

## 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
<b>Course Start Date</b>	03/02/2022	Thursday
<b>Unit 1 - Calculating National Insurance Contributions (NICs) and gross payment apportionments</b>		
Unit Material Release Date	03/02/2022	Thursday
Knowledge Check Release Date	17/02/2022	Thursday
Guide Completion Date	24/02/2022	Thursday
<b>Unit 2 - Taxable pay and PAYE Income Tax calculations</b>		
Unit Material Release Date	24/02/2022	Thursday
Knowledge Check Release Date	10/03/2022	Thursday
Guide Completion Date	17/03/2022	Thursday
<b>Unit 3 - Statutory Sick Pay (SSP) calculations and administration</b>		
Unit Material Release Date	17/03/2022	Thursday
Knowledge Check Release Date	31/03/2022	Thursday
Guide Completion Date	07/04/2022	Thursday
<b>Unit 4 - Child-related statutory payment calculations and administration</b>		
Unit Material Release Date	07/04/2022	Thursday
Knowledge Check Release Date	21/04/2022	Thursday
Guide Completion Date	28/04/2022	Thursday
<b>Unit 5 - Administering statutory deductions and additional payroll obligations</b>		
Unit Material Release Date	28/04/2022	Thursday
Knowledge Check Release Date	12/05/2022	Thursday
Guide Completion Date	19/05/2022	Thursday
<b>Practice questions - Assessment Part B</b>		
Content Release Date	19/05/2022	Thursday
Guide completion date	02/06/2022	Thursday
<b>Final Assessment</b>		
Part A and Part B Assessment Release	02/06/2022	Thursday
<b>Part A and Part B Submission Deadline by 10am</b>	16/06/2022	Thursday
<b>Assessment results release date</b>	14/07/2022	Thursday
<b>Certificate Issued</b>	28/07/2022	Thursday