



PUBLIC AUTHORITY PENSION SERVICES LIMITED

Pension Adjustment Order Administration for Public Sector Pension Schemes

Training Course

**Validating Pension Adjustment Orders & Calculating
Designated Benefits under Public Sector Pension
Scheme Rules**

29th & 30th April 2025



PENSION ADJUSTMENT ORDER ADMINISTRATION FOR PUBLIC SECTOR PENSION SCHEMES

This training course deals with the actions required by public sector pension scheme administrators in relation to Family Law queries. This course aims to provide participants with an understanding of the Pension Adjustment Order (PAO) process as well as administrators' responsibilities in respect of PAOs. During this course, participants will learn how to validate a draft PAO to ensure it is capable of being implemented. The course also covers the actions and calculations required when a PAO is activated. The relevant legislation and guidelines are provided, and participants will also benefit from a range of case studies based on real-life examples.

The course is aimed at administrators with at least 6 months of experience in public sector pensions, who are familiar with scheme rules and the methods of calculating benefits under public sector pension schemes. Those wishing to register for this course should be aware that basic calculations under scheme rules will not be covered.

Course Dates

The course comprises 2 half-day modules which will be held on the mornings of **Tues 29th & Wed 30th April 2025**.

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 1,000 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 no later than **Tues, 01st April 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.



PENSION ADJUSTMENT ORDER ADMINISTRATION FOR PUBLIC SECTOR PENSION SCHEMES

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

Date	Brief Description of Topics Covered
29/04/2025 09.30-13.00	Module 1 - Validating Draft Pension Adjustment Orders <ul style="list-style-type: none">• An overview of the PAO process• Information requests & Notices to Trustees• Validating Draft PAOs• Disclosure requirements• Examples & case studies• Legislation & resources
30/04/2025 09.30-13.00	Module 2 - Calculating Designated Benefits <ul style="list-style-type: none">• Activation of PAOs• Confirming eligibility for benefits• Calculation of designated & residual benefits• Case studies & examples of calculations• Other points to note

This 2 x half-day module course is aimed at administrators with at least 6 months' experience in public sector pensions. Those wishing to register for the course should be familiar with the formulas and methods of calculating retirement benefits under public sector pension scheme rules.



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 recently completed a Certificate in Pensions Law and Applied Trusteeship with the Law Society of Ireland.

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.



PAO Administration for Public Sector Pension Schemes

Feedback from previous courses

PARTICIPANT COMMENTS FROM NOVEMBER 2024 COURSE:

"Excellent presentation of topic. Sarah and Caroline worked really well together. Course notes provide a great reference point for PAO queries."

"Found the course excellent learnt so much on it, notes were very well laid out and the examples were exceptional."

"Genuinely found it very interesting, you made a heavy going subject very easy to understand!"

"Thank you to (both presenters). Incredible insightful presentation. Filled in a few gaps in my knowledge. The notes are excellent as well."

"I found this course excellent."

For more information or to reserve your place, please contact: info@paps.ie