



LEVEL 3 PAYROLL ADMINISTRATOR APPRENTICESHIP STANDARD

Occupational Profile:

This apprenticeship is designed for those involved in in-house payroll or a payroll bureau, bookkeeping, or accounting practice that provides payroll as a service.

The Payroll Administrator will carry out payroll tasks for their employer or on behalf of another organisation. Payroll tasks must be carried out in compliance with statutory regulations, contractual obligations, and internal controls.

Whilst payroll processing tasks will be carried out using software, a payroll administrator must also be able to perform these calculations manually.

Course Overview:

This apprenticeship will develop the skills and knowledge to set up and operate the payroll system and learn to process employee payments, manage tax deductions, handle pension contributions, and ensure compliance with payroll regulations.

It covers a wide range of tasks from handling customer enquiries to using digital banking solutions.



Entry Requirements:

Minimum GCSE Grade 4/C (or equivalent in Maths and English) or higher.

Delivery:

All our apprentices will attend an SNE Centre one day per week to learn the knowledge, skills, and behaviours required by this standard.

In addition, our work-based tutor will also visit the apprentice in the workplace every four weeks to contextualise classroom learning and include practical work-based learning, observations, and other activities relevant to the standard and their education.

During every other visit, the tutor will review the apprentice's learning from our SNE Centre and the workplace. This will be a tripartite meeting between the apprentice, their mentor or manager and the Tutor.



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Duration:

15 months + 4 months *EPA



Link to professional registration and progression:

Higher Level Apprenticeship or career progression within the payroll sector.

Areas you will develop:

Knowledge:

- Business and customer awareness
- Payroll
- Pensions
- Technical
- Regulations and compliance
- Systems and processes

Skills:

- Planning and Priorities
- Analysis
- Systems and processes
- Quality
- Collaboration
- Communication

Behaviours:

- Ethics and integrity
- Adaptability
- Professional scepticism
- Proactive enthusiasm
- Professional Development

*End-Point-Assessment:

The End-Point-Assessment (EPA) is conducted by an independent organisation, who will assess the Apprentice's knowledge, skills and behaviours through the following methods:

1. Portfolio

A Portfolio of Evidence from the final months of the apprenticeship which contains a range of types of evidence demonstrating that the apprentice has met the requirements of the Standard.

2. Professional Discussion

A Professional Discussion that focuses on the softer skills of the Standard, exploring what has been produced in the portfolio, how it has been produced and how well they are performing in their role

The Apprentice is awarded an **overall grade** for their apprenticeship based on their EPA, of **Fail, Pass, or Distinction**.



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