

## Training and Competence

### Schedule 1 Record keeping requirements

#### Sch - 1.1 G

TC 2.1.24 R provides:

A *firm* must, for the purposes of TC 3.1.1 R (Record keeping), make and retain records of:

- (1) the continuing professional development completed by each *retail investment adviser* and relevant employee for the purposes of *regulated funeral plan activities*; and
- (2) the dates of and reasons for any suspension of the continuing professional development requirements under TC 2.1.17 R or TC 2.1.23JR.

#### Sch 1.1 G

TC 3.1.1 R provides:

A *firm* must make appropriate records to demonstrate compliance with the *rules* in this sourcebook and keep them for the following periods after an *employee* stops carrying on the activity:

- (1) at least 5 years for *MiFID business*;
- (2) 3 years for non-*MiFID business*; and
- (3) indefinitely for a *pension transfer specialist*.

