

Business and Management

Computerised Payroll (SAGE) Level 2 Part-time

In Brief

Start Date / Duration

This course will next start on Monday 27th January. Online workshops will be held on Mondays 1.30pm-4.30pm where a tutor will be available to support you and answer any questions. This is a 24 week course.

Entry Requirements

- Level 1 in SAGE Payroll or a Level 1 Accounting qualification
- or
- Comprehensive work based experience

You will achieve

You will achieve a Level 2 Award in Computerised Payroll for Business. (Skillsfirst)

Course Overview

This Level 2 qualification provides an introduction to computerised payroll, record keeping and processing.

Sage logo

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 Mondays 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

Course Content

The units you will study are:

- Termination of employment
- Fundamentals of employment legislation for payroll
- Calculating gross pay
- Elements of gross pay
- Computerised payroll theory
- Statutory and non-statutory payments and additions
- Composition of an employee payroll record
- Computerised payroll skills
- Spreadsheet software

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?

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.

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What can I do next?

Upon completion you could progress onto another Accountancy course that we offer. Visit the Business and Management department page [<https://www.barnsley.ac.uk/our-departments/business-and-management/>] for further details.

How much does the course cost?

This course costs £362. 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 01226 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]

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Call 01226 216 769 for further information.

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 hold a grade C/4 or above in GCSE English and Maths, you will automatically be included in your study programme. If you want to work towards achieving a higher grade in English and Maths, we can help you do that too and we offer Level 3 Mathematical Studies (Core Maths) which can be added to your study programme.

If you're aged 19 or above and don't hold a a grade C/4 or above in GCSE English and Maths we can help. We offer FREE English and Maths qualifications that can be studied on a part-time basis, subject to eligibility.

If you need any further information, please contact our Information Team by calling 01226 216 123 or emailing info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

Disclaimer

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

Last updated: 17th September 2024

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**