

Business and Management

Computerised Payroll (SAGE) Level 1 Part-time

In Brief

Start Date / Duration

Starting September 2024, this course is delivered remotely and can be started any any point throughout the year. Online workshops will be held on Tuesdays 1.30pm-4.30pm where a tutor will be available to support you and answer any questions. The duration of the course is 14 weeks.

Entry Requirements

- Learners must be aged 19+
- Some digital skills knowledge

You will achieve

You will achieve a Level 1 Award in Computerised Payroll for Business (Skills First)

Course Overview

This Level 1 qualification provides an introduction to computerised payroll, record keeping and processing.



As part of the course, you will be provided with access to *Sage software and course materials on an online portal so that you can study outside of class time at a time to suit you. Resources available will include formative and practice simulations and workshops will be held on **Tuesdays 1.30-4.30pm** where a tutor will be available to support you and answer any questions.

*software is not compatible with Windows XP or Apple Macs – unless you are running Windows Vista or Windows 7 via Apple's Boot Camp utility

The course will give you the most up to date skills that will enhance your employability or help you to run the finances of your own business.

Course Content

The units you will study are:

- Making gross pay calculations
- Payroll preparation
- Computerised payroll administration

How will I be assessed?

You will create a portfolio of evidence and a skills test.

What Equipment Will I Need?

- Internet connection and computer

Where will I study?

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What can I do next?

Upon completion you could progress onto the Level 2 SAGE Payroll [<https://www.barnsley.ac.uk/course/business-and-management-computerised-accounting-for-business-skillsfirst-level-2-part-time/>] or study another of our part-time courses [<https://www.barnsley.ac.uk/courses/courses-for-adults-19/>] .

How much does the course cost?

This course costs £225. This course may be FREE to study depending on your circumstances – please see the drop-down option below for more details.

19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees . Please refer to our page '[paying for your course.](#)'

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare.

For further information please contact the Student Services Team on +44 (0)1226 216 267.

Extra information

Eligibility for Funding

Part-time courses are only available for learners who are 19 years old and above. You may not have to pay for this course if you are employed but earn below £23,400 a year, or if you are unemployed and receive Job Seekers Allowance, Employment and Support Allowance or Universal Credit. You will need to provide evidence of your eligibility which will be checked at enrolment.

This course is funded by South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA). You must be living in the South or West Yorkshire regions to qualify for funding.

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 2nd July 2024

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started
Call us on **01226 216 123**