

## 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>	02/09/2021	Thursday
<b>Unit 1 - Calculating National Insurance Contributions (NICs) and gross payment apportionments</b>		
Unit Material Release Date	02/09/2021	Thursday
Knowledge Check Release Date	16/09/2021	Thursday
Guide Completion Date	23/09/2021	Thursday
<b>Unit 2 - Taxable pay and PAYE Income Tax calculations</b>		
Unit Material Release Date	23/09/2021	Thursday
Knowledge Check Release Date	07/10/2021	Thursday
Guide Completion Date	14/10/2021	Thursday
<b>Unit 3 - Statutory Sick Pay (SSP) calculations and administration</b>		
Unit Material Release Date	14/10/2021	Thursday
Knowledge Check Release Date	28/10/2021	Thursday
Guide Completion Date	04/11/2021	Thursday
<b>Unit 4 - Child-related statutory payment calculations and administration</b>		
Unit Material Release Date	04/11/2021	Thursday
Knowledge Check Release Date	18/11/2021	Thursday
Guide Completion Date	25/11/2021	Thursday
<b>Unit 5 - Administering statutory deductions and additional payroll obligations</b>		
Unit Material Release Date	25/11/2021	Thursday
Knowledge Check Release Date	09/12/2021	Thursday
Guide Completion Date	16/12/2021	Thursday
<b>Practice questions - Assessment Part B</b>		
Content Release Date	16/12/2021	Thursday
Guide completion date	30/12/2021	Thursday
<b>Final Assessment</b>		
Part A and Part B Assessment Release	30/12/2021	Thursday
<b>Part A and Part B Submission Deadline by 10am</b>	13/01/2022	Thursday
<b>Assessment results release date</b>	10/02/2022	Thursday
<b>Certificate Issued</b>	24/02/2022	Thursday