

Application to be a registered trainer for trustees of occupational pension schemes and trust RACs

Section 59AA of the Pensions Act 1990, as amended (the Act), requires that all trustees undertake appropriate trustee training within six months of their appointment and every two years thereafter. Sponsoring employers are required to arrange appropriate training, in relation to:

- a) the Act, the regulations made thereunder and any other relevant law of general application,
- b) the duties and responsibilities of trustees generally, and
- c) such other matters, as prescribed, relevant to the effective management of a scheme or trust RAC.

The Pensions Authority (the Authority) has a statutory function under section 10(1) of the Act to encourage the provision of appropriate training facilities for trustees of schemes and trust RACs.

The Authority recognises that appropriate training may be provided in a number of different ways, by:

- completing the Authority's e-learning course, and/or
- completing an alternative trustee training course with an educational provider, and/or
- completing appropriate trustee training with a trustee service provider, life company, pensions consulting firm or legal advisor.

The Authority recommends that anyone providing any form of trustee training should register with the Authority as a 'self-certified' trustee trainer. A list of self-certified trustee trainers is available [here](#).

How to register?

Companies and individuals can apply to register as a trustee trainer by completing the form below. The registration form may also be used in relation to one-member arrangements.

Applications to be a registered trustee trainer are operated on a self-certification basis; The Authority neither endorses nor certifies the content of course material of trustee trainers appearing on the register.

When accepted as being registered with the Authority, trustee trainers can use the following statement in promotional material:

'X is registered as a trustee trainer with the Pensions Authority'.

Prior to completing the application form below, applicants should read the form thoroughly and familiarise themselves with the Authority's 'FAQs on trustee training requirements' (available [here](#)) and the 'Areas to be covered by trustee training' (available [here](#)).

Applicants should also pay particular attention to the commitments required in the self-certification element of the application form.

Please note that only contact and address details of registered trainers will be posted on the Authority's website. The additional information gathered in the form will be used internally by the Authority for the purpose of registering trustee trainers and will not be shared with any third parties.

For further information, contact:

The Technical Unit
The Pensions Authority
Tel: 01 6131900
Email: trusteetraining@pensionsauthority.ie



It is important that due care is taken in completing this application form to be a registered trainer for trustees of occupational pension schemes and trust RACs

Application to register with the Pensions Authority as a trustee trainer	
Date of application:	
Company/Individual name:	
Address:	
Contact person:	
Title/Position:	
Phone:	
Email:	
Web:	
Certification	
1. Please confirm that you/your company are capable and competent to provide 'appropriate trustee training' as outlined in section 59AA of the Pensions Act, 1990, as amended.	
2. Please confirm that in the preparation of your training material, you have read and understood the Pensions Authority's guidance on the duties and responsibilities of trustees and any codes of practice relating to those responsibilities.	
3. Please confirm that you have read and understand the new requirements and changes introduced by the European Union (Occupational Pension Schemes) Regulations, 2021.	
4. Are you satisfied that your course materials are compliant with the trustee training requirements set out under section 59AA of the Pensions Act, 1990, as amended?	
5. How long have you been providing training for trustees?	

6. Please list the qualifications and/or experience of those providing trustee training:

7. Please list the types, levels, locations, frequency and costs of courses you provide:

8. Please supply a brief outline of the training course structure, how it is delivered, the topics and subjects covered (max 200 words):

Application to register

Name (block capitals):	
Signed:	
Title:	
Date:	

Notes on completion of the application form:

- All sections of the form must be completed in full.
- 'None or 'Not Applicable' should be entered where appropriate, but blank spaces or 'to be advised' or similar responses may result in the application being rejected and returned to the applicant.
- If the applicant is a body corporate, the form must be completed by a duly authorised director, manager or officer of the body corporate.
- You can send a scanned, signed copy of this form by email to trusteetraining@pensionsauthority.ie or by post.