risk management in pension administration

DAY

5

Strategic Pension Administration and Retirement Planning

- Strategic goals of effective pension administration
- Pension funding and investment oversight basics
- Governance frameworks and audit practices
- Communicating effectively with members and stakeholders
- Emerging trends in pensions and legislative updates
- Final review and practical action planning

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Kuala Lumpur - Malaysia	€1,400
12 - 16 October 2026	London - United Kingdom	€1,925
9 - 13 November 2026	Munich - Germany	€2,125
16 - 20 November 2026	Amsterdam - Netherlands	€2,100
7 - 11 December 2026	London - United Kingdom	€2,125
14 - 18 December 2026	Istanbul - Türkiye	€1,925
21 - 25 December 2026	Frankfurt - Germany	€1,925
4 - 8 January 2027	Frankfurt - Germany	€1,625

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.