



ONLINE PAYROLL COURSES

UNIQUE NATIONALLY RECOGNISED PAYROLL QUALIFICATIONS

HRD & PAYROLL SOLUTIONS

visit www.learnpayroll.co.uk call 01295 225500 email info@learnpayroll.co.uk

Professional Payroll Qualifications Online

At learnPAYROLL our award winning online training programs are available as a great learning alternative at all levels. Whether you are just starting out or need up-to-date information on the latest subjects, we have a course suited to your needs.

Our innovative learning method not only makes learning easier, but gives you the flexibility to learn at your own pace and in your own environment.

COURSE BENEFITS

- Practical, down-to-earth tuition and activities
- Flexible access to learning - 24 hours a day, 7 days a week
- Learn from home, office or both
- Eliminate travel and subsistence costs
- Open to all - some early restrictions apply
- Edexcel/BTEC accredited nationally recognised qualifications
- Collaborative learning successfully benefits everyone
- Online forum enables contact with tutor and fellow students
- New student intake each month
- Emergency learning breaks can be accommodated
- Time investment of just 5-7 hours a week

BASIC ONLINE PAYROLL TRAINING

Payroll Introduction

3 weeks - £197 + VAT

The online approach combines the content from the one-day Basic Tax & NIC course and delivers it in an exciting and convenient way over a three week period, based on a comprehensive manual provided to use in conjunction with the online material.

Content

Week 1 - Introduction to PAYE & Tax

- The concept of PAYE
- Employers' responsibilities in relation to PAYE
- How a tax code is derived and the purpose of tax codes
- Tax periods and the tax calendar
- Identifying earnings subject to Tax

Week 2 National Insurance

- Identify payments subject to NIC
- Categories of NI contributions
- NIC Thresholds • Manual calculation of NI Contributions

Week 3 Statutory Deductions

- Calculating the correct "Pay Adjustment" for different tax codes.
- Correct use of Tax Table
- Combining manual calculations for Tax and NIC
- Completing a pay-slip
- Completing forms P45, P46 & P38S for starters and leavers

Start Dates

Access to this course is available on receipt of payment.

INTERMEDIATE TO ADVANCED ONLINE PAYROLL TRAINING

Payroll Assistant - Step 1

7 weeks - £497 + VAT

Foundation Award in Basic Payroll Competence

Online exam included in price

Content

- How the UK Tax and NIC system works • Gross Pay
- Pay and Earnings Periods • Tax Codes
- Tax Tables • NIC Table Letters • NICs Tables
- New employees • Leavers
- Calculations • The payslip • Tax & NICs
- Calculations of Tax & NICs

Payroll Technician - Step 2

7 weeks - £597 + VAT

BTEC Advanced Certificate Level 3 in Payroll Techniques

Exam - £195 + VAT

Content

- Tax and NICs • Calculations of Tax and NICs
- National Minimum Wage • Working Time Regulations
- Asylum and Immigration Act • Court Orders
- Calculations of Court Orders • Statutory Maternity Pay
- SMP tables and forms
- Maternity, Paternity & Adoption Rights
- Calculation of SMP and Maternity Leave.
- Time off for Dependants • Statutory Sick Pay
- SSP tables and forms

Payroll Advanced Technician - Step 3

9 weeks - £797 + VAT

BTEC Advanced Certificate in Payroll Procedures

Exam - £195 + VAT

Content

- Year-end Returns • Advanced Payroll Calculations
- Earnings for tax and NICs • Overview of the P11D
- Completing the P11D – step-by-step
- Completing the P11D(b) • Completing the P9D

Combine Steps 1, 2 and 3

23 weeks - £1497 + VAT

(exams included) :: saving £784 + VAT

Please note:

Combined discounts apply if enrolment at each level is within 6 months of completing the previous level

more flexible

Our award winning online courses allow delegates the flexibility to learn at home or at work at times to suit them

ADVANCED ONLINE PAYROLL TRAINING

Payroll Supervisor - Step 4

26 weeks - £1497 + VAT

BTEC Certificate in Payroll Management

Assignment based - included in price

Workshop Aims

This qualification aims to prepare candidates for the more demanding role of a payroll supervisor by increasing candidates' knowledge and skills of payroll compliance. More and more employers require professionally qualified staff when recruiting for payroll supervisor vacancies. This course will encourage candidates to develop their careers in payroll supervision. This online learning programme uses an easy, step-by-step approach, ensuring that each delegate learns by example and practice.

Content

- Payroll Legislation
- Advanced Tax and NI procedures
- Employment Law procedures
- Development of General Management Skills
- Legislation within the payroll environment

Payroll Manager - Step 5

26 weeks - £1497 + VAT

BTEC Diploma in Payroll Management

Assignment based - included in price

Workshop Aims

This qualification aims to prepare candidates for the demanding role of a payroll manager. This course is a follow on from the payroll supervisors' course and is aimed at those candidates wishing to develop their careers in payroll management. This online learning programme uses an easy, step-by-step approach, ensuring that each delegate learns by example and practice.

Content

In addition to the modules within the Payroll supervisors' course candidates have to complete a further 4 modules:

- Management of the Payroll Function
- Human Resources Management
- Manage the Role of Pension Trustee
- Payroll for International employees

Entry Criteria

Candidates need to have successfully completed the Payroll supervisors' course prior to being accepted onto this level.

