



Skillsfirst Award in Computerised Payroll for Business (Level 1 to 3)

By choosing to study these qualifications with us in a classroom environment, you will ensure you receive the very best training in both knowledge based and computerised payroll. Your sage course is heavily supplemented with extra learning materials to ensure you understand the mechanics of payroll as well as the operational procedures of the software.

In order to enrol on this course you must have a laptop available to bring along to the classroom sessions with wifi connection ability. You will need a wifi connection at home to complete the home study elements and your laptop comply with minimum specifications Sage software is not compatible with Windows XP or Apple Macs - unless you are running Windows Vista or Windows 7 via Apple's Boot Camp utility

Level 1: Jointly developed by Sage UK in partnership with Skillsfirst, this RQF Accredited Qualification could help you to become a Payroll Assistant, Payroll Clerk, Payroll Administrator, Assistant Accountant or in another similar job role.

What subjects are covered?

You will study three mandatory units organised accross a knowledge unit and a skills unit. These two units will give you an excellent start in understanding payroll administration and control.

- Making gross pay calculations
- Payroll preparation
- Computerised payroll administration

What do you get?

- Access to Sage 50c Payroll software for six months - extensions to the software are available for a small extra fee



- Enrolment on to the Sage Qualifications e-learning Portal, where you will be able to access all online learning materials with self-test activities, videos and tutorials.
- Practice simulations if you want to undertake some further exercises.
- Formative and summative testing that can be done in your own time at your own home.
- Classroom study of 16 weekly sessions of 2 hours.

What is the study mode?

All course materials and activities are provided online and can also be accessed via mobile, enabling you to study at times and locations that are convenient for you. You will also receive supplementary materials during your classroom sessions.

How long will it take?

This course usually requires 60 hours of study. Initially, you have access to the software and portal for six months, but this can be extended for a small additional cost. Classroom sessions of 16 weeks at 2 hours per session and home study of 28 hours.

How are you assessed?

You must complete three mandatory units and earn nine credits to gain certification. To achieve these credits, you will complete self-assessments and practice tests, followed by final online assessments which can be undertaken in your own home at a time of your choice.

What qualification do you receive?

Upon completion, you will be awarded with a Computerised Payroll for Business Qualification and certification at Level One from Sage UK and Skillsfirst.

What could you do after this course?

After completing this course, you may wish to progress to the Skillsfirst RQF Computerised Payroll for Business Level 2 Qualification.

The level 2 qualification also helps learners understand the importance of security and confidentiality in performing any payroll task and covers the vital underpinning manual payroll theory and knowledge of how PAYE, NIC and other statutory additions and deductions are calculated.

Jointly developed by Sage UK in partnership with Skillsfirst, this RQF Accredited Qualification could help you to become a Payroll Administrator, Assistant Accountant Payroll Supervisor or in another similar job role.



What subjects are covered? You will study nine mandatory units combined into two units, a knowledge unit and a skills unit. These two units enable you to comprehensively control and run an organisation's payroll and include:

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

What do you get?

- Access to Sage 50c Payroll software for six months - extensions to the software are available for a small extra fee
- Enrolment on to the Sage Qualifications e-learning Portal, where you will be able to access all online learning materials with self-test activities, videos and tutorials.
- Practice simulations if you want to undertake some further exercises.
- Formative and summative testing that can be done in your own time at your own home.
- Classroom sessions of 27 weeks of 2 hours.
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What is the study mode?

All course materials and activities are provided online and can also be accessed via mobile, enabling you to study at times and locations that are convenient for you. You also receive supplementary material during your classroom sessions.

How long will it take?

This course usually requires 100 hours of study depending on individual ability.. Initially, you have access to the software and portal for six months, but this can be extended for a small additional cost. The classroom hours require supplementary home study of an estimated 46 hours.

How are you assessed?

You must complete nine mandatory units and earn twenty-three credits to gain certification. To achieve these credits, you will complete self-assessments and practice tests, followed by final online assessments which can be undertaken in your own home at a time of your choice.

What qualification do you receive?



Upon completion, you will be awarded with a Computerised Payroll for Business Qualification and certification at Level Two from Sage UK and Skillsfirst.

What could you do after this course?

After completing this course, you may wish to progress to Sage UK Computerised Payroll Course Level 3.

This level three course is for students who are already employed in payroll or have similar job roles or run their own business. It is aimed at people who wish to enhance their existing knowledge and skills to perform advanced routine and non-routine tasks using a computerised payroll package.

This course should not be attempted unless you have achieved a qualification at Level Two or have sound knowledge of day to day payroll functions including processing SSP and SMP.

What subjects are covered?

You will learn how to:

- Enter voluntary and statutory additions and deductions
- Process the payroll for different periods including the correction of errors
- Produce reports to enable reconciliation of payments and deductions to external agencies including HMRC and pension providers
- Operate national insurance for directors
- Maintain payroll data and system security
- Operate holiday schemes including advanced pay
- Process redundancy pay and salary sacrifice schemes
- Enter attachments of earnings orders
- Process period and year end information and produce all required reports

What do you get?

- Access to Sage 50c Payroll software for six months - an extension can be purchased for a small extra cost
 - Enrolment on to the Sage Qualifications e-learning Portal, where you will be able to access all online learning materials, including formative and practice simulations.
- Classroom tuition of

What is the study mode?



All course materials and activities are provided online and can also be accessed via mobile, enabling you to study at times and locations that are convenient for you. You can also purchase a hard copy of the course workbook to keep for future reference. You also receive supplementary materials during your classroom sessions.

How long will it take?

The course usually requires 64 hours of study. Initially, you have access to the software and portal for six months, but this can be extended for a small additional cost. This involves 18 classroom sessions of 2 hours and supplementary home learning ours of approximately 28 hours.

How are you assessed?

You will complete self-assessments and a practice test, followed by a final online assessment.

What qualification do you receive?

Upon completion, you will be awarded with the Sage 50c Payroll Level 3 Certificate.

