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Payroll Administrator Level 3 Apprenticeship Standard

Role/Occupation: Payroll Administrator

Individuals in the role of a Payroll Administrator will have responsibility for setting up and operating the payroll within the organisation in which they are employed or on behalf of another organisation. Additionally and depending on their role within a given organisation, a Payroll Administrator may also have responsibility for accurate and the compilation of routine and non-routine payroll related calculations and other information to specific deadlines. This includes technical knowledge of the core elements of payroll, application of professional standards and effective communication with clients and customers of the payroll function. The role will be performed in order to meet relevant ethical, regulatory compliance and legal standards, having due regard for the policies and processes of the organisation, as well as legislative payroll practices. This role may be in a payroll bureau, bookkeeping or accounting practice, a professional services company or a separate function or part of another within a business or other organisation.

A competent Payroll Administrator, on completion of the Apprenticeship Standard, will meet the following requirements.

Knowledge	What is required ?
Payroll	Knowledge and understanding of the core elements of payroll so that they can set up and operate payrolls in a systematic and compliant manner and create and report payroll related information accurately to users. Understanding the technical aspects of payroll for the accurate calculation of gross and net pay, statutory payments and deductions and ensure that the organisation meets payroll related legal obligations. Knowledge of how to administer auto enrolment for pensions as this has a significant impact on the payroll role. Understand how to handle client queries, payroll errors and payroll updates. The above technical knowledge will be understood and applied according to the relevant statutory and regulatory environment for payroll as designated by government and HMRC.
Business Awareness	Understand the industries and environments in which their organisation operates, including customer and supplier needs, in order to create and /or validate and /or report payroll and related information.
Ethical Standards	Ethics and integrity are fundamental to the role of all payroll professionals, as what they do directly affects the compliance and integrity of an organisation and requires the correct application of statutory payments and deductions to the appropriate benefit of both individual employees and society as a whole.
Regulation and Compliance	Knowledge and understanding of how to apply professional standards and legal regulations in relation to an organisation's payroll and in particular, client confidentiality and data protection. This will also include the consequences of getting things wrong, particularly around for instance timely returns and schedules, late returns, accuracy
Systems and Processes	Knowledge and understanding of generic Payroll, HR and Finance systems and processes, such as month end and year end procedures, security of data that demonstrate industry best practice in order to allow the Payroll Administrator to evaluate their own organisation's payroll and HR systems and processes and make recommendations for improvement, as appropriate. Proficient in the use of at least one computerised payroll system.





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Skills	What is required (in-depth knowledge of organisation and wider business environment)
Analysis	Able to create and interpret payroll information showing how that information can be used most effectively to inform the decision making process and therefore add value to the organisation. Able to use and manipulate spreadsheets in excel.
Communication	Effectively communicate relevant payroll information across the organisation and to customers and clients of the payroll function, in order that queries can be dealt with in an efficient and professional manner and financial reports on salaries can be communicated effectively to senior colleagues. Able to provide excellent customer service and that this is provided based on effective communication with clients and customers
Leadership	Whilst leadership is not an individual skill that is required, understanding of the roles and responsibilities within the organisation is paramount. This is an individual who takes control of their own development within the remit of their responsibility. Shows commitment to the role, to the organisation and to the Payroll Profession as a whole.
Planning and Prioritisation	Work to payroll processing deadlines and respond to changing priorities. Effectively plan and be able to co-ordinate the input of others in order to meet required deadlines.
Produces Quality and Accurate Information	Effectively apply payroll and relevant compliance and regulatory knowledge to consistently deliver high quality, accurate data and information in a timely fashion.
Team Working and Collaboration	Work effectively in a team and/or collaboratively with others, maintaining consistent and professional working relationships both internally and externally across organisations.
Uses Systems and Processes	Able to effectively apply IT systems skills applicable to the role, which can often be specialist, maintaining this proficiency through relevant updates relating to payroll software, legislative or internal changes.

Behaviours	What is required ?
Adaptability	Willing to listen, learn and accept changing priorities and working requirements and has the flexibility to maintain high professional standards in a changing environment.
Adding Value	Actively engage in the wider organisation, as appropriate, and look to provide information that positively contributes to influencing management decisions. Actively seek opportunities for continuous professional development.
Ethics and Integrity	Honest and principled in all actions and interactions. Consistently respects others and meets the ethical requirements of the profession Understanding of how to apply relevant ethical standards to their own behaviour and appropriately challenge the actions of others where they do not meet these standards.
Proactivity	Takes responsibility. Demonstrates the drive and energy to get things done, even under pressure.
Professional Scepticism	Demonstrates an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement of payroll or related information due to error or fraud.



