Level 1 Award in Computerised Payroll for Business

This course will equip you with an understanding of basic payroll procedures and also those who wish to become professional payroll processors. You will develop the skills required to prepare, check, and use source documents from which the payroll is processed, using a computerised payroll system as dictated by Real Time Information requirements. You will also develop skills that will enable you to gather the required information in order to prepare an employee payroll record using either the HMRC Basic PAYE Tools kit or commercially available payroll software. The course will also teach you how to calculate the gross pay due to employees from a simple range of information sources and for either weekly or monthly pay periods.

WHAT WILL I STUDY?

Topics covered can include:

- Acting as an introduction to payroll record keeping and processing, giving the candidate the necessary skills to record financial payroll transactions in a manual and computerised environment and in line with Real Time Information requirements
- Giving you the necessary skills to assess your own competence in carrying out a range of basic day-to-day payroll routines and activities using a manual and computerised payroll system. The activities will include the calculation of pay data and processing of that data including contributions to work based pension schemes using basic day-to-day payroll processing skills
- Giving you the necessary skills to assess the implications of maintaining accuracy when performing any practical payroll tasks
- Understanding the importance of security and confidentiality in performing any payroll task
- Knowledge and understanding of the services, advice and guidance that can be offered to businesses by HMRC, NICO and other payroll agencies

WHAT WILL I NEED?

You do not need to have any previous qualifications.

All applicants must have an initial assessment and interview to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

There are four assessments, which must be passed, to achieve the qualification:

- Payroll Preparation Knowledge Test

Start Date: 9 September 2024
Duration: 24 Weeks
Attendance: Part Time
Location: Finsbury Park Centre

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- Calculation of Gross Pay Assignment
- Payroll Processing Assignment
- Computerised Payroll Assignment

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?

This course will help you to move on to higher level courses, or into employment in roles around payroll.

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