



## Section 4

A. The table below is to be completed as a summary of your experience. Please provide the number of Trustee clients where you have materially contributed to and assisted with the formulation and/or delivery of the Scheme Actuary advice, during the specified time periods relative to the date of this application.

**Please ensure that you provide complete information as to your experience. The Practising Certificates Committee may reject applications which do not provide sufficient evidence of experience. In the event of the Practising Certificates Committee requiring further information, such information should be provided by re-completing this section. The Practising Certificates Committee will consider at most one re-submission.**

	Experience period				
	Last 12 months	12 - 24 months ago	24 - 36 months ago	36 - 48 months ago	48 - 60 months ago
Advice to Trustees required by legislation to support decision in funding, contribution requirements or benefit levels:					
• Triennial valuation	2	2	2	2	2
• Annual actuarial report	3	3	4	3	4
Advice to Trustees on derivation of actuarial factors to be used in calculations which have a direct effect on the benefits for individual members or the financial position of the Scheme:					
• Cash equivalent transfer values	3	2	1	1	1
• Insufficiency reports	1	-	-	-	-
• Other factors such as Early retirement, Late retirement and Cash commutation	3	2	1	2	1

Number of meetings or conference calls you have attended and delivered reserved advice (or participated substantially in such delivery) to the user whether or not that advice is covered by the above table	10	12	10	8	7
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Please outline your experience of the above over each 12 month period to demonstrate your sufficient breadth and depth of relevant experience for the role of Scheme Actuary. Please also provide details of any other reserved advice you have either provided to Trustees during the relevant periods or where you have materially assisted a Scheme Actuary with the formulation and delivery of such advice.

Please ensure you include information to demonstrate that you have delivered material advice (or participated substantially in such delivery) to the user including situations where the advice has been challenged and defended – for example presenting the advice at Trustee meetings.

### Last 12 months –

#### Funding

I have worked closely with two scheme actuaries on five schemes, where I provide the primary support role. These schemes include one large, complex scheme (liabilities > £2bn). This work has included preparing initial drafts of much of the written advice on behalf of the relevant scheme actuary (or sometimes reviewing their advice) as well as attending trustee meetings and liaising directly with trustees between meetings.

I have helped develop advice to the trustees and delivered that advice at meetings in respect of 2 formal actuarial valuations. My work has involved specifically:

Preparing advice on the actuarial method and assumptions to trustees, having regard to the sponsoring employer's



covenant and investment strategy for both schemes and delivering that advice in one case  
Checking balance sheet, analysis of surplus and contribution rate results (1 scheme)  
Scrutinising balance sheet, analysis of surplus and contribution rate results (1 scheme)  
Presenting preliminary valuation results at meetings (1 scheme)  
Working with the scheme actuaries to support the trustees in their negotiations with the employer (2 schemes)  
Preparing drafts of the statements of funding principles, recovery plans, schedules of contributions and drafting schedule of contribution certificates (2 schemes)  
Drafting scheme funding reports (2 schemes)

I have prepared 3 annual actuarial reports and presented 1 of them to the trustees.

#### Cash equivalent advice

Developed the advice to the trustees of 3 schemes on CETV assumptions and delivered that advice to 1 of those trustee boards with the scheme actuary  
Explained reducing CETVs to allow for underfunding to one trustee board  
Prepared 1 insufficiency report.

#### Other reserved work

Working with the scheme actuaries I have provided advice in conjunction with other pension professionals (consultants, investment advisers, pension lawyers and administrators) on all these clients.  
Supported the Trustees in discussions with tPR with regard to 2 schemes  
Prepared and delivered the results of quarterly funding updates to 2 schemes  
Delivered advice about setting actuarial factors for 3 schemes and the cash commutation factors in particular  
Prepared 2 Section 179 valuations and presented the reports to the trustees  
Completed work in relation to PPF issues (PPF levy estimates, mitigation strategies, advice in relation to PPF compliant contingent assets) (4 schemes) and prepared actuarial certification for Deficit Reduction contributions (3 schemes)  
Undertaken work in connection with a bulk transfer without consent

### **12-24 months ago –**

#### Funding

Preparing and presenting advice on the actuarial method and assumptions to trustees, having regard to the sponsoring employer's covenant and investment strategy (2 schemes)  
Preparing and presenting valuation results at 2 meetings (1 scheme)  
Working with the scheme actuaries to support the trustees in their negotiations with the employer (2 schemes)  
Preparing revised drafts of the statements of funding principles, recovery plans, schedules of contributions and drafting schedule of contribution certificates (2 schemes)  
Drafting scheme funding reports (2 schemes)  
I have prepared 3 annual actuarial reports and presented 1. I also supported one scheme actuary in discussions relating to bringing forward a valuation due to significant deterioration in funding.

