

## Payroll Administrator Level 3



### Programme

Each apprenticeship standard has its own criteria for the knowledge, skills and behaviours that will be developed over the apprenticeship programme.

#### Knowledge

- ✓ Business and customer awareness
- ✓ Regulation, and compliance
- ✓ Systems and processes

#### Skills

- ✓ Planning and prioritisation
- ✓ Analysis
- ✓ Uses systems and processes
- ✓ Produces quality and accurate information
- ✓ Team working and collaboration
- ✓ Communication and engagement
- ✓ Proactivity

#### Behaviours

- ✓ Ethics and integrity
- ✓ Adaptability
- ✓ Professional scepticism
- ✓ Professional development



### Duration

The duration of the Payroll apprenticeship will typically be 18-21 months in total.

The minimum duration on programme before an apprentice can take the end-point assessment is 12 months.



### Qualification

The entry requirements will be set by the employer and therefore may vary. You will typically need five GCSEs grade 4-9 (old system A\*-C)

You may be required to take functional skills Maths and English at Level 2, if you do not already hold the equivalent qualifications GCSE grade 4-9 (old system A\*-C). This will be done prior to the end point assessment.



### Job Role

The roles associated with this apprenticeship can be varied but are likely to include:

- Payroll Software developer
- Finance Manager
- HR Administrator
- HR Manager
- Payroll Officer
- Payroll Administrator
- Payroll co-ordinator
- Management accountant



### Progression opportunities

Students studying the Level 3 Payroll Administrator apprenticeship will be eligible for professional body recognition at Student affiliate level of the Chartered Institute of Payroll Professional (CIPP) 2-year free membership from enrolment.

Successful completion of the apprenticeship will provide eligibility for individual associate membership of CIPP



### End-point assessment

The end-point assessment is the final opportunity for an apprentice to showcase their competency across all the knowledge, skills and behaviours defined in the apprenticeship standards.

#### Assessments

Multiple choice knowledge tests to be completed at the end of each unit of study.

#### End point Assessment

Open book multiple choice question test – 50 questions to complete in 2 hours.

Project report with question-and-answer session.

Professional discussion- 1 hour based on the portfolio of evidence



### Delivery

Peak Accountancy Training are committed to supporting every apprentice, adding value and providing clear progression opportunities. Our apprenticeship delivery options offer flexibility to ensure every apprenticeship is tailored to the apprenticeship and employer needs.

- ✓ Online tuition for knowledge courses typically completed 1 afternoon per week.
- ✓ Face to face and live online development through work-based visits and a series of professional discussions and assessments during the apprenticeship.
- ✓ Completion of the Level 3 Payroll Administrator Apprenticeship on programme learning and end-point assessment.