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Dear Employer

Member Introduction Pack

The pension scheme managers (DCSF) have consulted with numerous employers across all sectors to gather information about the pension information they provide to first time entrants to the Teachers' Pension Scheme. Their findings revealed that some employers provided a comprehensive set of TPS literature whilst others provided very little. The disparity was discussed at the Teachers' Pensions Administration Forum where teachers' association and employer representatives agreed that action should be taken to achieve consistency. As a consequence a Member Information Pack has been produced and quantities of these are enclosed.

The pack contains a letter welcoming the new entrant to the TPS together with an information sheet designed to provide basic guidance about the scheme. You should issue this pack to all first time entrants to the Teachers' Pension Scheme and add to it a copy of 'Your Guide' and any factsheet or leaflet from the TP website along with other local literature as you choose.

The provision of comprehensive sets of printed literature is not seen as the only method to be employed in the longer term. The intention is to develop an area of the TP website which assists the new member in gaining an understanding of the benefits the scheme provides and the online facilities that are available through the secure area, 'My Pension On-line' once the member registers. It would also be helpful if you could ensure that the new member is made aware of the TP website and the facilities it offers them.

Yours faithfully

Capita Hartshead
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