

# PAYROLL ADMINISTRATOR Level 3

🕒 16 Months

A Payroll Administrator will handle payroll queries and complaints from employees and other stakeholders. They may also be responsible for the accurate and timely completion of routine and non-routine payroll-related calculations and other information. Payroll is a constantly changing landscape so Payroll Administrators must keep up to date with key changes affecting payroll. This can include changes to legislation, guidance, or payroll software.

## PROGRAMME OF STUDY

- Off-the-Job Training Logged
- End Point Assessment Multiple choice test, professional discussion and project with report within a 4-month period
- Level 2 Functional Skills Maths - if required
- Level 2 Functional Skills English - if required

## FUTURE OPPORTUNITIES

- Payroll Assistant Manager
- HR Support
- Workplace Pensions (Administrator or Consultant)
- Professional Accounting or Taxation Technician
- HR Consultant Partner

## STANDARD THEMES

- Business model and the sector
- Gathering payroll-related information
- Creating payroll records
- Processing payroll data
- Statutory and contractual obligations
- Systems and processes
- Communicate professionally and effectively
- Professional ethical standards
- Providing information, support and guidance
- Problem-solving techniques
- Workplace systems and processes
- Continuous self-learning and professional development

## KNOWLEDGE & SKILLS

- Legislation and Regulation
- Workers and Types
- Benefits-in-Kind / Court Orders
- Pensions
- Statutory entitlements and deductions
- New starter and leaver
- Manual calculation
- Taxation, compliance and penalties
- Gather, analyse and process payroll
- Resolve queries and deal with complaints
- Meet client or customer needs
- Use agreed systems and processes
- Deadlines and process schedules
- Communication and Stakeholders
- Use computerised payroll software

## BEHAVIOURS

- Honesty & integrity
- Flexibility
- Professional scepticism
- Ownership
- Continuous personal and professional development
- Sustainability
- Equity, diversity and inclusion



## CT SKILLS

**90%**

Overall pass rate

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**79%**

First time pass rate

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## EXCELLENT

Reviews from employers and learners on 'Find an Apprenticeship'





# END POINT ASSESSMENT (EPA) REQUIREMENTS

## KNOWLEDGE TEST

- The apprentice can bring into the controlled knowledge test any tools, fact-cards and booklets they believe may be appropriate. This includes calculators.
- The test will have 50 multiple-choice questions. 120 minutes to complete it.
- Using remote proctoring testing software.
- Note - many of the knowledge elements assessed by this method are tax-year related, therefore, the Knowledge Test should reflect the legislation, rates and thresholds appropriate to the date on which the test is taken. This is regardless of whether on-programme learning was based on legislation, rates and thresholds in a previous tax year

## PROFESSIONAL DISCUSSION

- It will last 60 minutes. They will ask at least five questions. The questions will be about certain aspects of the learners occupation.
- A portfolio of 15 pieces of evidence before the EPA gateway. This can be used to help answer the questions.

## PROJECT WITH REPORT

- Complete a project and write a report. The title and scope must be agreed with the EPAO at the gateway. The report should be a maximum of 3000 words (with a 10% tolerance).
- 8 weeks to complete the project and submit the business case to the EPAO.
- A question and answer session with an independent assessor to discuss the project. It will last 20 minutes. They will ask at least four questions.

## EPA GRADES

- Fail
- Merit
- Pass
- Distinction