

To: Salaries and Wages
Human Resources
Pension Contacts

At: All Employing Authorities

Circular 13/2025

10 October 2025

Dear Colleagues,

Employer Administration Training

This circular provides employing authorities with information on upcoming online employer training events. The training is to help employers meet their administration responsibilities for the Scheme. The sessions are aimed at both new staff and existing staff. Should you know of any colleagues who might benefit from these sessions, but may not be on our distribution list, please consider forwarding this circular on to them. Each online session will last approximately one hour, except for Employer Discretions which is about 90 minutes. These sessions will be run remotely as Microsoft Teams events.

Administration during Active Membership

- [Monday 10 November 10.00 – 11.00](#)
- [Monday 17 November 10.00 – 11.00](#)

This session covers all the administration and form filling requirements for new members joining the Scheme, contribution rates and the relevant forms associated with any changes that may occur through the duration of employment.

i-Connect Demonstration

- [Tuesday 11 November 10.00 – 11.00](#)

- [Tuesday 18 November 10.00 – 11.00](#)

This demonstration takes you through the online i-Connect process. For employers already using the system, it is an opportunity to refresh your training and also ask any questions that you may have now you have been using the system for a while. Employers who haven't migrated to the new online system can use this session as an opportunity to view the processing of new starters, leavers, and opt outs, as well as the financial information required to complete the submission correctly, however you will still receive your individual onboarding training in due course.

Administration for Leavers

- [Wednesday 12 November 10.00 – 11.00](#)
- [Wednesday 19 November 10.00 – 11.00](#)

This session deals with the administration requirements when employees leave the Scheme, including refunds, retirements and deaths.

Assumed Pensionable Pay

- [Thursday 13 November 10.00 – 11.00](#)
- [Thursday 20 November 10.00 – 11.00](#)

This session takes a detailed look at the calculation and application of APP. It covers the requirements of calculating APP for active Scheme members, the impact of APP on employer contributions, and the requirements for the reporting of pensionable pay in your Annual Return or on i-Connect. The practical example, and associated forms, is followed right through to ill-health retirement.

Employer Discretions

- [Friday 14 November 10.00 – 11.30](#)
- [Friday 21 November 10.00 – 11.30](#)

This slightly longer session covers the various discretions that are available to employers under the regulations and includes a sample policy statement that can be used by employers as a template when formulating or updating their own policy.

To join, please register by clicking on the relevant date and time above, or via our website: <https://nilgosc.org.uk/employers/training-events/>. The calendar invite is issued automatically as soon as you have registered. If you don't receive it, please check you have used the correct email address. If you have used the correct email address and you still have not received your calendar invite, please check your junk/spam mailbox.

For more information, or if you have any queries, please email me at: seminars@nilgosc.org.uk.

Yours sincerely

Leah Sheerin

Employer Liaison Officer