

LEICESTERSHIRE COUNTY COUNCIL PAYROLL APPRENTICESHIPS

PAYROLL ADMINISTRATOR

Aimed at payroll professionals working in the day-to-day processing of payroll either in-house or as a bureau service. Payroll Administrator apprentices are typically either new to the role, are in post but lack comprehensive experience across all fields of the role or are experienced but lack formal qualifications. This apprenticeship covers all key areas of payroll processing including: foundations of payroll, pensions, technical aspects (such as manual calculations of build-to-gross and gross-to-net pay), regulations and compliance, systems and processes.

PAYROLL ASSISTANT MANAGER

Aimed at experienced or qualified payroll managers who are responsible for leading a team of payroll administrators. They may be new to this role, are being promoted, or have been in post for some time but require formalised education in the subject. This apprenticeship typically lasts for 24 months and covers: principles of payroll, leading and developing payroll functions (including business change), legislation, managing payroll teams, industry models, risks and opportunities, developing procedures, caselaw and process improvements.

PAYROLL APPRENTICESHIPS

These Apprenticeship Standards have been developed by industry professionals and are available to any employee working in payroll. Apprenticeships are a collaborative effort between employees, managers and training providers. All Standards comprise of two parts: on programme learning and the End Point Assessment (or EPA). Delivery is broken down into taught sessions and regular tutorials supporting knowledge, skills and behaviours. Learning is supported at all times by a comprehensive online learning platform.

The Standards include specific areas tackling pensions, core and technical skills, alongside both business and customer awareness. Employees who complete the Standard will leave the programme with an apprenticeship certificate which is recognised by payroll employers nationwide.

Payroll apprenticeships are about more than academic achievement, they are also about equipping your employees with the knowledge, skills and behaviours they need to tackle the very real challenges your business faces.

Dave Hammersley – Programme Manager for Work-Based Learning, Leicestershire Adult Learning Service

ABOUT US



Leicestershire County Council is an experienced provider of Apprenticeship Standards across Leicestershire and the East Midlands.

We are one of the first providers to successfully offer, and complete, the Payroll Apprenticeship Standards nationally. Our apprenticeship programmes consist of three elements, Knowledge, Skills and Behaviours. Each element is further broken down into specific criteria within the Apprenticeship Standards.

The knowledge aspects of the apprenticeships are delivered by payroll experts working in East Midlands Shared Services (EMSS), themselves a provider of payroll services responsible for paying over 60,000 people each month.

EMSS holds the 'Payroll Assurance Scheme' (PAS) accreditation with the Chartered Institute of Payroll Professionals (CIPP). Our delivery team hold recognised professional industry memberships including Individual Chartered Status (ICS) with the CIPP and Education and Training Foundation membership.

For more information on the Payroll Standards, you can email the team directly at **payroll.apprenticeships@leics.gov.uk** or visit us online at **www.leicestershire.gov.uk/apprenticeships**

For general apprenticeship enquiries, you can email **lals.apprenticeships@leics.gov.uk** for more information or call us on FREEphone 0800 988 0308 and ask to speak to a member of the apprenticeships team.