

Payroll Technician Certificate Timetable

PLEASE NOTE: DATES MAY BE SUBJECT TO CHANGE

The purpose of this guide is to help you plan your studies. Additional material will be made available to support your learning throughout the course so remember to visit the course site regularly.

	Date	Day
Course Start Date	05/08/2021	Thursday
Unit 1 - Calculating National Insurance Contributions (NICs) and gross payment apportionments		
Unit Material Release Date	05/08/2021	Thursday
Knowledge Check Release Date	19/08/2021	Thursday
Guide Completion Date	26/08/2021	Thursday
Unit 2 - Taxable pay and PAYE Income Tax calculations		
Unit Material Release Date	26/08/2021	Thursday
Knowledge Check Release Date	09/09/2021	Thursday
Guide Completion Date	16/09/2021	Thursday
Unit 3 - Statutory Sick Pay (SSP) calculations and administration		
Unit Material Release Date	16/09/2021	Thursday
Knowledge Check Release Date	30/09/2021	Thursday
Guide Completion Date	07/10/2021	Thursday
Unit 4 - Child-related statutory payment calculations and administration		
Unit Material Release Date	07/10/2021	Thursday
Knowledge Check Release Date	21/10/2021	Thursday
Guide Completion Date	28/10/2021	Thursday
Unit 5 - Administering statutory deductions and additional payroll obligations		
Unit Material Release Date	28/10/2021	Thursday
Knowledge Check Release Date	11/11/2021	Thursday
Guide Completion Date	18/11/2021	Thursday
Practice questions - Assessment Part B		
Content Release Date	18/11/2021	Thursday
Guide completion date	02/12/2021	Thursday
Final Assessment		
Part A and Part B Assessment Release	02/12/2021	Thursday
Part A and Part B Submission Deadline by 10am	16/12/2021	Thursday
Assessment results release date	13/01/2022	Thursday
Certificate Issued	27/01/2022	Thursday