



# CAREER PROGRESSION

Choose the best study option to progress through your career in payroll, pensions or reward using this career pathway and corresponding qualifications to help you.

## PAYROLL

### Payroll administrator/assistant

	Aimed at	Requirements	Duration	Delivery	
LEVEL 1	Sage Level One Award in computerised payroll for business (RQF)	Those new to payroll with little or no prior experience who want to increase their skills and employability, or learn to run payroll in their own business.	No experience required.	Nine-twelve weeks (approx)	Online
LEVEL 2	Sage Level Two Certificate in computerised payroll for business (RQF)	Those new to payroll and have completed the sage level one award in computerised payroll for business.	Have completed the computerised payroll level one training course.	Nine-twelve weeks (approx)	Online

### Payroll administrator/assistant

	Aimed at	Requirements	Duration	Delivery	
LEVEL 3	Payroll Technician Certificate	Entry level certificate aimed at those new to payroll, or payroll systems, who need to know the basics and how payroll is processed to answer employee questions.	No experience required, however it is advisable that you are working in a payroll role	26 weeks	Online only or face to face
	<b>Qualifies for associate membership*</b>				
	Foundation Degree Access Course (Available for payroll or pensions)	Designed to prepare those who have completed the Payroll Technician Certificate and wish to progress to a higher level of study, via evaluation of existing knowledge, additional support and team working guidance.  Includes Recognition of Prior Learning (RPL) assessment to permit direct access to year two of the Foundation Degree in Payroll Management	Have completed the Payroll Technician Certificate, or have at least two years' experience and are competent in manual payroll calculations	Six weeks (approx)	Online

**Qualifies for associate membership\***

### Payroll coordinator/team leader or existing payroll manager/supervisor

	Aimed at	Requirements	Duration	Delivery	
LEVEL 4-5	Foundation Degree in Payroll Management	Payroll team leaders, supervisors and managers, or those aspiring to progress their career. You need to be working in a payroll role to undertake this qualification.	Two years' industry experience and/or level three qualification, plus CIPP membership**	Three years (exemptions available)	Blended learning <i>Includes online and face to face</i>

**Qualifies for full membership\***

**Exemptions:** If you have sufficient previous qualifications, you may be eligible for direct access at year two of the Foundation Degree in Payroll Management. Visit [cipp.org.uk/fdpay](http://cipp.org.uk/fdpay) for full details

### Payroll, HR or pension manager/director/consultant

	Aimed at	Requirements	Duration	Delivery	
LEVEL 7	MSc in Strategic Leadership	Aimed at experienced senior managers who wish to develop the skills required to command respect as strategic leaders in their organisations.	Level five qualification, plus CIPP membership**  <i>Will consider long standing experience, on application</i>	Three years	Blended learning <i>Includes online and face to face</i>

**Qualifies for fellow and Chartered membership\***



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## PENSIONS

### Pensions administrator/assistant

LEVEL  
3

	Aimed at	Requirements	Duration	Delivery
<b>Certificate in Pensions Administration</b>	Entry level qualification, aimed at those looking to improve knowledge and confidence in their role and provide a greater understanding of how pensions schemes should be administered to comply with legislation.	No experience required, however it is advisable that you are working in a pensions role	Nine months	Online

Qualifies for associate membership\*

<b>Foundation Degree Access Course</b> (Available for payroll or pensions)	Designed to prepare those who have completed the Certificate in Pensions Administration and wish to progress to a higher level of study, via evaluation of existing knowledge, additional support and team working guidance.  Includes Recognition of Prior Learning (RPL) assessment to permit direct access to year two of the Foundation Degree in Pensions Administration and Management	Have completed the Certificate in Pensions Administration, or have at least two years' experience and are competent in manual payroll calculations	Six weeks (approx)	Online
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Qualifies for associate membership\*

### Pensions coordinator/team leader or existing pensions manager/supervisor

LEVEL  
4-5

	Aimed at	Requirements	Duration	Delivery
<b>Foundation Degree in Pensions Administration and Management</b>	Pensions team leaders, supervisors and managers, or those aspiring to progress their career. You need to be working in a pensions role to undertake this qualification.	Two years' industry experience and/or level three qualification, plus CIPP membership**	Three years (exemptions available)	Blended learning <i>Includes online and face to face</i>

Qualifies for full membership\*

**Exemptions:** If you have sufficient previous qualifications, you may be eligible for direct access at year two of the Foundation Degree in Pensions Administration and Management. Visit [cipp.org.uk/fdpen](http://cipp.org.uk/fdpen) for full details

### Payroll, HR or pension manager/director/consultant

LEVEL  
7

	Aimed at	Requirements	Duration	Delivery
<b>MSc in Strategic Leadership</b>	Aimed at experienced senior managers who wish to develop the skills required to command respect as strategic leaders in their organisations.	Level five qualification, plus CIPP membership**  <i>Will consider long standing experience, on application</i>	Three years	Blended learning <i>Includes online and face to face</i>

Qualifies for fellow and Chartered membership\*

For full course content or to book your place visit [cipp.org.uk/study](http://cipp.org.uk/study), email [info@cipp.org.uk](mailto:info@cipp.org.uk) or call 0121 712 1000.



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