

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 | 03/12/2020 | Thursday |
| Unit 1 - Calculating National Insurance Contributions (NICs) and gross payment apportionments | | |
| Unit Material Release Date | 03/12/2020 | Thursday |
| Knowledge Check Release Date | 17/12/2020 | Thursday |
| Guide Completion Date | 24/12/2020 | Thursday |
| Unit 2 - Taxable pay and PAYE Income Tax calculations | | |
| Unit Material Release Date | 24/12/2020 | Thursday |
| Knowledge Check Release Date | 07/01/2021 | Thursday |
| Guide Completion Date | 14/01/2021 | Thursday |
| Unit 3 - Statutory Sick Pay (SSP) calculations and administration | | |
| Unit Material Release Date | 14/01/2021 | Thursday |
| Knowledge Check Release Date | 28/01/2021 | Thursday |
| Guide Completion Date | 04/02/2021 | Thursday |
| Unit 4 - Child-related statutory payment calculations and administration | | |
| Unit Material Release Date | 04/02/2021 | Thursday |
| Knowledge Check Release Date | 18/02/2021 | Thursday |
| Guide Completion Date | 25/02/2021 | Thursday |
| Unit 5 - Administering statutory deductions and additional payroll obligations | | |
| Unit Material Release Date | 25/02/2021 | Thursday |
| Knowledge Check Release Date | 11/03/2021 | Thursday |
| Guide Completion Date | 18/03/2021 | Thursday |
| Practice questions - Assessment Part B | | |
| Content Release Date | 18/03/2021 | Thursday |
| Guide completion date | 05/04/2021 | Monday |
| Final Assessment | | |
| Part A and Part B Assessment Release | 05/04/2021 | Monday |
| Part A and Part B Submission Deadline | 22/04/2021 | Thursday |
| Assessment results release date | 20/05/2021 | Thursday |
| Certificate Issued | 03/06/2021 | Thursday |