

AUSTRALIAN PAYROLL INSTITUTE





AUSTRALIAN PAYROLL INSTITUTE

Australian Payroll Institute is a national learning and development organisation specialising in the delivery of online payroll courses and qualifications.

We train and assess the only nationally accredited payroll qualifications in Australia:
10665NAT Certificate IV in Payroll Administration and 10666NAT Diploma of Payroll Management.

Our courses blend theory with practice, providing you with solid technical and practical knowledge, and focus on workplace learning to ensure that what you learn is relevant to your day-to-day work.

Both programs are delivered online so you can study from anywhere, any time,
at your own pace.



TAKE THE NEXT STEP

IN YOUR CAREER WITH ONE OF OUR NATIONALLY ACCREDITED QUALIFICATIONS.

A QUALIFICATION FROM AUSTRALIAN PAYROLL INSTITUTE WILL:

- Empower you with the **confidence** to excel in your current or future role in payroll;
- Give you the assurance that you're **doing your job correctly**;
- Allow for **career development** and growth;
- Prove your payroll experience with a **recognised qualification**.

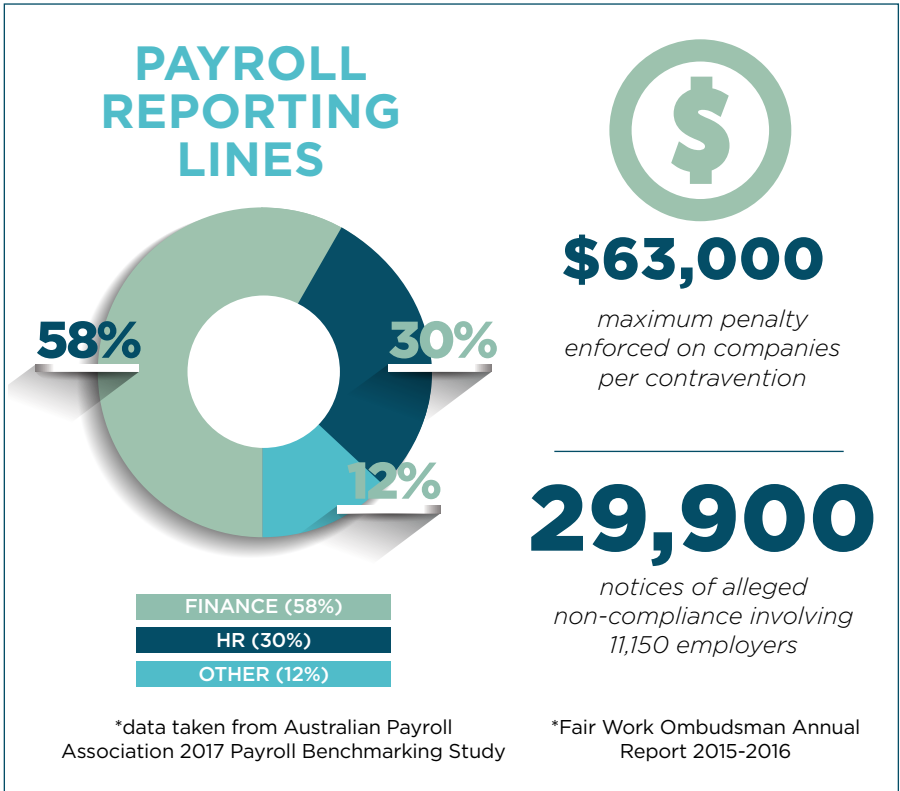
IS THIS COURSE FOR ME?

If you have the determination to succeed in your career and you're eager to learn, then a qualification from Australian Payroll Institute is your next step.

Our courses cater to anyone wanting to kick start a career in payroll, or current payroll professionals wanting to expand their knowledge. Graduates also include HR professionals looking to understand payroll and how it fits in the HR context, as well as office managers and administrative personnel responsible for the payroll function.

“ Learning what I have from the course while working in the area of payroll at the same time has allowed me to gain the confidence required to perform a role which involves a large responsibility.”

CHLOE ASTON, 10047NAT CERTIFICATE IV IN PAYROLL
ADMINISTRATION GRADUATE



“ Having the additional payroll qualification broadens the range of jobs I can apply for, which can improve job security in times of a weaker job market.”

