MARKETING MATERIALS FOR YOU
PLACE YOUR LOGO HERE

Highfield Level 1 Award in Computerised Payroll (RQF)

QUALIFICATION NUMBER: 603/6424/5

WHO REQUIRES THIS QUALIFICATION?

This qualification is aimed at learners who are seeking to further their payroll skills to support job applications. It is suitable for learners who are new to payroll and computerised payroll processing. It provides the underpinning knowledge and understanding as well as the necessary skills required. The qualification can be taken by learners preparing to enter employment or by those who are already in employment.

WHY A HIGHFIELD QUALIFICATION?

Highfield is the leading provider of regulated compliance qualifications in the UK, certificating over 350,000 learners a year.
Highfield currently provides around 70% of all regulated food safety qualifications.
We're extremely proud to be a Highfield-approved centre and offer industry-recognised qualifications that will enhance learners' career prospects.

WHAT NEXT?

Learners successfully completing this qualification may wish to progress onto further qualification, such as:

- Highfield Level 2 Certificate in Computerised Payroll
- Highfield Level 2 Certificate in Providing Financial Services
- Highfield Level 2 Certificate in Principles of Business and Administration

COURSE DATES Replace this text with YOUR COURSE DATES

BOOK NOW Replace this text with YOUR BOOKING INFORMATION

1 LEVEL

PAYROLL FACT SHEET

QUALIFICATION TIME IS 95 HOURS, RECOMMENDED 70 GLH

ASSESSED BY A PORTFOLIO OF EVIDENCE

REGULATED BY:

OFQUAL

CCEA

WHAT DOES THE QUALIFICATION COVER?

Topics include:

- Principles of payroll processing
- Gross pay calculations
- Computerised software to process payroll
- Legislations relevant to payroll
- NIC systems

WHERE CAN THIS COURSE BE TAKEN?

This qualification can be taken through any Highfield approved training centre.

Highfield
Approved Highfield Centre

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