



Workplace Pensions Administrator/Consultant
Level 3

Overview

Apprenticeship: Workplace Pensions Administrator/Consultant

Qualification: Level 3

Duration: Up to 30 months

This standard contains 2 roles in a core and options structure. Either role could be providing information in relation to in house pension schemes or externally to pension clients of the organisation. Neither role will provide financial advice. Workplace Pensions Administrator play a critical role in managing the day-to-day operation of workplace pension schemes. A Workplace Pensions Administrator is likely to be involved in a variety of tasks supporting more senior administrators. Organisations of all shapes and sizes require specialist support when selecting and running workplace pension schemes and this is often provided by Workplace Pensions Consultants. A Workplace Pensions Consultant is likely to be involved in a variety of client support activities including governance, strategy and management, working in a team supporting more experienced colleagues.



Type of job roles the programme is for

- Pensions Administrator
- Pension Advice Assistant

Qualifications

- Various qualifications available dependent on job role
- Functional Skills in Maths
- Functional Skills in English

Progression opportunities

- Progression routes could be various financial services apprenticeship standards from level 4 and above

Core competencies

- Client service
- Delivering results
- Decision making
- Communication
- Planning and organising

Training Process

Apprenticeship:

Workplace Pensions Administrator/Consultant

- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement, and development goals for the apprenticeship
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

Qualification: Level 3

Duration: Up to 30 months

Qualifications to choose from:

- Certificate in Life and Pensions
- Certificate in Pensions Administration
- Diploma in Pensions Administration

There are options for revision workshops and online resources with the above qualifications.

Gateway

- 26-28 months

Assessment

- 28-30 months
- Reflective Discussion, Portfolio

Pathway

Apprenticeship:
**Workplace Pensions
Administrator/Consultant**

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 3 Workplace Pensions Administrator course.

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Financial Services Apprenticeship Routes

Level 2

Financial Services Customer Advisor Level 2

Investment Operations Administrator Level 2

Level 3

Insurance Practitioner Level 3

Investment Operations Technician Level 3

Risk / Compliance Officer Level 3

Snr Financial Services Customer Advisor Level 3

Workplace Pensions Administrator / Consultant Level 3

Level 4

Insurance Professional Level 4

Investment Operations Specialist Level 4