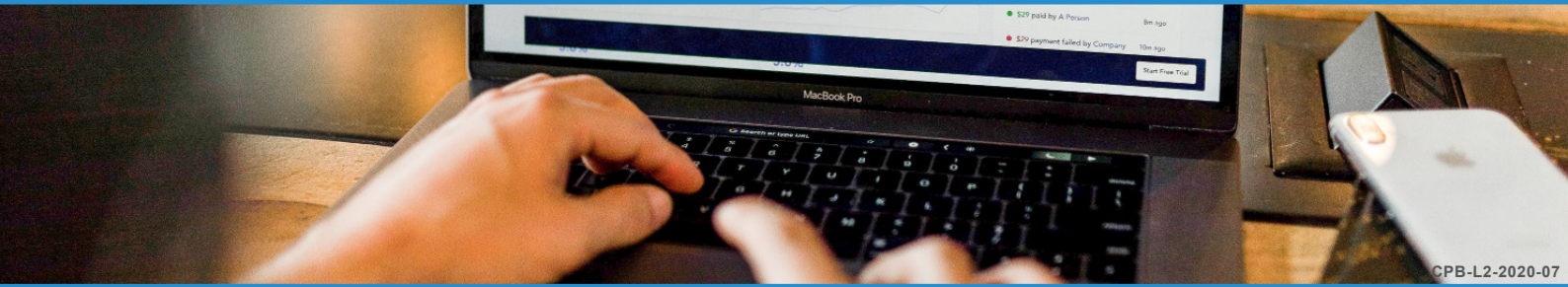


COMPUTERISED PAYROLL FOR BUSINESS - LEVEL 2 CERTIFICATE



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



CPB-L2-2020-07



Course Delivery: Online



Guided Learning Hours: 109 hours



Typical Course Completion Time:
4 weeks (5.5h per day) or 20 weeks (5.5h per week)



Awarding Body: Skillsfirst (RQF) (CPBC2) Skillsfirst



Course Fees: Fully funded for eligible learners*



Assessments: Online Assessment

COURSE OVERVIEW

The level 2 computerised payroll for business RQF qualification will give you the skills you need to carry out a range of regular computerised payroll routines and activities using commercially available computerised payroll software as well as giving you the important underpinning knowledge and understanding of how payroll works with regards to tax codes, national insurance contributions, SMP, SSP and pension contributions.

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 use initiative.
- Administration skills.
- Customer service skills.
- To be flexible and open to change.
- Verbal communication skills.
- Maths knowledge.

COURSE AIMS

- Understand statutory sick pay and statutory maternity pay.
- Pension schemes.
- Calculation of gross pay and net pay.
- Understand attachment of earnings orders.
- Computerised payroll theory and skills.
- Spreadsheet software.



- 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.



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