



**PUBLIC AUTHORITY PENSION SERVICES LIMITED**

## **Pensions Training Foundation Course**

**09<sup>th</sup> & 10<sup>th</sup> April 2025**

for complete beginners in pensions administration and/or  
those who perform complementary/additional functions related to pensions,  
e.g. payroll personnel



## **PUBLIC SECTOR PENSIONS FOUNDATION COURSE**

The Foundation course serves as an introduction to public sector pension scheme administration. This course aims to provide participants with a Foundation in Public Sector Pensions, through a comprehensive overview of the features of public sector pensions, and the elements that comprise the calculation of benefits in public sector pension schemes.

The course is aimed at those with no prior experience of the administration of public sector pension schemes. It may also be of interest to those who work in other areas, e.g. payroll, who are not directly involved in pensions administration but who nonetheless need a basic understanding of how the schemes work.

### **Course Dates**

The course comprises 2 half-day modules which will be held on the mornings of **09<sup>th</sup> & 10<sup>th</sup> April 2025**. The course will cover all the main features of both the Single Public Service Pension Scheme and the Scheme(s) which were established before the Single Scheme came into effect in 2013.

### **Course Fees**

The cost of the 2 x half-day course is €470 per person. Where two or more people from the same organisation book places on the course, the cost is €440 per person. No VAT is payable on training.

### **About PAPS**

Public Authority Pension Services Limited (PAPS) provide a comprehensive range of technical pensions expertise and administrative support services to those responsible for the management and administration of Public Sector Pension Schemes.

The PAPS team has many years of experience, both in actual public sector pension scheme administration and in providing support and information to public sector bodies to assist them in the administration of their own schemes. As part of its support services, PAPS develop and present training courses for administrators of Public Sector Pension Schemes. More than 1100 attendees have participated in PAPS' training courses from 2017 to date.

### **Online Training – attend from anywhere**

The course will be delivered remotely using MS Teams. The app allows the host to share their presentation with the attendees and allows for the attendees to ask questions using their microphone or by chat/messaging. All courses are delivered live and are not recorded.

### **Reserve your place**

To enroll in this training course, please complete the attached booking form and return it to [info@paps.ie](mailto:info@paps.ie) no later than Friday, 14<sup>th</sup> March 2025. Due to a limited number of places on the course, a booking cannot be finally confirmed until the booking form is received.

On receipt of the completed booking form, confirmation of your place on the course will be issued and an invoice will be forwarded to you shortly thereafter. Course bookings are final once confirmed and will be invoiced even in the event of non-attendance.

PAPS operate a strictly “no refunds” policy. Neither is a credit for future courses available in the event of non-attendance. However, it will be possible for another person from the organisation to attend in the event of the nominated person being unable to attend the course.



## **PUBLIC SECTOR PENSIONS FOUNDATION COURSE**

This course is delivered live to enable questions and answers throughout. Training sessions are not recorded.

<b>Date</b>	<b>Brief Description of Topics Covered</b>
<b>09/04/2025</b> 09.30-13.00	<b>Module 1 - The Pre-Existing Schemes</b> <ul style="list-style-type: none"><li>• The main benefits and how they are calculated</li><li>• What constitutes pensionable service and how it is calculated</li><li>• The contributions scheme members pay and how they are calculated</li><li>• An overview of other features of the pre-existing schemes, e.g. added years, CNER, Supplementary Pensions, Dependents Benefits.</li></ul>
<b>10/04/2025</b> 09.30-13.00	<b>Module 2 - The Single Public Service Pension Scheme</b> <ul style="list-style-type: none"><li>• Membership requirements and member declarations</li><li>• Benefit Accrual and Benefit Statements</li><li>• The contributions scheme members pay and how they are calculated</li><li>• An overview of other features of the Single Scheme, e.g. ill health retirement enhancements, CNER, Purchase &amp; Transfer, Dependents Benefits</li></ul>

This 2 x half-day module course will also be of benefit to those who may be considering attending the more detailed 10 x ½ day training course **Public Sector Pensions - Complete Administrative Cycle & Processes** – which PAPS will be running from September 2025.





## THE PAPS TEAM

### **Caroline Hickey - Managing Director**

Caroline began working in the Life and Pensions industry in 1999. She worked in Keane Pension and Investment Consultants Limited for 12 years where she developed extensive technical expertise in all areas of Private Pension Planning, Investments, Group Risk Schemes and in areas of Public Sector Pensions through the provision of advice in relation to AVCs and PNS.

