Payroll Award

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 new payroll knowledge in the world of work.

PITMAN TRAINING

If you have an aptitude for figures and wish to learn manual and computerised payroll, then this practical course 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.

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.

- Flexible training which fits around your commitments
- Support on hand from our friendly Course Advisors
- Get the skills in demand by employers

Aims and Objectives

The aim of this award is to teach you how to run a business payroll - both manual and computerised, so that you are able to effectively and efficiently put your skills directly into practice in the workplace.

Pre-Requisites

There are no specific pre-requisites required.

Career Path

If you're training to learn how to process a business payroll you could work towards a career as Payroll Clerk, Finance Assistant, Accounts Assistant, HR Administrator or even HR Manager.

CPD Points 60
(Awarded CPD points upon successful completion).

Courses Included

Payroll Principles

Payroll Principles is a great short course that can be studied in just 4 hours. The course is designed to teach those new to payroll the theory behind the practicalities of running a business's company payroll.

Sage 50 Payroll

Amongst all our finance courses, Sage training is the most popular and the most in demand. This course brings you the skills you need to use this popular payroll program.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

or **Excel Expert**

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level You can choose which version of Microsoft Office and, over a series of self-paced lessons, you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

To discuss your current skills and aspirations call now:

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Guideline Learning Time
60 hours flexi study or 2 weeks full-time
(Full-time based on approx 20-30 hours a week)