

Training and learning materials for you and your members

11.1 Introduction

11.2 Information for members

- Pre-retirement material (presentation and handouts)

11.3 Courses available for employers

- Scheme medical adviser workshop
- Basic introduction to Civil Service pensions - Paymaster
- 'Appreciation of Pensions' - National Association of Pension Funds (NAPF)
- LexisNexis

Training and learning materials for you and your members

Introduction

11.1.1 Where we can CSPD will provide training and learning materials to help employers deliver their pension responsibilities. If we are unable to provide material we will, where possible, suggest suitable alternatives.

Information for members

Pre-retirement material

11.2.1 You will find material on the Civil Service Pensions website to help you prepare a pre-retirement seminar for members who are thinking about retiring – we have called our presentation ‘Thinking about retirement’. The material does not cover members of **partnership**.

11.2.2 The material includes:

- Powerpoint slides and some speaker notes
- Member handouts
- Contact list
- ‘Thinking about retirement’ booklet.

11.2.3 You will need to download the slides, notes and handouts from

the website. Please follow the instructions on the website. You can order the booklet directly from St Ives Direct, using the form in the ‘Guidance for employers’ section of the website under ‘forms’.

11.2.4 We recommend that you download the slides and handouts each time you run a seminar, to ensure that you are using the most up to date version.

Courses available for employers

Scheme medical adviser workshops

11.3.1 Capita Health Solutions (CHS), the scheme medical adviser, deliver regular one day workshops.

11.3.2 The workshops are aimed at anyone looking to gain a greater knowledge of the medical referral process and medical aspects affecting Civil Service pensions. These are intended to:

- achieve an improved understanding and awareness of CHS’ role as medical advisers to the pension scheme

- reduce the likelihood of misunderstandings, complaints and delays
- give you an opportunity to look at examples and case studies to:
 - help you make timely and quality referrals, and
 - gain a better understanding of the rationale for decisions and recommendations made.

11.3.3 Workshops will normally be held in Coventry. The frequency of workshops will depend on demand. CHS can also run workshops for individual organisations at other locations upon request. Departmental occupational health providers are welcome to attend these events.

11.3.4 If you are interested in the CHS workshops please email CHS at pcsps.chs@chs.co.uk with your details. CHS will then notify you of available dates. If you need further information about the workshops, please contact the CHS helpdesk on 02476 500715.

Basic introduction to Civil Service pensions

Xafinity Paymaster

11.3.5 Xafinity Paymaster offers a range of courses that may be helpful to HR staff. These courses are run and written by Xafinity Paymaster and CSPD are not responsible for the information in them. They are currently running:

- ‘Basics’ course

- ‘After basics’

11.3.6 For more information contact Carly Whyte, Training Team Leader, Xafinity Paymaster, Hesketh house, 200-220 Broadway, Fleetwood, Lancashire FY7 8LG, Phone: 01253 879287 E-mail: cwhyte@nhspa.gov.uk Or visit the website www.xafinity.com

‘Appreciation of Pensions’ - National Association of Pension Funds (NAPF)

11.3.7 NAPF runs an on-line ‘Appreciation of Pensions’ course which provides a basic introduction to all types of pension schemes. You will find information about this on their website at www.napf.co.uk. You may be eligible for a discount if you quote CSP NAPF membership number 04187.

11.3.8 For more information contact: Training and Corporate Events NAPF, NIOC House 4 Victoria Street, London SW1H 0NE Phone 02078081300 Fax 02072227585 E-mail NAPFservices@napf.co.uk Or visit the website www.napf.co.uk

LexisNexis

11.3.9 LexisNexis run an introduction to pensions course which covers all types of pension schemes. Visit their website at <http://www.lexis.nexis.co.uk/conferencesandtraining/irspensions.htm>