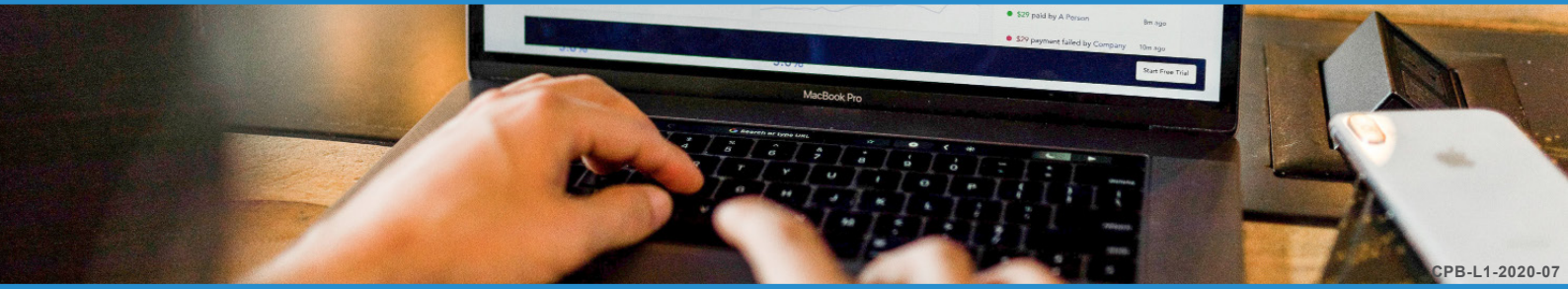


# COMPUTERISED PAYROLL FOR BUSINESS - LEVEL 1 AWARD



Transforming lives by improving skills, preparing for jobs and building careers



CPB-L1-2020-07



**Course Delivery:** Online



**Guided Learning Hours:** 90 hours



**Typical Course Completion Time:**  
4 weeks (4.5h per day) or 20 weeks (4.5h per week)



**Awarding Body:** Skillsfirst (RQF) (CPBA1) Skillsfirst



**Course Fees:** Fully funded for eligible learners\*



**Assessments:** Online Assessment

## COURSE OVERVIEW

The IAB Level 1 Award in computerised Payroll for Business is suitable for individuals who are keen to gain an understanding of basic payroll procedures and also those who wish to become professional payroll processors, or work with money in any given sector.

## BENEFITS

- Gain a fully funded, nationally recognised qualification.
- Boost your confidence and career prospects.
- Distance learning allows flexibility
- Personal Tutors are assigned to you to ensure you have the support needed to succeed.
- Learn new skills and understand the basics of Sage accounting software.
- 6 months free use of Sage 50c Accounts or Payroll.

## EMBEDDED SKILLS

- To be able to use a computer and the main software packages confidently.
- To be thorough and pay attention to detail.
- The ability to work well with others and on own.
- Administration skills.
- Patience and ability to remain calm in situations.
- Sensitivity and understanding.
- Knowledge of English language.
- Maths knowledge.

## COURSE AIMS

On successful completion of this accredited programme, the participant will be able to:

- Set up the company details.
- Enter employee records.
- Calculate gross pay.
- Process the first payroll.
- Run all the reports required including payslips.



- Go Train has 20 permanent centres and over 200 staff.
- High quality online and offline training and development programmes.
- Supporting tens of thousands to enter and sustain employment since 2002.

\*A UK resident or can provide Right to Work documents AND you are either unemployed, on benefits, low-waged or registered self-employed.



SUPPORTED BY  
**MAYOR OF LONDON**

