

## Factsheet 30

### Payroll

National Apprenticeship Service

#### Overview

Payroll is a specialist sector with over 1.5 million employers across the public, private and voluntary sectors. Currently the majority of people employed in the sector are women and tend to be from older age groups. Employers are reporting serious skills shortages in this area identifying opportunities to attract young people into the sector.<sup>1</sup>

This Apprenticeship involves working as part of a team to make sure that everyone in a company gets paid the right money at the right time.

Payroll clerks are responsible for figuring out how much employees should get paid, as well as ensuring bank transfers are carried out accurately.

You will have access to a lot of sensitive information and will be expected to answer queries and solve problems in an efficient, friendly and discrete manner.

Starting salary (once qualified):  
£13,000 - £18,000.

#### What is an Apprenticeship

An Apprenticeship is a mix of real work and learning. Apprentices earn a wage and get experience whilst working towards a number of qualifications. An Apprenticeship follows a Level 2 programme and can lead onto an Advanced Apprenticeship which is a Level 3 programme.

#### Example Job Roles as an Apprentice

- Trainee Payroll Administrator
- Payroll Administrator
- Payroll Assistant
- Payroll Clerk

#### Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. Each Apprenticeship framework has three main strands:

- competence based element
- technical element
- skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.

<sup>1</sup> www.fssc.org.uk

## Competence Element

**Apprenticeship** – AAT Level 2 Certificate in Payroll Administration

**Advanced** – AAT Level 3 Certificate in Payroll Administration

## Technical Element

**Apprenticeship** – Industry specific Level 2

**Advanced** – Industry specific Level 3

## Skills Element

**Apprenticeship** – Application of Number Level 1  
Communication Level 2

**Advanced** – Application of Number Level 2  
Communication Level 2

## Other Additional Study

Employment Rights and Responsibilities

## Apprenticeships Available

- Apprenticeship (18-24 months) ✓
- Advanced Apprenticeship (24-30 months) ✓
- Higher Apprenticeship X

## Progression Routes

- Advanced Apprenticeship
  - Further/Higher Education
  - NVQ at level 4 in other related areas e.g. Accounting or Human Resources
  - Professional Payroll qualifications
- Alternative progression routes for apprentices in Payroll to move into other related fields according to individual skills and aspirations, include; Administration, Information Technology, Supervision and Management, Pensions and Customer Service.

## Already Employed?

Are you currently employed but not working towards qualifications? Speak to your employer about converting to an Apprenticeship and ask them to call 08000 150 600 for more information.

## For more Information and to Apply Visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.fssc.org.uk](http://www.fssc.org.uk)

If you require further advice or support on Apprenticeships please contact your local Connexions or Careers Advice Service.