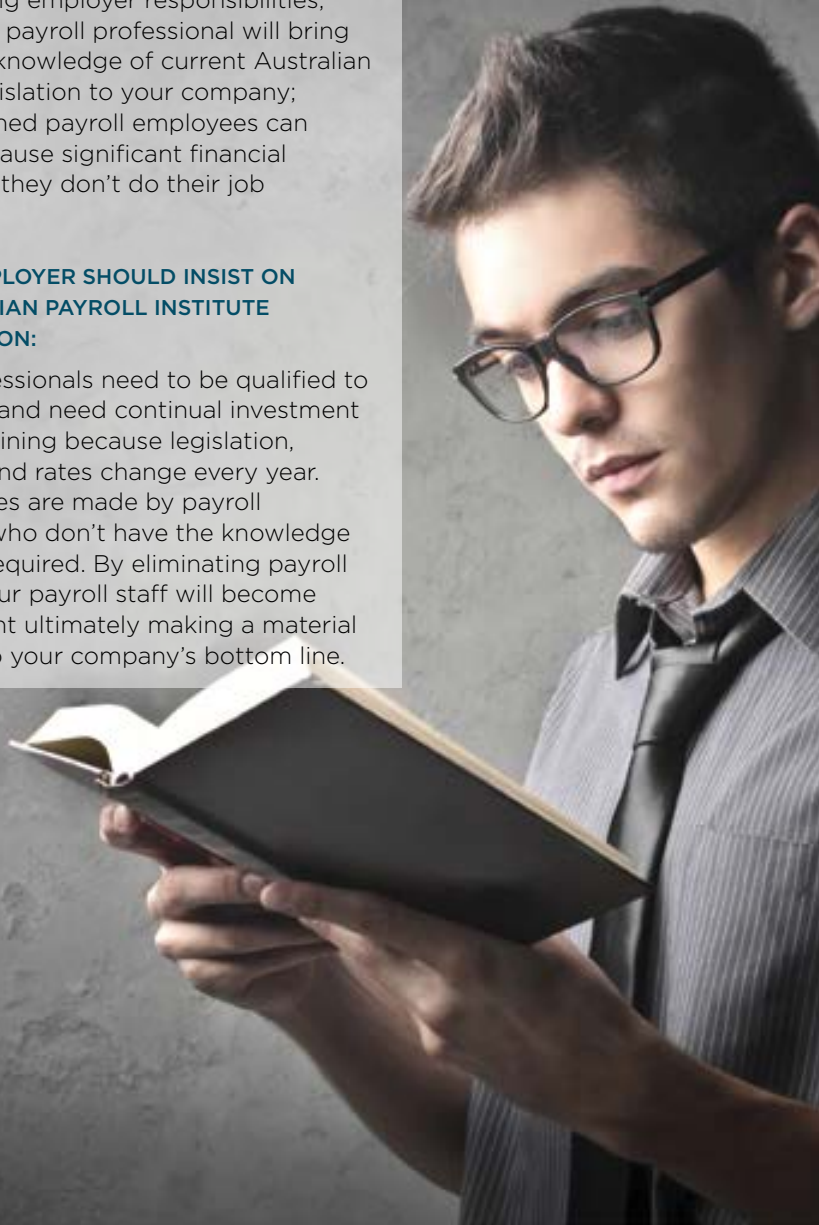
DAVID ATTARD, 10047NAT CERTIFICATE IV IN
PAYROLL ADMINISTRATION GRADUATE

WHAT CAN AN AUSTRALIAN PAYROLL INSTITUTE GRADUATE BRING TO MY COMPANY?

- An Australian Payroll Institute graduate will ensure that your company is compliant and fulfilling employer responsibilities;
- A qualified payroll professional will bring extensive knowledge of current Australian payroll legislation to your company;
- Poorly trained payroll employees can arguably cause significant financial damage if they don't do their job correctly.

WHY AN EMPLOYER SHOULD INSIST ON AN AUSTRALIAN PAYROLL INSTITUTE QUALIFICATION:

Payroll professionals need to be qualified to do their job and need continual investment in payroll training because legislation, thresholds and rates change every year. Most mistakes are made by payroll employees who don't have the knowledge or training required. By eliminating payroll mistakes, your payroll staff will become more efficient ultimately making a material difference to your company's bottom line.





It has certainly boosted my confidence in knowing that, as a payroll coordinator, what I'm doing is actually within what I've learnt. And I've also seen areas where things can be improved within our payroll system.

