

Basic Payroll courses

**FREE
ONLINE COURSE**
Get an extra helping
hand after your
three-day Payroll
Technician course

Build up your knowledge in down-to-earth workshops

Whether you're totally new to Payroll, refreshing your knowledge, or looking to progress to a higher level, there's a LEARN Basic Payroll course to deliver the skills you need. They build your

confidence and understanding in practical workshops with friendly, step-by-step tuition, and lead to a professional payroll qualification too if you wish.

Which payroll skills do you need?

- **Payroll Introduction** is a comprehensive introduction to Payroll – an overview of Basic Tax & NIC; Statutory Payments and Family Leave; and Advancing from Basic Payroll
- **Basic Tax and NIC** for those with little or no experience of how the UK Tax and NIC system works
- **Statutory Payments and Family Leave** for those with little or no experience of current UK statutory pay and leave provisions
- **Advancing from Basic Payroll** is for those with basic experience who wish to develop their careers in payroll
- **Payroll Technician** combines the previous three courses (Basic Tax & NIC, Statutory Payments and Family Leave, Advancing from Basic Payroll). This saves you money and leads to a professional payroll qualification (optional)
- Courses are **open to all** – no membership fees or hidden charges
- All Basic Payroll Courses can be run **in-house** to reduce travel and subsistence costs, embed consistent practices, and be tailored to your organisation if you wish.

Courses run at venues across the country, all through the year. See the detailed Basic Payroll prospectus at www.thelearncentre.co.uk

About Basic Payroll Courses for 2010

Courses run at venues across the country, all through the year. They are face-to-face courses designed to give you a strong foundation, develop your professional skills, and – if you wish – to gain recognised qualifications to advance your career.

Step-by-step learning by example helps make sure that information is clear, understood and remembered for the long-term. We also schedule half-day revision courses at a central location to help those preparing for exams.



Payroll Introduction

- Concentrated two-day workshop programme combining Basic Tax and NIC, Statutory Payments & Family Leave, and Advancing from Basics – ideal overview for those not necessarily seeking a qualification. It aims to enable delegates to understand the requirements of the UK tax and NICs system; Maternity, Paternity and Statutory Sick Pay legislation; and Court Order legislation.

The following **three one-day workshops** lead to a Payroll qualification (*this is optional*).

Basic Tax and NIC

- How the UK tax and NIC system works; Gross pay; Pay and Earnings Periods; Calculation of Tax; Calculation of NIC; new employees and leavers; and the make-up of a payslip.

Statutory Payments and Family Leave

- Statutory Maternity Pay; Maternity Rights; Calculation of SMP and Maternity Leave; Statutory Adoption Pay and Leave; Statutory Paternity Pay and Leave; Statutory Sick Pay; and Parental Leave and time off for dependants.

Advancing from Basic Payroll

- For those with basic experience of current UK payroll practice who wish to develop their knowledge and careers. Also valuable for staff in accounts, personnel and HR who have some responsibility for payroll operations. The course covers: Tax and NICs; National Minimum Wage; Working Time Regulations; Court Orders; and Student Loan Deductions.

Payroll Technician

- A three-day face-to-face course combining workshops on Basic Tax and NIC, Statutory Payments & Family Leave, and Advancing from Basics. Enrolling on this course brings three key price advantages:
 - Saving on the cost of three workshops
 - Saving on the (optional) Edexcel/BTEC payroll qualification exam fee
 - FREE three-week online e-learning course covering Basic Payroll, Tax and NIC available as a refresher after completing Payroll Technician.

For detailed information about our Basic Payroll courses, including costs and dates, or to book your place please go to: www.thelearncentre.co.uk, or if you prefer, call us on 01295 225500