Introducing pension schemes
Check your scheme

Each module features a section called 'Check your scheme'. This aims to embed the learning you have completed throughout the module by asking you questions about your own scheme or to check your scheme documents.

It is essential that you complete each 'Check your scheme' section relevant to your scheme type and size, so we have created this worksheet to help you do this offline.

Once you have completed the learning, work through the questions and learning points in this worksheet, noting your findings, to help you transfer the theoretical learning into the practical application of your own scheme.

If you have already completed the toolkit, the worksheet can serve as a useful refresher. Work through each section to identify any areas you should brush up on by redoing the module or reviewing your own scheme documents.

This worksheet applies to all schemes.

The Pensions Regulator

Trustees	For your notes
Find out what other sorts of trustees are on your board (ie, lay of professional). It is also useful to know their current occupation and whether they sit on any sub committees. This will help you to understand the delegation responsibilities across the governing body and where potential conflicts of interest may arise.	
Is there a chair of trustees? The chair is expected to lead the governing body and demonstrate the behaviours of all members and in some cases have additional legal duties which we will cover in a later module.	◯ Yes ◯ No
Benefits for members	
Find out how your scheme calculates the following for members: • Pensions • Lump sums	

Find out how your scheme processes the following for members: Benefits • Pensions • Lump sums Transactions • Transfers • Return of contributions This may include any sign offs or escalation points required to enable payments.	
Benefits for dependants	For your notes
Look in your scheme rules to find out how your scheme defines beneficiaries such as partner/spouse and children for the purposes of dependants' benefits. General understanding of these will help you exercise your duties as a trustee, particularly if benefits are payable at the discretion of trustees.	
Find out what your trust deed says about benefits payable in the event of a member's death and if these are payable at the trustees discretion. Take note of any process requiring the trustees to exercise their discretion and the information required for them to do so.	

Documents	For your notes
What documents are relevant to your scheme? Refer to the downloadable *Scheme documents glossary* available on the resource page to help identify key documents. Use this as a starting point to explore which documents apply to your specific scheme.	