

## Updated Training Schedule for Orbis Pensions Administration 2018/19 – Fire Schemes

Subject Matter	Date and Location	Duration	Intended Audience	Trainer	Brief Description	Update
Annual Allowance Issues for FPS	County Hall, Lewes  September 2017	0.5 day	Seniors and Team Leaders (Lewes)	RA	Producing AA statements, understanding AA calculations and charges and updating Altair. Link with LTA implications	Completed
Annual Allowance Issues for FPS	County Hall, Kingston  September 2017	0.5 day	Seniors and Team Leaders (Kingston)	RA	See above	Completed
Overview of All Four Fire Schemes	Wray Park, Reigate  Lewes -28 March? Kingston -	2 to 2.5 hrs	All Interested Staff (both locations) including My Helpdesk team	EJ	Covering an Overview of All Schemes to enable staff to answer generic queries and also handle enquiries relating to use of online portal	Completed for Helpdesk Team – separate sessions due for Lewes and Kingston teams
Divorce and Pension Sharing Orders	Wray Park, Reigate  Mid-April 2018	0.5 day	Seniors, Administrators (and Team Leaders if required) Both locations	EJ	Processing CEV requests, dealing with actual PSO orders, implementation procedures and updating Altair	Rescheduled for April 2018
Death Benefits (all schemes)	Wray Park, Reigate  Mid-May 2018	0.5 day	Seniors, Administrators (and Team Leaders if required) Both locations	EJ	Understanding the calculation of death and survivor benefits across the 4 schemes - including legacy cases	
Age Retirement Benefits	Wray Park, Reigate  Mid-June 2018	0.5 day	All administrators, Both Locations	EJ or DS	Understanding the processes for the payment of age retirement benefits (including payroll set up)	
Ill-health and Injury Benefits	Wray Park, Reigate  Mid-July 2018	0.5 day	Seniors, Administrators (and Team Leaders if required) Both locations	EJ	Dealing with calculation of ill-health and injury awards under the various schemes, including reviews post retirement	
Deferred Benefit Training	Kingston – commenced in March and ongoing	3 x 0.5 days	2 specific members of Operations team receiving 1 to 1 training	EJ	Processing all types of deferred benefits for all 3 schemes	

Modified Scheme training	Lewes team to provide support to Kingston	Ongoing	Temporary staff engaged to carry out data capture	Lewes team plus payroll		
--------------------------	---	---------	---	-------------------------	--	--

1. Trainer will be accompanied by support officer to capture process summary and any follow up documentation required.
2. Dates are provisional and subject to staff availability