

# **CII Level 4 Certificate in Pension Transfer Advice**

Qualification specification



Thank you for considering study with the CII. This specification summarises the purpose and the content of this qualification to help you decide whether it meets your learning needs. The qualifications section of the CII website, unit syllabus documents and CII policies provide further detail on the features summarised here.

## Qualification overview

The **CII Level 4 Certificate in Pension Transfer Advice** develops the in-depth knowledge and practical skills needed by anyone seeking to advise on the transfer of safeguarded benefits, an increasingly important part of the advice process following the Government's pension reforms.

### Who is this qualification for?

This qualification is particularly appropriate for:

- Retail investment advisers and non-advisers alike seeking to undertake pension transfer work and become pension transfer specialists; and
- Retail investment advisers, paraplanners, technical consultants and those in financial planning support roles wanting to update their knowledge in this area.

### Benefits for individuals and employers

The Certificate satisfies the appropriate FCA qualification requirements for those wanting to undertake pension transfer activities.

This will enable you to meet the qualification requirements to practise in this area and expand your areas of expertise in your professional practice.

### Summary of content

The compulsory units cover the sector and regulatory context, investment and risk, planning for retirement, the implications of transferring between different types of pensions, and the appropriateness of pension transfer advice in a range of client scenarios.

## Entry and professional completion requirements

### Entry requirements

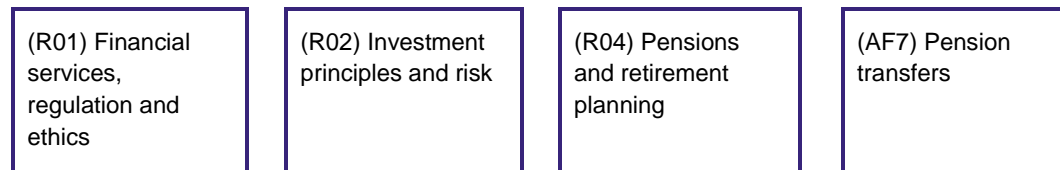
There are no entry requirements for this qualification.

### Additional completion requirements

There are no additional completion requirements for this qualification.

## Qualification structure

You will need to complete the following four units.



## Learning and assessment

### Learning materials provided

For units in this qualification, students typically have access to the following materials as part of their enrolment or for an additional price

- Study text with updates
- RevisionMate online study support, including end of chapter tests
- Exam guides containing a practice exam and guidance
- Further reading suggestions

Additional or different resources may be available for some units.

### Study time

Specific study time guidelines are provided for each unit on its webpage and in the CII qualifications brochure. The notional Ofqual 'Total Qualification Time' for this qualification is 270 hours.<sup>1</sup> This represents the time a student might typically take to complete the qualification.

### Assessment format

Depending on your unit, you will be assessed by:

- multiple-choice on screen exam, tested year-round throughout the UK at a choice of over 40 centres
- written examination.

The qualification award will be graded fail/pass.

### Further information on learning and assessment for each unit

Please ensure that you refer to the individual unit syllabus for unit-specific details:

- learning outcomes and assessment criteria
- further reading and resources
- important notes, such as the legislative and tax position that will be assessed

This is available in our syllabus menu on the qualification webpage:

<https://www.cii.co.uk/qualifications/certificate-in-pension-transfer-advice-qualification/>

Please also select your unit from the webpage to find out about any unit updates.

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<sup>1</sup> 'Total Qualification Time' is a term that awarding organisations are required by Ofqual (the qualifications regulator in England) to use to describe the size of qualifications. <https://www.gov.uk/guidance/awarding-organisations-understanding-our-regulatory-requirements>

## **Important assessment policies**

Details of terms and conditions which apply to candidates entering for assessments with the CII are set out on the CII website. By entering any assessment with the CII you agree to be bound by these terms and conditions and our assessment policies, which can be found in our exam policies page:

[www.cii.co.uk/exampolicies](http://www.cii.co.uk/exampolicies)

## **Fair access to our qualifications**

The CII acts at all times to ensure that no unfair barriers apply to those seeking to gain the qualifications it offers. If, due to disability or illness, you may require adjustments in order to access an assessment, please read the access arrangements and reasonable adjustments policy and contact the CII Customer Service team as soon as possible to discuss how we can meet your needs. Further details are provided here: [www.cii.co.uk/exampolicies/#Accessibility](http://www.cii.co.uk/exampolicies/#Accessibility)

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