

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	04/11/2021	Thursday
Unit 1 - Calculating National Insurance Contributions (NICs) and gross payment apportionments		
Unit Material Release Date	04/11/2021	Thursday
Knowledge Check Release Date	18/11/2021	Thursday
Guide Completion Date	25/11/2021	Thursday
Unit 2 - Taxable pay and PAYE Income Tax calculations		
Unit Material Release Date	25/11/2021	Thursday
Knowledge Check Release Date	09/12/2021	Thursday
Guide Completion Date	16/12/2021	Thursday
Unit 3 - Statutory Sick Pay (SSP) calculations and administration		
Unit Material Release Date	16/12/2021	Thursday
Knowledge Check Release Date	30/12/2021	Thursday
Guide Completion Date	06/01/2022	Thursday
Unit 4 - Child-related statutory payment calculations and administration		
Unit Material Release Date	06/01/2022	Thursday
Knowledge Check Release Date	20/01/2022	Thursday
Guide Completion Date	27/01/2022	Thursday
Unit 5 - Administering statutory deductions and additional payroll obligations		
Unit Material Release Date	27/01/2022	Thursday
Knowledge Check Release Date	10/02/2022	Thursday
Guide Completion Date	17/02/2022	Thursday
Practice questions - Assessment Part B		
Content Release Date	17/02/2022	Thursday
Guide completion date	03/03/2022	Thursday
Final Assessment		
Part A and Part B Assessment Release	03/03/2022	Thursday
Part A and Part B Submission Deadline by 10am	17/03/2022	Thursday
Assessment results release date	14/04/2022	Thursday
Certificate Issued	28/04/2022	Thursday