#### Cash equivalent advice

Prepared the advice to the trustees of 2 schemes on CETV assumptions and delivered that advice with the scheme actuary to 1 scheme.  
Explained reducing CETVs to allow for underfunding to 1 trustee boards.  
Prepared 1 insufficiency report.

#### Other reserved work

Prepared and delivered the results of 5 quarterly funding updates  
Delivered advice about setting actuarial factors for 2 schemes and the cash commutation factors in particular  
Prepared 2 Section 179 valuations  
Completed work in relation to PPF issues (PPF levy estimates, mitigation strategies, advice in relation to PPF compliant contingent assets) (2 schemes) and prepared actuarial certification for Deficit Reduction contributions (1 submission)  
Scheme merger advice for one scheme.

### **24-36 months ago –**

#### Funding

Preparing advice on the actuarial method and assumptions to trustees, having regard to the sponsoring employer's covenant and investment strategy (2 schemes)



Preparing valuation results and presenting them at 2 meetings (1 scheme)  
Working with the scheme actuaries to support the trustees in their negotiations with the employer (2 schemes)  
Preparing drafts of the statement of funding principles, recovery plan, schedule of contributions and drafting schedule of contribution certificate (1 scheme)  
Drafting scheme funding report (1 scheme)  
I have prepared 4 annual actuarial reports and presented 2.

Cash equivalent advice

Prepared the advice to the trustees of 1 scheme on CETV assumptions.

Other reserved work

Prepared and delivered the results of 4 quarterly funding updates  
Delivered advice about setting actuarial factors for 1 scheme.  
Prepared 2 Section 179 valuations  
Completed work in relation to PPF issues (PPF levy estimates, mitigation strategies, advice in relation to PPF compliant contingent assets) (2 schemes) and prepared actuarial certification for Deficit Reduction contributions (1 submission)  
Drafting of a S75 certificate for employer debt purposes to 1 scheme.  
Advice on closure to accrual of 1 scheme having regard to the scheme's formal documents and the impact on the funding and investment strategy

**36-48 months ago –**

Funding

Preparing advice on the actuarial method and assumptions to trustees, having regard to the sponsoring employer's covenant and investment strategy (2 schemes) and delivering that advice for 1 scheme.  
Preparing and presenting valuation results (1 scheme)  
Working with the scheme actuaries to support the trustees in their negotiations with the employer (2 schemes)  
Preparing drafts of the statements of funding principles, recovery plans, schedules of contributions and drafting schedule of contribution certificates (2 schemes)  
Drafting scheme funding reports (2 schemes)  
I have prepared 3 annual actuarial reports and supported the Scheme Actuary in discussions with the Trustees (3 schemes).

Cash equivalent advice

Prepared the advice to the trustees of 2 schemes on CETV assumptions and delivered that advice with the scheme actuary to 1 scheme.  
Explained reducing CETVs to allow for underfunding to 1 trustee board and discussing the Insufficiency report.

Other reserved work

Prepared and delivered the results of 3 quarterly funding updates  
Delivered advice about setting actuarial factors for 2 schemes  
Prepared 1 Section 179 valuation  
Completed work in relation to PPF issues (PPF levy estimates, mitigation strategies, advice in relation to PPF compliant contingent assets) (1 scheme).

**48-60 months ago –**

Funding

Preparing advice on the actuarial method and assumptions to trustees, having regard to the sponsoring employer's covenant and investment strategy (2 scheme)  
Working with the scheme actuaries to support the trustees in their negotiations with the employer (1 scheme)  
Preparing drafts of the statements of funding principles, recovery plans, schedules of contributions and drafting schedule of contribution certificates (2 schemes)  
Drafting scheme funding reports (2 schemes)  
I have prepared 4 annual actuarial reports and presented 1. I also supported one scheme actuary in discussions relating to bringing forward a valuation due to significant deterioration in funding.

Cash equivalent advice

Prepared the advice to the trustees of 1 scheme on CETV assumptions.



Other reserved work

Prepared and delivered the results of 3 quarterly funding updates

Delivered advice about setting actuarial factors for 1 scheme and the cash commutation factors in particular

Prepared 2 Section 179 valuations

Completed work in relation to PPF issues (PPF levy estimates, mitigation strategies, advice in relation to PPF compliant contingent assets) (2 schemes) and prepared actuarial certification for Deficit Reduction contributions (1 submission)

Advice on closure to accrual of 1 scheme having regard to the scheme's formal documents and the impact on the funding and investment strategy

(Please use extra sheet if required)

B. If you have any alternative experience you wish to be considered, please describe it here including why the Practising Certificates Committee should consider it as relevant technical work in relation to the granting of a Scheme Actuary Certificate.

I have alternative experience I wish the PCC to consider as part of my application.