Below is a standard business case template which can be used to gain approval for CIPP qualifications. The information to be inserted in the relevant sections within the letter can be found at the end of the template. If you have any questions regarding the CIPP qualifications please email education@cipp.org.uk or call 0121 712 1023.

To: [Insert supervisor name and title]

Date: [Insert date]

From: [Insert your name and title]

Re: Studying the CIPP’s Foundation Degree in Payroll Management

I am writing to request financial support to study for the CIPP’s Foundation Degree in Payroll Management.

With over 160 pieces of legislation directly affecting payroll and pensions, the forthcoming changes including automatic enrolment, and the governments investment of £77 million towards ensuring compliance, it is even more essential that I am up to speed with the latest changes.

The CIPP’s Foundation Degree in Payroll Management is the payroll industry benchmark qualification and runs in collaboration with and approved by, the University of Worcester. There are over 15,000 qualified payroll individuals in the UK, and the CIPP has been supporting payroll professionals through learning and development since 1980.

Enrolments for the next intake close here: [www.cipp.org.uk/study/fdpayroll.html](http://www.cipp.org.uk/study/fdpayroll.html)

**Benefits to [insert company name]**

• Reduces the risk of incurring penalties from government

This qualification is an excellent investment towards ensuring that I am up to date on legislation and complying with UK tax legislation, therefore avoiding hefty penalties.

 • Increased motivation

Allowing me to study for this qualification will increase my confidence to perform effectively and will show that you value me as an employee.

• Work based learning that I can bring back to the office

The skills, knowledge and understanding that I will be able to bring back and use on the job will provide a positive benefit to [Insert company name].

The modules covered in the Foundation Degree in Payroll Management cover various aspects from [list the modules names that are relevant for your company and its objectives, course content/modules can be found in appendix one].

• Work-based project can be used to support an organisational project

During the final year of the Foundation Degree in Payroll Management there is a work-based project which I can utilise to support [insert company name].

Please refer to appendix one below which explains the course content and how this will benefit you as my employer.

Full details are also available in the prospectus available online at www.cippqualifications.org.uk.

Learn from the best payroll practitioners The Chartered Institute of Payroll Professionals (CIPP) was established over thirty years ago, and is today the benchmark payroll qualifications provider, starting from short introductory courses, through to foundation degree level with the Foundation Degree in Payroll Management, which leads to full professional membership, and the MSc in Business and Reward Management, which leads to fellowship of the Institute.

All CIPP programmes are designed, supported and delivered by experienced practitioners, so you can be sure that the advice you get is based on real world issues.

Cost of Foundation Degree in Payroll Management includes:

• Access to the CIPP’s student website which provides:

Discussion forums so that students can support each other and where tutors can respond to any questions

All study material, induction and module workshop slides, plus other relevant information

 • Allocation of a tutor to provide you with support during your studies.

Tutors will be allocated based on geographical location to ensure maximum benefit to students. Your tutor will arrange your tutorials which will be held on a Saturday, usually in the morning

• Attendance at induction and module workshops: please note that the trainer that delivers these courses may be different to your tutor

• Exam and assignment fees: please note that there will be additional cost for deferrals and re-sits if required

 • University registration and student membership which includes specialist online support

Thank you for considering my application to study for the Foundation Degree in Payroll Management.

Sincerely

[Insert your signature]

Appendix one: Additional information required – qualifications available and syllabus detail

Foundation Degree in Payroll Management The Foundation Degree in Payroll Management is a three year part-time degree, allowing students to study while in employment. It is a blended learning qualification and each year is split into five modules, consisting of a face to face module review day, tutorial, at home learning and an exam or an assignment. The qualification is split as follows:

Foundation Degree in Payroll Management Year One – the Practitioner Certificate in Payroll The Practitioner Certificate in Payroll is the first year of the Foundation Degree in Payroll Management and aimed at new starters to payroll, or those without a formal qualification. It is designed to give a basic understanding of the payroll fundamentals required day to day. Due to the technical nature of the content for this year (below), it is assessed through four examinations and one assignment.

Foundation Degree in Payroll Management Year Two – the Advanced Practitioner in Payroll The second year of the Foundation Degree in Payroll Management covers more advanced aspects of payroll administration and processing that would be dealt with by payroll professionals who have a bit more experience in the industry. It follows directly from year one, or can be a starting point for the Foundation Degree in Payroll Management for those with two or more years’ experience in payroll.

Foundation Degree in Payroll Management Year Three – Diploma in Payroll Management The final year of the Foundation Degree in Payroll Management goes beyond the day to day running of a payroll department and into management of the payroll team. Completely assignment based, this year covers personal effectiveness, professional development and a workbased project – this is especially beneficial to [insert company name] as the project is based on my employing organisation and can be used for an existing, or forthcoming, project.