Caroline joined Public Authority Pension Services Limited (PAPS) as a Director in June 2016 and became Managing Director in December 2019.

Caroline holds a Diploma in Information Systems from Trinity College Dublin and has held a Professional Diploma in Financial Advice (QFA) and a Professional Diploma in Retirement Planning Advice (RPA).

### **Sarah Darcy - Director**

Sarah joined PAPS as a Senior Account Manager in 2019, and brings with her a broad range of technical knowledge across public and private sector schemes.

Sarah has worked in pensions since 2007; prior to joining PAPS she was the Superannuation Officer for the National Maternity Hospital. Sarah has hands-on experience of administration of pre-existing schemes and the Single Public Sector Pension Scheme. In the earlier part of her career, Sarah worked in the banking sector. During this time she worked in the Learning & Development team of one of Ireland's largest banks. Sarah has extensive experience in delivering staff presentations and training, both in traditional classroom format and online.

Sarah holds a number of professional qualifications including: a Professional Diploma in Financial Advice (QFA); a Professional Diploma in Retirement Planning Advice (RPA); a Professional Certificate in DC Pension Scheme Trusteeship (PTP); Certified Project Management Associate (IPMA-D); and a QQI Level 6 Certificate in Training Delivery & Evaluation.

Sarah became a Director of PAPS in 2021.

### **Caitriona Darcy - Account Manager**

Caitriona joined PAPS as an Account Manager in 2022 and has developed technical expertise in public sector pension scheme rules, with a focus on the Single Public Service Pension Scheme.

Caitriona has more than 13 years' experience in the Financial Services industry and brings to her role in PAPS excellent communication skills as well as experience in documenting and breaking down complex processes. With a keen focus on quality and compliance, Caitriona strives to deliver first-class service to the bodies PAPS works with.

### **Kimberley Tanoh - Account Manager**

Kimberley joined PAPS as an Account Manager in 2023 and has developed particular expertise in the Single Public Service Pension Scheme. Kimberley had responsibility for the preparation of Single Scheme benefit statements in advance of the 30th June statutory deadline in 2023.

Prior to joining PAPS, Kimberley developed key skills in roles within the Pension and Financial Service industries. Through her excellent communication skills and attention to detail, Kimberley delivers optimal service to clients.

Kimberley is working toward the Qualified Financial Advisor qualification.

### **Samantha McLoughlin - Account Manager**

Samantha joined PAPS as an Account Manager in 2023 and has developed technical knowledge and expertise in the Single Public Service Pension Scheme. Samantha had responsibility for the preparation of Single Scheme benefit statements in advance of the 30th June statutory deadline in 2023.

With more than 14 years' experience in the Insurances and Financial Services industries, Samantha uses her administration experience and excellent communication skills to assist clients with the administration of their schemes.

Samantha is working toward the Qualified Financial Advisor (QFA) qualification, having obtained her APA in 2022.



## COURSE REVIEWS

### Public Sector Pensions Foundation Course Feedback from previous courses

- 97% of respondents rated the course as very good or excellent
- 100% of respondents agreed that tutors were knowledgeable and helpful
- 100% of respondents agreed that course exercises and handouts were helpful
- 97% of respondents said they were likely or very likely to recommend PAPS

## PARTICIPANT COMMENTS

*"Excellent course, useful content and very professional presenters."*

*"For someone who is just joining the Public Sector I found the course very informative".*

*"Sarah has a world of experience and expertise in this area, and also has the ability to deliver the training in a way that allows for people with little, or no experience of pensions to engage and gain an understanding of the topic. The course content ....is delivered with a patient, and step by step approach which allows participants to engage with Sarah during each segment, ask questions and carry out practical examples to support the narrative. Caroline is a fellow pension expert who provides extra insights and learnings throughout the sessions. A very well delivered, detailed and information driven course."*

*"The PAPS introduction course had lots of relevant content and was very informative".*

*"Great course."*

*"Thank you for two days of training, it was very useful."*

*"Course was very well presented and I will use the handouts as a reference going forward."*

For more information or to reserve your place, please contact: [info@paps.ie](mailto:info@paps.ie)