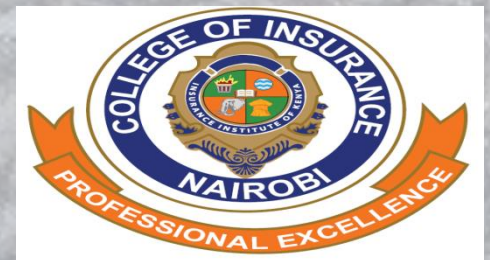


# Retirement Benefits Trustee Certification Programme



# The Retirement Benefits Trustees Certification Programme

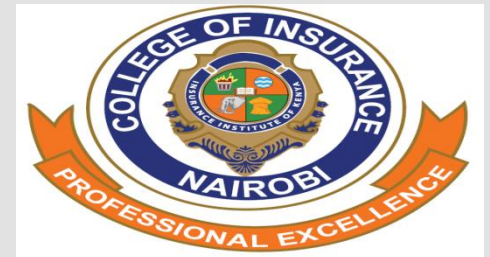
## OUTLINE CURRICULUM

### Day 1 - Retirement Scheme Fundamentals for Trustees

- Three Key Participants
- The Trustee “Fit”
- 3 key activities
- Making the connections between the:
  - Language
  - Products
  - Players
  - Benefits Policy

### Day 2 - The Law and Retirement Benefit Schemes

- Some Legal Basics
- Rules of the Game
- How Legislation Impacts Retirement Schemes
- The Retirement Benefits Act, 1997
- The Law and the Scheme Trustee
- Future Trends and Concerns for Trustees



# The Retirement Benefits Trustees Certification Programme

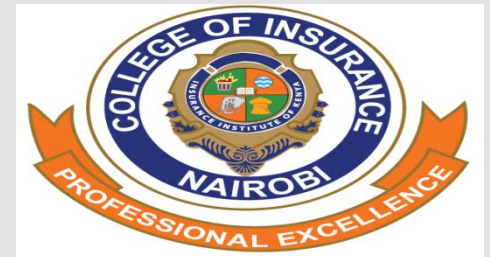
## OUTLINE CURRICULUM

### Day 3 - Trustees and Governance

- What is Scheme Governance?
- The Rules of the Game
- The Governance Model
- Four Reasons Why Trustee Boards Succeed
- Canadian Industry Governance Guidelines (CAPSA)
  - Applying the guidelines to a Governance System

### Day 4 - Retirement Scheme Funding and Investing

- Scheme Fund Investing is Different
- Scheme Fund Investing Concepts
- Prudent Investment Policy (PIP)
- The Investment Process
- Monitoring, Measuring and Evaluating
- Scheme Funding and the Funding Policy
- Implementing your Funding Policy
- The Valuation Process
- Using the Valuation Report





# The Retirement Benefits Trustees Certification Programme

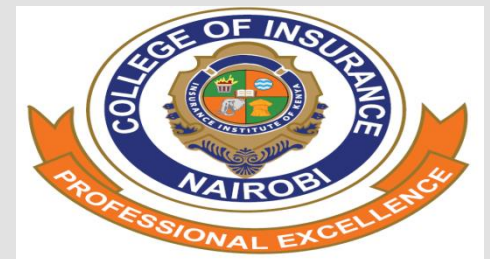
## OUTLINE CURRICULUM

### Day 5 - Contracts and Sourcing

- Fiduciary Responsibilities review
- Finding the “right” Service Provider
- The Contract (“Service Agreement”)
- Monitoring Services
- Dealing with a Professional’s Unethical Behavior

#### - Administration and Oversight

- The Trustee's Role
- Retirement Benefit Scheme Administration
  - Overview
  - Handling Scheme Administration
  - Categories of Scheme Administration
  - Measuring and Monitoring the Services
- The Administration Manual
- Changing Your Administrator



# The Retirement Benefits Trustees Certification Programme

## REMEMBER:

- This training is designed to equip **all Trustees** with the knowledge and skills necessary to enable them to discharge their duty of trust effectively
- It is not simply an exercise to comply with Retirement Benefits Act and Regulations
- Certification after successfully completing this course may be **effective defence against accusation of breach of trust**

For further information and updates:

visit ARBS website at [www.arbs.co.ke](http://www.arbs.co.ke) or email: [info@arbs.co.ke](mailto:info@arbs.co.ke)



ASSOCIATION OF RETIREMENT BENEFITS SCHEMES

