



training and
recruitment

Business Administration & Support Services

Payroll Administrator Apprenticeship Level 3

This Apprenticeship is for employees who typically have responsibility for setting up and operating the payroll within an organisation in which they are employed in, or on behalf of, another organisation. The Payroll Administrator may sit within another business function, for example HR or Finance, or may be a stand-alone role, within either the private, public or voluntary sector for businesses of varying sizes. The role delivers a customer service to employers, clients and those they employ, so both business and customer awareness are essential.

Get in touch

01983 475 006
askus@smarttar.co.uk
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See programme info



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Who is it for?

Assistant Bookkeepers, Bookkeepers, HR & Payroll Administrators, Human Resources and Payroll Officers, Payroll Administrators, Payroll Advisors, Payroll & Reward Administrators, Payroll Assistants, Payroll Associates, Payroll Bureau Administrators, Payroll Bureau Officers, Payroll Co-ordinators and Payroll Officers.

Learning Topics

- Business & Customer Awareness
- Legislation and compliance
- Gross to Net Pay
- National Insurance
- Taxation, Tax codes and Devolution
- Statutory Sick Pay
- Child Related Payments (SMP, SAP, SHIPP, SPP, SBP)
- Pensions
- Benefits in Kind, OpRA, K Codes & CIS
- Systems & Processes

Learner Journey

- 16 months on-programme learning + 4 months End Point Assessment (knowledge test)
- Project Report
- Professional Discussion with portfolio
- Monthly virtual classroom lessons/workshops
- Online 121 support from our specialist tutors
- Workplace training, shadowing & mentoring
- End Point Assessment preparation
- 389 hours of Dedicated Learning Time will need to be recorded across the duration of the qualification