

ENTRY REQUIREMENTS

Education level: **National 5** in **Maths** and **English** is desired. Other qualifications & experience may be considered.

SCQF **LEVEL 6**

DURATION: 12-18 MONTHS

CORE SKILLS

Core Skills in a Modern Apprenticeship include essential abilities like **communication**, **problem-solving**, and **teamwork**, which are vital for success in any workplace.

FUNDING OPTIONS AVAILABLE

OVERVIEW

The main purpose of the Payroll Apprenticeship is to develop professionals equipped with the knowledge and skills required to excel in payroll administration within the financial services sector. Whether you're working in the payroll sector, human resources, or financial administration, this apprenticeship will enhance your understanding of current payroll practices and procedures, ensuring that your organisation meets its obligations efficiently and accurately.

LEARNER OUTCOMES

This apprenticeship equips you with the skills to succeed in payroll administration.

Upon completion, you'll be able to:

Master Payroll Procedures: Understand and implement current payroll practices, ensuring compliance with regulations and accuracy in processing.

Navigate Complex Payroll Systems: Efficiently manage payroll systems, including handling statutory deductions and real-time information reporting.

Enhance Financial Operations: Contribute to your organisation's financial efficiency by streamlining payroll processes and supporting broader business objectives.

Develop Technical Expertise: Gain in-depth knowledge of industry-specific software and tools, essential for accurate payroll management.

Support Organisational Growth: Play a crucial role in helping your organisation manage its workforce effectively, by ensuring timely and precise payroll administration.

Advance Your Career: This apprenticeship provides a pathway to further qualifications and roles in payroll, financial administration, and human resources, positioning you for growth within the sector.

ASSESSMENTS

We use a blended approach to assess our apprentices taking a holistic view of their capabilities, encompassing both theoretical knowledge gained through a modular approach and practical skills demonstrated in the workplace.

CAREER PROGRESSION

The Payroll qualification could be a pathway to further career opportunities, such as payroll manager, financial administrator, or HR specialist.