



Employer Pensions Notice

EPN174

nuvos – invitation to HR advisor training seminars

Audience This Notice will be of particular interest to:

HR managers, advisors and policy teams

Action To note the availability of training seminars on the new Civil Service pension scheme **nuvos**, which will focus on employer actions for recruitment of new entrants starting on or after 1 July 2007.

To complete the enclosed Booking Form and email it to the address noted on the form.

Timing To return **Booking Form** by **10 May 2007** if booking for the **DTI Conference Centre** on **16 May**, and by **4 clear working days** before dates of other events.

Background

EPN 172 told you about the actions you must carry out to make sure you give the correct choice(s) of pension(s) to new entrants who start work with you on or after 1 July 2007.

HR advisor training seminars

To support that guidance, we are offering a series of seminars for HR staff who have specific responsibility for recruitment at various locations across England, Wales and Scotland. The seminars will be based on EPN 172 and the presentation delivered at the Pensions Communication Network on 24 April. They will take place during May and June and **last up to 2 hours**.



The Cabinet Office seminars will be held as follows:

Location	Date and times
DTI Conference Centre 1 Victoria Street London SW1H 0ET	Wednesday 16 May 2007 Morning session 10.00 am Afternoon session 1.30 pm
DTI Companies House Crown Way Maindy CARDIFF CF4 3UZ	Tuesday 22 May 2007 Morning session 10.30 am Afternoon session 2.00 pm
Cabinet Office 22 Kirkland House (Room 125/6) Parliament Street LONDON WC1A 2WH	Thursday 24 May 2007 Morning session 10.00 am Afternoon session 1.30 pm
Cabinet Office 67 Tufton Street 4 th Floor LONDON SW1P 3QS	Monday 4 June 2007 Morning session 10.00 am Afternoon session 1.30 pm
Scottish Executive Victoria Quay Leith EDINBURGH EH6 6QQ	Wednesday 6 June 2007 Morning session 10.30 am Afternoon session 2.00 pm

Each location has a limited number of places. Please choose two sessions in case we cannot offer you your first choice and put your first and second choices on the Booking Form attached to this EPN. As places are limited they will be allocated on a first come, first served basis. We will tell you by email whether or not we are able to offer you a training place within 48 hours of receiving your booking form (or earlier, wherever possible). **To help us with prompt turnaround please put your first choice date as the title of your email.**

Please use a separate Booking Form for each attendee.

Departmental seminars

Department for Work and Pensions - Sheffield
Ministry of Defence - Bath
HM Prison Service – Rugby,
Department for Constitutional Affairs, (location to be arranged), and
HM Revenue & Customs (location to be arranged)

If you work for one of the above Departments, your managers are organising separate seminars (at the locations as shown) for staff involved in recruitment, so you should only attend the Cabinet Office sessions if you are unable to attend these. They will contact you in due course if you have not already heard from them.

Contacts Enquiries about content, distribution or to receive in a different format

employerhelpdesk@cabinet-office.x.gsi.gov.uk
01256 846414

**Employer Helpdesk, Civil Service Pensions, Grosvenor House, Basing View
Basingstoke, RG21 4HG**

You can find copies of the EPG, all current EPNs and forms on our website
www.civilservice-pensions.gov.uk in the Guidance for employers section.

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nuvos – employer seminar booking form

Name				
Organisation (Please give full postal address, and telephone number)				
Email address				
Job Title				
Location	Date and times	<i>Your choice Please state 1st/2nd</i>		
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		Afternoon session	1.30 pm	
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pcn@cabinet-office.x.gsi.gov.uk

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