



Module 1 – New Appointments

What do I need to do when we make a new appointment?

- Make all appointees aware of the Teachers' Pension Scheme (TPS).
- All new appointees (full or part time) are automatically members of the TPS unless they have previously opted out.

What information do I need to provide to Teachers' Pensions (TP)?

- Inform TP of all new appointments by completing Form TR6 as soon as possible.
- Form TR6 can be submitted hard-copy or online via the secure area of the TP Website for employers.

What happens after Form TR6 is submitted?

- TP will process the information and send you an Appointment Statement which is your proof of the appointment. This document will include:-
 - a history of the appointee's previous teaching employment;
 - any relevant election details;
 - any nominations they have previously made; and
 - their current status within the TPS
- Please remember to check all of the identifying details.





How do I check if the appointee has already joined the TPS?

- You can either:-
 - ask the appointee if they contributed to the TPS when they were last employed as a teacher;
 - phone the TP Call Centre; or
 - check the Appointment Statement that TP will issue after processing Form TR6

What should I do if the appointee says they did not have TPS contributions deducted when they were last employed as a teacher?

- This may mean that they have previously Opted Out.
- The appointee should have a copy of the Opt Out confirmation letter, and you must see this proof.
- Until you have had sight of the confirmation letter you must continue to deduct contributions.

What if they have not opted out and do not wish to join the TPS?

- The appointee must Opt Out.
- An Opting Out election should be completed by the appointee and passed to you for completion and onward transmission to TP.
- The Opting Out form is available in a hard-copy format and may now also be completed online within the secure area of the TP Website for scheme members ('My Pension Online').



What does the appointee need to know?

- You should provide the appointee with all basic information about the TPS, in particular the leaflet “Your Guide”.
- It is important that you inform all appointees about the TP Website and the information and facilities they may access thereon.

Should I give a copy of “Your Guide” to every new appointee?

- If an appointee is entering the TPS for the first time they must be given a copy of “Your Guide”.
- Where an appointee has previously been a member of the TPS they may be directed to the TP Website.

Is there any other scheme literature I should give to the appointee?

- You should provide each appointee with some additional Fact Sheets, specifically those in relation to:-
 - Increasing Pension Benefits;
 - Death Benefits;
 - Nominating a Partner for Benefits; and finally
 - Transfers In (where the appointee is entering teaching having accrued pensionable service from another profession)