

Ruvena Day – Foundation Degree in Payroll Management

Why did you decide to study the CIPP's Foundation Degree in Payroll Management?

Throughout my career I've had several different roles but never really found my true passion. I fell into payroll (as most people do) when I offered to cover maternity leave aged 30 and this when I realised I wanted to focus my career in payroll. I love the fact it is black or white, right or wrong. I knew this was my chosen career. At this point I wanted to enhance my skills and educate myself in my new chosen field.

What have you gained from studying the qualification?

I have gained incredible knowledge and understanding, self-worth, confidence and the career I have always desired.

How has it helped you in your career and how you manage payroll?

My employer has recognised that I am dedicated and passionate about payroll and with my latest promotion I am now the youngest Payroll Manager on record in my current organisation. I manage my payrolls in a methodical, practical approach, forward planning and ensuring contingency plans are in place.



For someone who is thinking about studying for a CIPP qualification, what would your advice be to them?

This will be a hard commitment, make sure you speak with your friends, family and employer to ensure you have additional support. When you meet your tutor group, get to know everyone and exchange numbers. These friends will understand any concerns you may have as they are going through the same life experience; you are all trying to enhance your skillset to further your career with the pressure of modern-day life.

On the days when you feel like giving up and trust me there will be a few, it is tough to juggle studying, home life, developing your career and trying to have a social life; remember the sense of achievement like no other you will feel when you walk across that stage in your cap and gown in front of family and friends. At that point you will know all your hard work has paid off. For me this one the proudest moment to my life; I graduated in November 2017 aged 34.

Studying towards a qualification alongside a full-time job is no easy feat. How did you cope with the pressure as, like a qualification, payroll is very deadline driven?

Advance planning is key, you will receive your CIPP timetable at the start of the year and you will also know your payroll deadline, speak with your employer to ensure the dates don't overlap and if they do ensure there is adequate cover in place. Also remember to make time for yourself. It is extremely important to look after your wellbeing. If you do not look after your well-being you will not be able to give your all to your studies or your job. The pressure a student can put on themselves is immense, as everyone wants to ensure they are successful, but success is also knowing when to take a break, reset and then revisit with fresh eyes.

How important would you rate qualifications to the payroll profession?

Everyone has experience within their chosen field, but a qualification shows an employer you are driven, have a passion and are willing to dedicate your time to enhance your skills. It also gives you a sense of pride and a recognised qualification is always a good addition to any CV.