



a professional approach for professional people

Payroll Administrator Apprenticeship

Level 3

BOOST YOUR BUSINESS WITH APPRENTICESHIPS

The new apprenticeship standards allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.



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Payroll Administrators will, typically, have responsibility for setting up and operating the payroll within the organisation in which they are employed or on behalf of another organisation. The role may be located within a business / organisation or in a payroll bureau, bookkeeping or accounting practice, or professional services company. The job may sit within the HR or Finance function.

In medium to large organisations, a Payroll Administrator may work as part of a team, often reporting to a team leader, supervisor or manager. In smaller organisations, a Payroll Administrator may be a stand-alone role with sole responsibility for the payroll function. Additionally, and depending on their role within the organisation, a Payroll Administrator may also have responsibility for the accurate and timely completion of routine and non-routine payroll-related calculations and other information.

The main duties may typically include:

- Gathering, creation and processing of payroll-related information to ensure employees are paid on time and accurately. This will be via payroll software, though its use must be accompanied by the ability to perform this manually
- Compliance with legislative and contractual obligations
- Internal and external reporting of payroll information to deadlines
- Effective and appropriate communication with employees and relevant stakeholders
- Working to relevant ethical and professional standards in a legislative and regulatory environment that is constantly changing
- Competence within the payroll occupation is demonstrated in this Standard by the required Knowledge, Skills and Behaviours detailed below.

Your apprentice will achieve:

Whilst studying this apprenticeship, an Administrator will be eligible for immediate professional body recognition at Student Affiliate level of the Global Payroll Association (GPA). Also, professional body recognition as a student member at the Chartered Institute of Payroll Professionals (CIPP). Successful completion of the apprenticeship will provide eligibility to apply for Individual Affiliate membership of the GPA and Associate membership of the CIPP.

Typical job roles include:

Payroll Administrator / Payroll Junior / Payroll Assistant / Payroll Officer / Payroll Clerk / Payroll Advisor / Payroll Executive / Payroll Analyst / Reward Administrator / Bureau Administrator / HR and Payroll Officer

The apprenticeship will provide the apprentice with confidence and understanding in key areas such as:

Knowledge

- Business and Customer awareness
- Payroll – core, pensions, technical
- Regulation and compliance
- Systems and processes

Skills

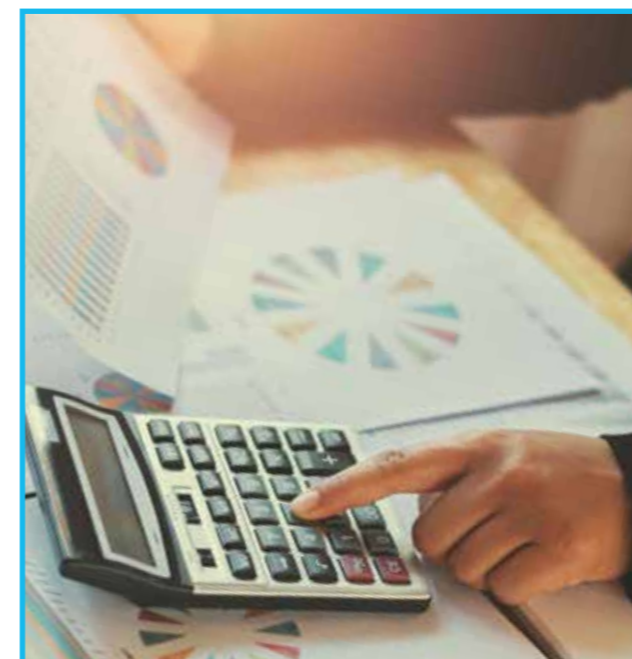
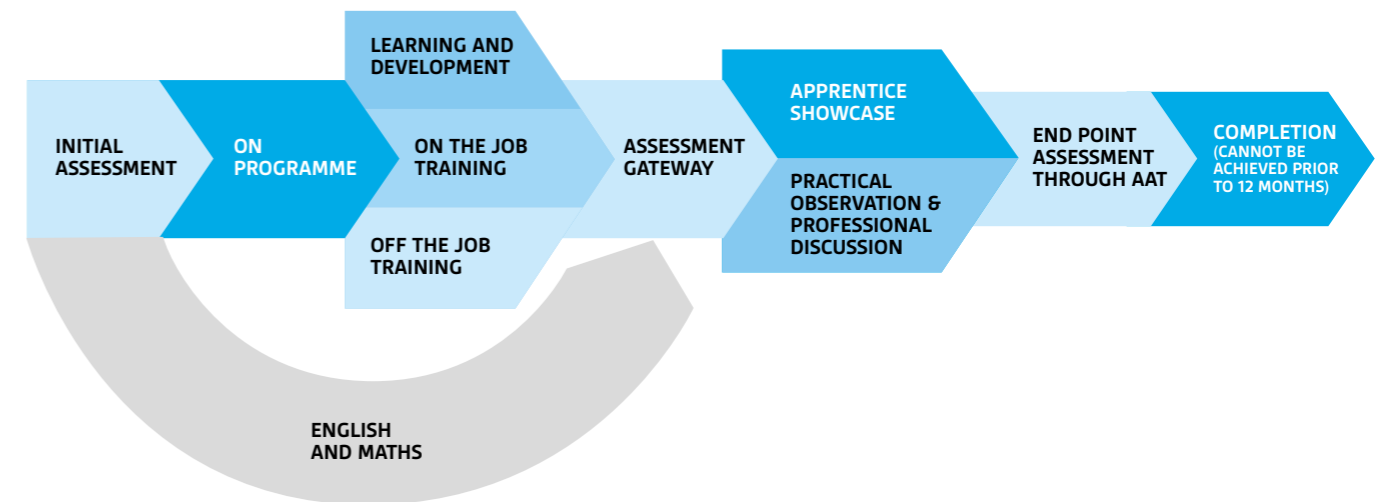
- Planning and prioritisation
- Analysis
- Use of systems and processes
- Produces quality and accurate information
- Team working and collaboration
- Communication and engagement

Behaviours

- Ethics and integrity
- Adaptability
- Professional skepticism
- Proactivity and enthusiasm
- Professional development

The apprenticeship

Your step by step guide to taking on an apprentice



Your apprentice must:

- Be paid at least the national minimum wage
- Be an employee
- Work with experienced staff
- Learn job-specific skills
- Study during their working week (including attending our training centre)

Hiring your apprentice

There are several steps to taking on an apprentice:

- You can identify your own apprentices
- Advertise your apprenticeship - we will do this for you through the 'recruit an apprentice' service
- Select your apprentice and make an apprenticeship agreement and commitment statement with them

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Why apprenticeships?

Here are just a few of the benefits of hiring an apprentice:

- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- They can be tailored to specific job roles, making them flexible to the needs of the business
- Apprenticeships provide you with the skilled people you need for the future
- Apprenticeships can help reduce staff turnover, by increasing employee satisfaction and loyalty
- Apprenticeships are a tried and tested way to recruit new staff, re-train or upskill existing staff
- The average apprenticeship improves productivity by over £10,000 per year
- When you employ an apprentice below the age of 25, you are no longer required to pay employer National Insurance contributions for them

Whatever sector you're in, there are so many benefits that apprentices can bring to your business.

Apprenticeship Funding

Levy paying employers (employers with a paybill over £3m per year) – your levy funds can be used to pay for apprenticeships.

If you are a non-levy paying employer 95% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 5%.

Government incentives are available if you take on apprentices between 16 – 18 years of age.



To find out more
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