LEILANI STEELE, 10048NAT DIPLOMA OF PAYROLL
MANAGEMENT GRADUATE



COST OF PAYROLL DELIVERY

TOP PERFORMERS

*reduce the cost of payroll delivery for
their employers by an average of*

58%



PAYROLL FTE PER 1,000 STAFF

3.64

for weekly paid employees

1.82

for fortnightly paid employees

0.84

for monthly paid employees

AVERAGE PAYSリップ
ACCURACY RATE

98.58%

*data taken from the Australian Payroll Association 2017 Payroll Benchmarking Study



Completing the course reinforces what you're doing in your everyday work and you can make sure that you're doing it correctly...Having the qualification holds you in good stead ... it makes your skill recognisable.

SALLY LOUDON, 10048NAT DIPLOMA OF PAYROLL
MANAGEMENT GRADUATE



10665NAT CERTIFICATE IV IN PAYROLL ADMINISTRATION

UNITS IN THIS QUALIFICATION:

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBWRT401	Write complex documents
BSBWOR404	Develop work priorities
BSBWRK411	Support employee and industrial relations procedures
BSBFIA302	Process payroll
FNSTPB402	Establish and maintain payroll systems
PRLSUP401	Process and report superannuation obligations for payroll
PRLPPT401	Process and report taxation obligations for payroll
PRLPPT402	Process payroll for termination
BSBRK401	Identify risk and apply risk management processes
FNSACC408	Work effectively in the accounting and bookkeeping industry
BSBRKG402	Provide information from and about records
BSBITU305	Conduct online transactions
BSBLDR402	Lead effective workplace relationships

ENTRY REQUIREMENTS - Literacy and numeracy to the year 10 or equivalence would be beneficial as participants are required to read a range of work documents, text and will be required to use intermediate numeracy skills.

COURSE DURATION - Participants have 12 months from enrolment to complete this qualification.

ON COMPLETION - Upon successful completion of the 14 units of competency, participants will be issued a 10665NAT Certificate IV in Payroll Administration. Where a participant withdraws prior to the completion of the certificate they will be issued a Statement of Attainment for all units that they have successfully completed if all due fees have been paid.

TOTAL COURSE FEES (GST free and inclusive of all materials): **\$3,850**



RTO Code 41298

10666NAT DIPLOMA OF PAYROLL MANAGEMENT

UNITS IN THIS QUALIFICATION:

PRLCLP501	Comply with legislation and industry codes of practice relevant to payroll
BSBWOR501	Manage personal work priorities and professional development
BSBFIM502	Manage payroll
BSBAUD402	Participate in quality audit
BSBFIA402	Report on financial activity
FNSACC513	Manage budgets and forecasts
BSBMGT516	Facilitate continuous improvement
BSBADM504	Plan and implement administrative systems
BSBWOR502	Lead and manage team effectiveness
BSBMGT502	Manage people performance

ENTRY REQUIREMENTS - The 10666NAT Diploma of Payroll Management requires that participants have either:

- Certificate IV in Payroll Administration (either 10047NAT or 10665NAT) OR
- a minimum of 3 years payroll experience

Literacy and numeracy to the year 10 or equivalence would be beneficial as participants are required to read a range of work documents, text and possess numeracy skills to undertake calculations and check the calculations for tax forms, completing records, entering data and reporting to management.

COURSE DURATION - Participants have 16 months from enrolment to complete this qualification.

ON COMPLETION - Upon successful completion of the 10 units of competency, participants will be issued a 10666NAT Diploma of Payroll Management. Where a participant withdraws prior to the completion of the certificate they will be issued a Statement of Attainment for all units that they have successfully completed if all due fees have been paid.

TOTAL COURSE FEES (GST free and inclusive of all materials): **\$5,750**

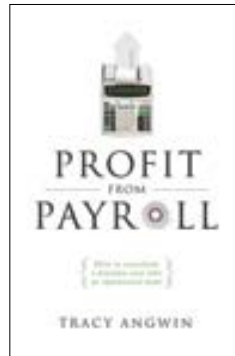
ABOUT US

Tracy Angwin, CEO

The solutions expert, media commentator and popular keynote speaker is the driving force behind Australian Payroll Institute.

Having seen many payroll disasters caused by lack of knowledge, Tracy's efforts have led to Australia's first nationally accredited payroll qualifications. These qualifications are part of the Australian Qualifications Framework and pave the way for the payroll industry to lift its professional standards and attract new talent.

Tracy is also the bestselling author of *The Payroll Revolution* and *Profit from Payroll*.







**FOR MORE INFORMATION
CALL 02 9818 1931 OR VISIT
WWW.PAYROLL.EDU.AU**



RTO Code 41298