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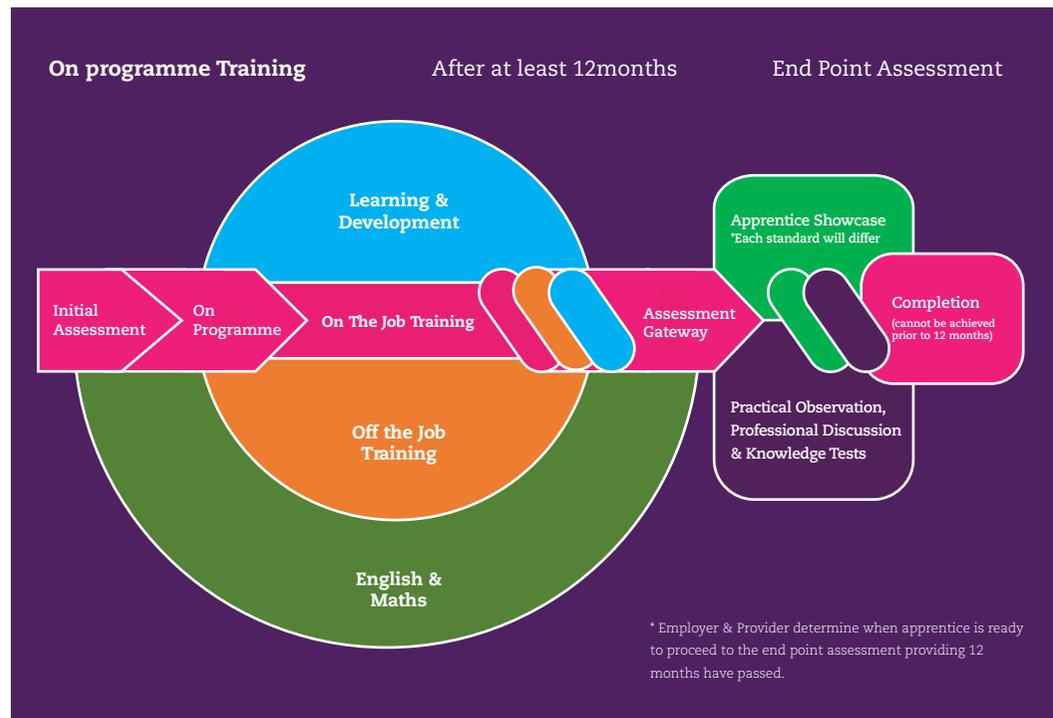
Payroll Administrator Level 3 Apprenticeship Standard

Duration	It is anticipated that candidates will typically complete the Apprenticeship within 18-24 months.
Level	This standard is set at level 3
Qualifications and Career progression	Successful completion this Apprenticeship will provide eligibility to apply for Associate membership of the Chartered Institute of Payroll Professionals (CIPP). Completion of the Payroll Administrator Apprenticeship may also provide progression opportunities to progress to more senior positions such as Team Leader, Supervisor or Manager within Payroll, or to move to related roles in departments such as HR, Finance or Pensions
Review Date	The standard will be reviewed after a maximum of three years.

Defining Off Job Training Requirements

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day work activities and which leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work or elsewhere within the organisation. It can include planned or unplanned work shadowing with a focus on training and development, work place mentoring or time spent observing other staff and includes all aspects of direct 1:2:1 training and support, staff meetings, appraisals, development reviews and / or performance development planning as well as any dedicated training sessions internally or externally.

Records should be kept by the learner and employer of all training and development activity and the length of time spent on such activities.



Each standard will differ to example

What is End Point Assessment?

Designed by industry the EPA sets out to independently assess the apprentice's knowledge, skills and behaviours towards the end of their apprenticeship and in direct relation to their chosen career pathway. EPA is set against the criteria of the Apprenticeship Standard. Independent EPA ensures a greater consistency and quality of training delivery.

End Point Assessment typically includes;

- Building a portfolio of evidence demonstrating the learner's knowledge and skills.
- Observation of work activities
- Professional discussion centred around multiple aspects of the role