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Our Reference

21 December 2007

Dear

Teachers' Pension Scheme - Employer Seminars

You may be aware that for many years Teachers' Pensions (TP) has offered an annual programme of regional seminars designed to instruct and support employers deliver their administrative responsibilities for the teachers they employ. Following discussions with the Department for Children, Schools and Families (DCSF), employers, and agreement with the Teachers' Pensions Administration Forum we have revised the training programmes on offer to employers commencing in 2008. This letter explains the changes.

We have replaced the traditional seminar with three specific workshops designed to enhance employers' knowledge and expertise. These workshops are as follows:

- A calculations workshop that will be suitable for more experienced administrators. This workshop will cover the background to the scheme, average salary and retirement calculations.
- An HR workshop. This workshop will cover, employer responsibilities, retirements including the ill health process, absences from work, re-employment, and how employers can use the flexibilities in the scheme to manage workforce planning.
- A payroll workshop that will be suitable for those involved in payroll functions, including external payroll providers, which will cover the processes to be applied to joiners and leavers, annual return, end of year certificates, and TR17/17a's. You may wish to bring this workshop to the attention of any payroll providers used by yourselves or schools within your authority.

These sessions are not just information giving, but have been designed to be interactive through the inclusion of exercises. As a consequence, the maximum number of delegates per seminar is limited to 20. However, as we are limiting numbers, it is intended to hold more seminars than in previous years.

Dates and venues already arranged for 2008 are:

DCSF, Moorfoot in Sheffield	19 February – Calculations 20 February – HR 21 February – Payroll
DCSF, Caxton House in London	11 – 13 March – All payroll sessions
TP, Mowden Hall in Darlington	1 April – Calculations 2 April – HR 3 April – Payroll
De Montfort University in Leicester	22 – 24 April – All calculation sessions

Another aspect to the review has been to consider how we can reduce the cost of the workshops. An expensive component of the previous seminars was the cost of the hotel venues. Therefore, in conjunction with the DCSF we have been exploring using Government Buildings or employer's facilities. The charge for each workshop will now be £140 plus VAT per delegate.

Where employers have indicated that they have appropriate accommodation and are willing to allow us to use their premises, instead of hotels, they will be offered a 'free place' on a workshop. If you are willing to host future seminars please contact either [graham.patrick@capita.co.uk](mailto:graham.patrick@capita.co.uk) or [allan.downing@capita.co.uk](mailto:allan.downing@capita.co.uk).

If you are interested in attending one or more of the above seminars please email [graham.patrick@capita.co.uk](mailto:graham.patrick@capita.co.uk) or [allan.downing@capita.co.uk](mailto:allan.downing@capita.co.uk) who will confirm your reservation and send relevant documentation to you. Attendance will be strictly on a first come first served basis and an invoice will be sent to you once your place has been confirmed.

We recognise that the content of the traditional seminar provided administrators with a broad understanding of the employer's responsibilities. Therefore we are planning to include the content of this seminar on the TP website for easy reference. Development is currently underway with completion of the first phase planned for April 2008. You can follow the progress of this work in TP News.

Finally, I would like to emphasise the importance of TP and employers working in partnership to ensure the scheme is administered accurately and efficiently. We look forward to your participation in these events.

Yours sincerely

Mrs E Ford  
Head of TP Operations