

**DIPLOMA in
PAYROLL MANAGEMENT**
With Sage Instant Payroll *Explore*



This self-contained and comprehensive course will enable you to set up a computerised payroll system for a small business or self-employed person. It includes a straightforward and popular software pack (*Sage Instant Payroll*) which integrates well with other systems, and samples of the forms that you need for PAYE and NICs. You can enrol at any time (pre-publication discount April-May for the next year's course). Note that to practise as a self-employed book-keeper in the UK you must belong to an institution appointed by HM Treasury. The ICB is such a Treasury-appointed body.

Course Outline

Awarding Body

The Institute of Certified Book-keepers
Victoria House 64 Paul Street LONDON
EC2A 4NG 0845 060 2345
www.bookkeepers.org.uk

Entry requirements

There are no entry requirements for this course but to access the Sage CD you will need a modern Windows-based PC. You register as a student with ICB in order to take the exam (registration form online).

Estimated study time:

Approximately 60 hours plus assignments – we suggest you allow 100 hours overall

Course includes:

- Course Manual in binder with lessons, practice questions with solutions
- Course Guide on how to utilise your time
- Up to 18 practical Assignments for marking by your Tutor
- Access to your Tutor by letter, phone or e-mail if you need help
- Revision & Mock Final exam also marked for you
- *Sage Instant Payroll* software CD and User Guide
- Inland Revenue Forms on CD
- 12-month service contract (renewable) – so you can take up to a year to complete if you wish.

○ COURSE PROVIDER: FT Authors

FT Authors update the course material by June each year. In April and May you can opt to enrol at a pre-publication discount and receive the Course Guide and the latest Sage with the revised printed course materials to follow. (See below and overleaf.)

£ PRICE: £435 inc. Post & Packing

By instalments: deposit £145 and 4 payments of £75 (Total £445).

Pre-publication Price: April-May £395.00 (deposit £125 instalments 4 x£70) **See over** for details.

Existing pack: If you already have a current version of SAGE Instant Payroll and are not using it to run an existing payroll, the course price is reduced to £310 (or £270 during April-May).

Our price includes **12 month tuition service contract** (renewable if required) so that you can take up to a year to complete if you wish. The renewal fee for another 12 months is 25% of the course price without Sage. (Renewal does not include replacement material or Sage upgrade.)

The Distance Learning Partnership

Course Information: 0208 944 3125 or dlp@rrc.co.uk

Consultation & Enrolment Office: PO Box 52 East Horsley KT24 6YQ 01483 28 5626
info@distancelearningpartnership.co.uk

Specification

⇒ Aim

The course is designed to train you as a competent payroll manager using Sage Instant Payroll. It is divided into two stages: Manual & Computerised. At the end of the course you write a final Mock Exam before applying for your Exam.

Manual Payroll

1. National insurance contributions
2. Pay As You Earn Income Tax.
3. K Codes.
4. Net pay & Month-end procedures; use of the HMRC calendar.
5. Holiday pay and statutory sick pay.

6. Statutory maternity leave & pay
7. Directors pay & pensions schemes
8. Benefits in Kind
9. Year end procedures

Computerised Payroll

1. HMRC database.
2. Installing Sage Instant Payroll; setting up the system & weekly paid staff
3. Monthly paid staff & month end procedures
4. Leavers & starters
5. Statutory sick pay & maternity pay.
6. Student loans and holiday pay
10. Pension schemes & other deductions
11. Year end procedures



EXAMINATION AND ASSESSMENT

The exam for this course is an Exam (Final) Assignment sent to you by the ICB when you are ready, i.e. when you have completed the Mock Exam Assignment. The ICB will accept current tax year **or** previous tax year figures in your Exam Assignment in case your studies overlap from one tax year to the next. You need to register with Institute of Certified Book-keepers (ICB) as a student in order to take the exam. The ICB registration fee is £45 per annum and the exam fee is £30.00. We will send you the required forms. When you pass, you can upgrade to Affiliate Membership, which entitles you to use the designatory letters *PM Cert* after your name.

HOW TO APPLY

Complete the enclosed enrolment form and send with your payment (or deposit and completed Bankers Standing Order form) to:

The Distance Learning Partnership
FREEPOST SEA9262 West Horsley
LEATHERHEAD Surrey KT24 6BR



☎ **Or** telephone: 01483 28 5626 for credit card payment.

💻 **Or** enrol online via our website (address below).

Invoice: If your employer is paying for the course we will invoice on receipt of a written order (payment in 30 days).

THE ANNUAL BUDGET

➔ **March-April:** Sage IP is updated in **March/April** to reflect the Budget. Sage updates your pack when you register your copy. Our revised study material is available from early **June** after the revised tax tables are published. In **April/May** if you are happy to wait for revised course material you can enrol at **£40 discount** and receive Sage IP right away. We will send on the revised course material as soon as it is ready. State your preference on the enrolment form or enquiry form. Note that you are welcome to purchase your own copy of Sage IP if you prefer (see reduced price for existing pack on P2.)