



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
City
College
Training

Level 2 Certificate in Payroll for Business (Skillsfirst)

The Skillsfirst Level 2 Certificate in Computerised Payroll for Business (RQF) is an entry-level qualification designed to provide essential skills in managing payroll using computerised systems. It covers topics such as setting up payroll software, processing payroll data, statutory and voluntary deductions, and producing reports. This certificate is ideal for individuals seeking to begin a career in payroll administration or enhance their payroll skills for business purposes.

WHAT WILL I STUDY?

The qualification helps learners understand the importance of security and confidentiality in performing any payroll task and covers activities including:

- Statutory Sick Pay
- Statutory Maternity Pay
- Pension Scheme
- Calculation of gross pay and net pay
- Attachment of earnings orders
- Computerised payroll theory and skills
- Spreadsheet software

Every learner is provided with a study pack which includes:

- Access to comprehensive, interactive online learning support materials
- A FREE copy of the latest Sage 50 Accounts Professional or Payroll software (for six months)

WHAT WILL I NEED?

- A minimum of GCSEs in English and Maths at grades 3 (D) or above, or equivalent qualifications.
- Applicants will need to have achieved L1 in FS English Reading and Writing and L1 FS Maths
- Basic computer literacy and familiarity with using software applications.
- A genuine interest in payroll, finance, or related business functions.
- You will be required to undergo an interview or initial assessment to determine suitability for the course.
- Applicants must also have achieved a Level 1 Award in Payroll for Business (RQF).

Start Date: 9 January 2025

Duration: 21 Weeks

Attendance: Part Time

Location: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/40342/>



HOW WILL I BE ASSESSED?

Qualification structure

To achieve this qualification, learners must achieve all mandatory units and a minimum of one optional unit. The mandatory units include the following:

- Termination of employment
- Fundamentals of employment legislation for payroll
- Calculate gross pay
- Elements of gross pay
- Computerised payroll theory
- Statutory and non-statutory payments and additions
- Composition of an employee payroll record
- Spreadsheet software

Optional units

- Computerised payroll skills
- Benefits and risks of using payroll software

WHAT WILL IT COST?

ADULTS - ENTRY LEVEL, LEVEL 1 AND LEVEL 2

If you will be aged 19+ on 31st August prior to the start date of your course, up to Level 2, then your study with us will be free. You must have lived for 3 years within the EU/EEA/UK prior to the start of your course, you must have lived in the UK before 1st January 2021 and you must have permission to live in the UK for at least 12 months from the first day of learning. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

Completion of this qualification could lead to employment in a number of job roles, including:

- Payroll Administrator
- Assistant Accountant
- Payroll Supervisor

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