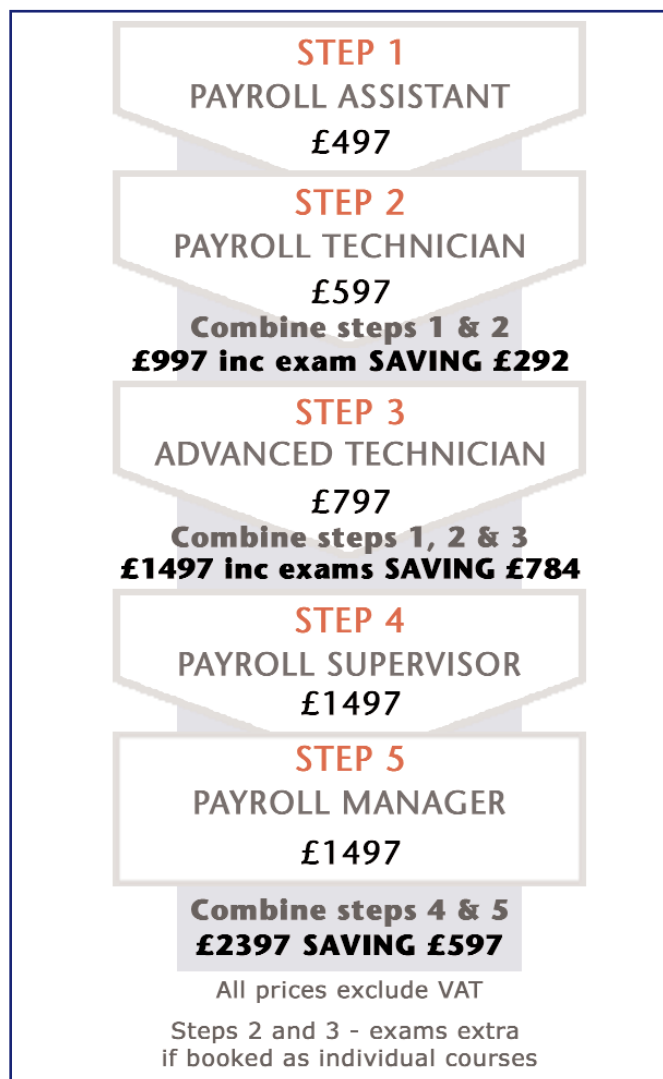
Combine Steps 4 and 5

52 weeks - £2397 + VAT :: saving £597 + VAT

Please note:

Combined discounts apply if enrolment at each level is within 6 months of completing the previous level

For more information including a complete breakdown of each online training programme visit www.learnpayroll.co.uk



HR for Payroll

26 weeks - £2197 + VAT

Advanced Certificate in Human Resources Supervisory Management (BTEC Level 3)

Assignment based - included in price

Programme Design

A twenty-six week course which may be undertaken either at work or at home, involving five to seven hours' study a week, with no classroom work whatsoever. The course is delivered online with easy to use software and is available around the clock. Full written backup material is provided. The qualification provides a working knowledge of employment law and best HR practice for payroll professionals. Candidates are provided with an in depth knowledge and practical understanding of employment law issues to enable organisations to meet the minimum legal requirements. Working relationships between payroll and HR departments will also be enhanced.

Content

- Introduction to HR for Payroll
- Introduction to HR
- Introduction to Employment Law
- Recruitment & Selection
- Operational Human Resources
- Terminating Employment
- Managing Poor Performance
- Learning and Development
- Supervisory and Leadership Skills
- Tutor Marked Assignments

BOOKING PROCEDURES

HOW TO BOOK

IMPORTANT: Please ensure you enroll at least 2 weeks before the start of the course.

1. **VISIT** our web-site: www.learnpayroll.co.uk
If you would rather pay off-line you can download a booking form and pay by your preferred method.
Visit www.learnpayroll.co.uk/bookingform/
2. **FAX** a booking form to us at 01295 268973
3. **EMAIL** your booking requirements to bookings@learnpayroll.co.uk
4. **TELEPHONE** our direct booking line 01295 225500
5. **FREEPOST** a booking form to us at learnPAYROLL, Freepost (OF873), Banbury, OX16 8ZZ

CONFIRMATION OF BOOKING

As soon as we receive your booking we allocate a provisional place and confirm the booking by fax or email. Once we have received payment by BACS, cheque or credit/debit card, your booking is complete and you will receive your course material two weeks prior to the course date.

FEES

Our fees vary depending on which course you choose. The cost includes all course materials.

Places are allocated according to payment receipts. Payment must be made at least 14 days prior to the start date to avoid any delay in accessing the programme. You may telephone, post or fax your booking but please remember to send payment in advance of the course.

Combined discounts apply if enrolment at each level is within 6 months of completing previous level

COURSE INFORMATION

PC REQUIREMENTS

Minimum Requirements for all online courses:

Intel compatible computer with minimum 300mhz with 32mb of RAM

COURSE MATERIAL

Login details and course material will be sent approximately two weeks prior to the start date, providing payment has been received. Access to online course material will be available from noon on the start date.

TERMS AND CONDITIONS

Payment

Full payment is required prior to the course.

Cancellation

We regret that once a student has enrolled and course material has been sent, no cancellation can be made.

Transfers

Transfers may be made to other start dates for an administration fee of £75 + VAT, providing there is a valid reason for transfer. Only one transfer will be permitted unless there are exceptional circumstances.

Refunds

We regret that no refund can be made once a student has enrolled and course material has been sent.

Organiser's Rights

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