



CERTIFIED PENSIONS MANAGER

The course has 8 Certificates of Competencies in the following areas:

- Pension Administration
- Trust secretarial
- Pension Fund Investment
- Pension Funds Accounting
- Auditing of Pension Funds
- Pension Legal Services
- Custody of Pension Assets
- Actuarial Services

Basic units of learning:

- Demonstrate Communication Skills
- Demonstrate Digital Literacy
- Demonstrate Entrepreneurial Skills
- Demonstrate Workplace Ethics & Practices

Assessments:

The Exams/Assessments are done at two levels

- Internally by Hallmark Institute of Professionals
- Externally by TVET CDACC as organized by Hallmark Institute of Professionals once trainees are ready.

Certification:

A Certificate of Competency is issued by TVET CDACC in collaboration with Hallmark Institute of Professionals.

Duration

The program takes 1&1/2 to 2 years with schedules of 2 hours per day for 4 to 5 days a week on a blended mode of study (a combination of online and in person where necessary)

CPM Full Course Fees

Course	Module 1	Module 2	Module 3	ENTRY REQUIREMENTS
Registration Fee	1,000	-	-	• Grade C- (minus) • Diploma/ Degree
Administration Fee	2,000	-	-	
Caution Fee	2,000	-	-	
Student ID Card	500	-	-	
Tuition Per Module	40,000	40,000	40,000	
Exam fee per Module	6,000	6,000	6,000	
Attachment Fee			1,500	
Total	51,500	46,000	47,500	

COMPETENCY CERTIFICATES QUALIFICATIONS

Course	Item Payable	Fee	• Grade C- (minus) • Diploma/ Degree
Pension Administration	Registration Fee	1,000	
Trust Secretarial	Tuition full course	22,500	
Pension Fund Investment	Examination Fee	1,500	
Pensions Fund Accounting	Total	25,000	
Auditing of Pension Funds			
Pension Legal Services			
Custody of Pension Assets			
Actuarial Services			

- Caution = 2000/- (Refundable upon completion without damages)
- Instalments payments are accepted.