

Staff Appraisals / Training

Briefing Note

One of the outcomes from the recent appraisal with Leanne was the identification of, and preference for, a course for her personal development, as it will facilitate more opportunities to take on the responsibilities noted within her Job Description. As a consequence, it will widen the scope for greater delegation of administrative tasks and add to the teams depth of specialist knowledge and qualifications.

Details of the Course

This course provides the underpinning knowledge and practical aspects of UK Payroll processes and systems. The computerised section of this course is based on BrightPay software.

Learning how to use this software eliminates the need for extra training and it can easily be adapted to other payroll software. There is a fully working version of the software provided for studies to be undertaken.

It is an ICB Level 3 Diploma in Payroll Management and is fully accredited. It requires 50 – 65 hours of study time – to be provided in work time – with full tutor support / mentoring for a 9 month period – which is likely to be the maximum amount of time necessary in order for it to be completed.

The course is structured to allow study in one's own time; at one's own pace. Its cost is likely to be £485, and it is recommended that members agree that it is to be undertaken by the Deputy Clerk, at her earliest convenience.

Units/ Modules – Latest edition covering 2025/2026 Tax Year

- Chapter 1: Recruitment and Hiring
- Chapter 2: Employment Law and Rights
- Chapter 3: Employer Responsibilities
- Chapter 4: Payroll Systems
- Chapter 5: Gross Pay
- Chapter 6: Taxation and Tax Codes
- Chapter 7: PAYE – Pay as You Earn

- Chapter 8: PAYE Scotland and Wales
- Chapter 9: National Insurance Contributions
- Chapter 10: Net Pay
- Chapter 11: Starters and Leavers
- Chapter 12: K Codes
- Chapter 13: Directors PAYE and NIC
- Chapter 14: Holiday Entitlement and Holiday Pay
- Chapter 15: Statutory Deductions: SSP
- Chapter 16: Statutory Payments and Deductions: SMP, SPP, SAP, ShPP
- Chapter 17: Student and Postgraduate Loans, Attachment of Earnings Orders and Other Deductions
- Chapter 18: Pensions
- Chapter 19: Benefits in Kind (BIK)
- Chapter 20: Construction Industry Scheme (CIS)
- Chapter 21: PAYE Reporting and Deadlines, Dismissal, Grievance and Redundancy

Other Courses and providers were discussed, and WSALC were asked to provide their suggestions – of which this is one. The Clerk requests members consider agreeing to this request please.