

# CII Level 4 Certificate in Pension Transfer Advice

Qualification specification



Personal  
Finance  
Society  
Standards. Professionalism. Trust.

Thank you for considering study with the CII. This specification summarises the purpose and the content of this qualification to help you decide whether it meets your learning needs.

The qualifications section of the CII website, unit syllabus documents and CII policies provide further detail on the features summarised here.

## Qualification overview

The **CII Level 4 Certificate in Pension Transfer Advice** develops the in-depth knowledge and practical skills needed by anyone seeking to advise on the transfer of safeguarded benefits, an increasingly important part of the advice process following the Government's pension reforms.

## Who is this qualification for?

This qualification is particularly appropriate for:

- Retail investment advisers and non-advisers alike seeking to undertake pension transfer work and become pension transfer specialists; and
- Retail investment advisers, paraplanners, technical consultants and those in financial planning support roles wanting to update their knowledge in this area.

## Benefits for individuals and employers

The Certificate satisfies the appropriate FCA qualification requirements for those wanting to undertake pension transfer activities.

This will enable you to meet the qualification requirements to practise in this area and expand your areas of expertise in your professional practice.

## Summary of content

The compulsory units cover the sector and regulatory context, investment and risk, planning for retirement, the implications of transferring between different types of pensions, and the appropriateness of pension transfer advice in a range of client scenarios.

## Important note

**The FCA qualification requirements for pension transfer specialists are changing.**

From October 2021, a qualification for retail investment advice (e.g. CII Level 4 Diploma in Regulated Financial Planning), in addition to a specialist qualification (e.g. CII unit AF7), will be required in order to meet the qualification requirement. Please check our qualification webpage and the FCA published requirements for details of new CII qualifications and withdrawals and FCA requirements.

## Entry and professional completion requirements

### Entry requirements

There are no entry requirements for this qualification.

### Additional completion requirements

There are no additional completion requirements for this qualification.

## Qualification structure

You will need to complete the following four units.

(R01) Financial services, regulation and ethics <i>20 CII Credits</i>	(R02) Investment principles and risk <i>20 CII Credits</i>	(R04) Pensions and retirement planning <i>10 CII Credits</i>	(AF7) Pension transfers <i>20 CII Credits</i>
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## Learning and assessment

### Learning materials provided

For units in this qualification, students typically have access to the following materials as part of their enrolment or for an additional price

- Study text (digital only or printed and digital) with online updates
- Online support including exam guide via RevisionMate

Additional or different resources may be available for some units.

### Study time

Specific study time guidelines are provided for each unit on its webpage and in the CII qualifications brochure. The notional Ofqual 'Total Qualification Time' for this qualification is 270 hours.<sup>1</sup> This represents the time a student might typically take to complete the qualification.

### Assessment format

Depending on your unit, you will be assessed by:

- multiple-choice on screen exam - exams are available weekly at UK and non-UK online exam centres or via remote invigilation.
- written examination.

The qualification award will be graded pass/fail.

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<sup>1</sup> 'Total Qualification Time' is a term that awarding organisations are required by Ofqual (the qualifications regulator in England) to use to describe the size of qualifications. <https://www.gov.uk/guidance/awarding-organisations-understanding-our-regulatory-requirements>

To be awarded this qualification, each unit must be passed. The nominal pass mark for each unit within this qualification can be found on the relevant unit page. Please note, pass marks may vary from examination to examination to take account of the relative difficulty of examinations presented to candidates, ensuring that the pass standard remains constant.

We regularly update our qualifications, units and assessments to maintain industry relevance and assessment standards.

### Further information on learning and assessment for each unit

Please ensure that you refer to the individual unit syllabus for unit-specific details:

- learning outcomes and assessment criteria
- further reading and resources
- important notes, such as the legislative and tax position that will be assessed

This is available in our syllabus menu on the qualification webpage:

[https://shop.ciigroup.org/certificate-in-pension-transfer-advice-cert\\_pta.html](https://shop.ciigroup.org/certificate-in-pension-transfer-advice-cert_pta.html)

Please also select your unit from the webpage to find out about any unit updates.

### Important assessment policies

Details of terms and conditions which apply to candidates entering for assessments with the CII are set out on the CII website. By entering any assessment with the CII you agree to be bound by these terms and conditions and our assessment policies.

### Fair access to our qualifications

The CII acts at all times to ensure that no unfair barriers apply to those seeking to gain the qualifications it offers. If, due to disability or illness, you may require adjustments in order to access an assessment, please read the access arrangements and reasonable adjustments policy and contact the CII Customer Service team as soon as possible to discuss how we can meet your needs. Further details are provided on our website.

## Qualification Fees<sup>2</sup>

Please note these fees are based on non-CII members taking the qualification in the UK, following a typical route to completion, excluding VAT where applicable on some learning products and using digital only options where available. Costs may vary for those residing outside the UK and depending on the route to completion. Substantial discounts are available to members and are detailed on the individual unit shop pages.

**Standard Qualification Fee** £647.00

**Package Fee** £145.00

### Associated Learner Fees

#### Annual

Non-Mandatory Annual Membership £80.00 per annum  
(Assumes entry level membership)

Digital enrolment	£454.00
Digital and printed enrolment	£543.00
Digital only enrolment plus	£747.34
Digital and printed enrolment plus	£842.26
Key facts booklet (Printed and Digital)	£108.00
Key facts booklet (Digital Only)	£90.00
Knowledge checker	£90.00
E-learn	£127.50
Audio revision	£127.50
Study text update (Digital only)	£168.00
Study text update (Printed and Digital)	£201.00

For post results services, please click [here](#)

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<sup>2</sup> The terms, 'Standard Qualification Fee', 'Package fee' and 'Associated Learner Fees' are defined by our regulators, Ofqual, CCEA and Qualifications Wales, to create consistency between UK-based awarding organisations. It is a regulatory requirement to illustrate our pricing in this way. The total price paid will depend upon specific pathway chosen, membership status and local currency. Further pricing information by unit and component relevant to your specific pathway remains available on your qualification webpage. The table below describes what each fee indicates.

Fee	Description
Standard Qualification Fee	The standard total fees payable for the assessment elements of the core qualification throughout a typical course of study.
Package Fee	Where applicable, the total of the fees payable for mandatory learning materials elements of the core qualification throughout a typical course of study.
Associated Learner Fees	Additional fees for optional services payable: <ul style="list-style-type: none"> <li>• at the learner's discretion.</li> <li>• in specific circumstances only; or,</li> <li>• for additional study requirements prior to completing this qualification.</li> </ul>