

On completion, the learner will receive a **Certificate of Completion** with either a Platinum, Gold, Silver or Bronze rating based on their scores.

For more information or assistance with the **Trustee Toolkit e-Learning Programme**, please e-mail trusteetoolkit@fsb.co.za



Introducing the Trustee Toolkit



What is the Trustee Toolkit Programme?

The Trustee Toolkit is an e-learning programme. It is designed to enable retirement fund trustees to have access to an online learning programme in order to work at their own pace through the learning materials. The programme provides trustees with information, practical guidelines, case studies and access to online support that can assist them to perform their duties more efficiently and effectively.

How do I register for the Trustee Toolkit?

Step 1: Go to www.trusteetoolkit.co.za

Step 2: Click on **Register** and fill in your details. Please ensure that your **e-mail address** is correct because a **temporary password** will be e-mailed to your e-mail address.

Step 3: Go to **Login** and enter your e-mail address. A temporary password will then be e-mailed to you. (Note: the password may be in your 'junkmail' folder.)

Step 4: After logging in, scroll to the bottom of the screen, click on the **Change Password** link to change the password to your own preferred password. You must then click **Submit**, after which you will be taken to the **Welcome page**.

Step 5: To start the tutorial, click the **Continue** button. On the left hand side of the screen, you will find the **tutorial guide images**.

Who should register?

Any Trustee of a retirement fund regulated by **South African law**, can register and use the toolkit programme.

Why should you register?

Trustees of retirement funds are under great pressure to perform effectively and to act with diligence and understanding. The need for professional development and educational support for retirement fund trustees was identified as far back as 2003 at the Growth and Development Summit as an urgent priority for skills development. Trustee education was also identified as a priority by National Treasury in its Pensions Reform document and in amendments to the Pension Fund Act. Given this background, the FSB took the initiative to determine an effective educational approach to support trustees, which would be in line with international standards. A database to gauge the number of trustees who would be interested in a trustee education programme was also developed. The response highlighted the great need for trustee education and development.

Assessment

Learners can measure their level of understanding by taking an online test.

Trustee Toolkit Content Structure

The programme consists of 3 modules. Each module consists of case studies, reference materials and an assessment exercise. The programme is structured as follows:

1. Governance by the Board

This section deals with:

- Covering Roles, Responsibilities and Accountabilities of the Board
- Composition and competence of the Board and the use of sub-committees
- Board Orientation and Education
- Board Assessment and Breach of Code of Conduct

2. Governance of operations of funds

This section deals with:

- International Controls/Governance Mechanisms
- Expert Advisors
- Risk Management
- The Investment Performance of the Fund Assets

3. Management of Stakeholder relationships

This section deals with:

- Communication and Access to Information
- Members and Beneficiaries (protection of rights)
- Employer and Sponsor
- Service Providers

