

# Payroll Award

If you have an aptitude for figures and wish to learn manual and computerised payroll, then this practical Award is for you. Through studying for this Award, you will become confident in popular and in-demand software including Sage Payroll and Microsoft Excel.

This means you'll have all you need to get into the world of payroll; the Award will also help secure you an interview in a payroll department.

The course is highly practical in nature - not only will you have the knowledge you need, but through a range of practical exercises based on real-life scenarios, you will have the skills and confidence to apply your

knowledge in the world of work. This is a key reason why this Award is different to others and why employers respect Pitman Training courses.

The Award takes 70 hours - you can start when you like and our flexible learning system means you can fit your studying around your existing work and home commitments. There will also be a course advisor on hand to help, should you need additional support. Core subject areas covered include:

- **Payroll Principles**
- **Sage Payroll**
- **Microsoft Excel**

Having completed this course, you can be confident that prospective employers will have evidence that you have a practical understanding of manual payroll, Sage Payroll and Microsoft Excel to a good working standard, which other candidates may not possess.

On completing the course, you will have earned a highly regarded Pitman Training Award which will help your CV stand out from the rest. This is because Pitman Training is highly regarded by employers; yet again top business professionals in the UK have voted Pitman Training to be the UK's top independent training brand, through achieving Business Superbrand status.



The CPD Standards Office  
CPD PROVIDER: 21121  
2014 - 2016  
[www.cpdstandards.com](http://www.cpdstandards.com)



Get the Pitman Advantage™

# Pitman Training Payroll Award

## Payroll Principles

Our Payroll Principles course is a great short course for anyone wanting to know more about the theory behind running a business's company payroll.

You'll start at the beginning with an overview of exactly what payroll is and go through all the key elements involved in processing the payroll including RTI, Statutory Payments and employee data protection.

The course can be studied in any of our handy local centres, or alternatively, if you prefer you can do your payroll training online, using our distance learning system. Either way, you'll have the full support of our Course Advisors for the duration of your studies. Once you've successfully completed the course, you'll get a Pitman Training Certificate to confirm your newly learnt skills.

## Sage Payroll

Amongst all our finance courses, Sage training is the most popular and the most in demand.

Our Sage courses are very competitive and, like all our Sage courses, it's designed for self-study - giving you the flexibility to learn at your own pace. But if you need help, you'll always find one of our course advisors around to give you a hand.

This course brings you the skills you need to use this popular payroll program. Among many other topics, you'll be immersed in restoring data files, setting up employee records, updating payroll data and analysis reports. You'll leave this, the best of Sage payroll courses, with a workbook, yours to keep as a handy reference guide, and with the benefits of the well-respected Pitman Training name on your CV.

## Microsoft Excel\*

Microsoft Excel is the world's most popular spreadsheet program; learning how to use the software with Pitman Training shows that you've taken one of the best Excel courses available.

You don't need any prior experience of Excel but you will need to be familiar with the Windows environment and have some basic keyboard experience.

Our Microsoft Excel course is very flexible - you will have the freedom to take the Excel lessons at your own pace, based at one of our handy town or city centre locations, with support on hand should you need it. And a workbook will be yours to take away as a convenient reference guide.

This Excel course comprises several lessons, which provide a detailed but manageable study programme, so you can be confident about your new skills in the workplace. Just some of the areas covered include creating worksheets, formatting text, simple and complex formulas, handling rows and columns, autocomplete, using styles, headers and footers, average, max and min functions and using charts.

*\*Depending on skill level it may be possible to study the Expert course as an alternative core course.*

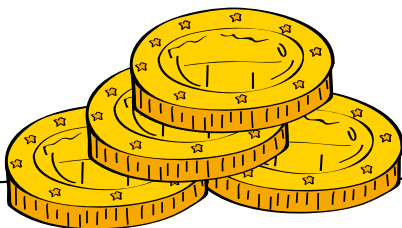
**If you are considering a career in accounts and book-keeping, you may also want to consider our Pitman Training Accounting Technician diploma, which is your first step to professional qualifications.**



## Guideline Learning Time

58 hours flexi study  
or 2 weeks full-time\*

\*Full-time is based on  
approx 20-30 hours a week



For further information, a free one to one consultation, or to book a free demo contact your local Pitman Training Centre

[www.pitman-training.com](http://www.pitman-training.com)



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