



PAYROLL ADMINISTRATOR LEVEL 3

This Apprenticeship is for individuals who typically, have responsibility for setting up and operating the payroll within the organisation in which they are employed in, or on behalf of another organisation. The role may be located within a business/organisation or in a payroll bureau, bookkeeping or accounting practice, or professional services company. The job may sit within the HR or Finance function. Learning topics within this Apprenticeship include:

- Business and Customer Awareness
- Regulations and Legislation
- Gross Pay
- National Insurance
- Taxation and Tax Codes
- Tax Table
- Net Pay
- Statutory Sick Pay
- Child related payments (SMP, SAP, SHPP, SPP, SBP)
- Pensions
- Benefits in Kind, CIS, OpRA & K Codes
- Systems and Processes

LEARNER JOURNEY

- 18 months on-programme learning + 4 months EPA (End Point Assessment)
- Monthly, virtual classroom lessons / workshops
- Additional online 1-2-1 support from our specialist tutors
- Calculation revision lessons
- Workplace training, shadowing & mentoring
- Progress reviews
- Functional Skills Support in English and Mathematics
- End Point Assessment preparation



PROGRESSION

CIPP, the Chartered body for the payroll profession, offer all Payroll Administration Apprentices free of charge membership of the CIPP at affiliate level for 2 years. On successful completion of Apprenticeship, individuals will be eligible to apply to upgrade their membership to associate level. There may be further progression opportunities to more senior positions such as Team Leader, Supervisor or Manager within Payroll, or a move to related roles in departments such as HR, Finance or Pensions.

For full course details please visit:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/payroll-administrator-v1-1>




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