

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	02/12/2021	Thursday
Unit 1 - Calculating National Insurance Contributions (NICs) and gross payment apportionments		
Unit Material Release Date	02/12/2021	Thursday
Knowledge Check Release Date	16/12/2021	Thursday
Guide Completion Date	23/12/2021	Thursday
Unit 2 - Taxable pay and PAYE Income Tax calculations		
Unit Material Release Date	23/12/2021	Thursday
Knowledge Check Release Date	06/01/2022	Thursday
Guide Completion Date	13/01/2022	Thursday
Unit 3 - Statutory Sick Pay (SSP) calculations and administration		
Unit Material Release Date	13/01/2022	Thursday
Knowledge Check Release Date	27/01/2022	Thursday
Guide Completion Date	03/02/2022	Thursday
Unit 4 - Child-related statutory payment calculations and administration		
Unit Material Release Date	03/02/2022	Thursday
Knowledge Check Release Date	17/02/2022	Thursday
Guide Completion Date	24/02/2022	Thursday
Unit 5 - Administering statutory deductions and additional payroll obligations		
Unit Material Release Date	24/02/2022	Thursday
Knowledge Check Release Date	10/03/2022	Thursday
Guide Completion Date	17/03/2022	Thursday
Practice questions - Assessment Part B		
Content Release Date	17/03/2022	Thursday
Guide completion date	31/03/2022	Thursday
Final Assessment		
Part A and Part B Assessment Release	31/03/2022	Thursday
Part A and Part B Submission Deadline by 10am	14/04/2022	Thursday
Assessment results release date	12/05/2022	Thursday
Certificate Issued	26/05/2022	Thursday