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# Qualification Specification

## Highfield Level 1 Award in Computerised Payroll (RQF)

Qualification Number: 603/6424/5

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## Highfield Level 1 Award in Computerised Payroll (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

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### Qualification regulation and support

The Highfield Level 1 Award in Computerised Payroll has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation.

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### Key facts

<b>Qualification number:</b>	603/6424/5
<b>Learning aim reference:</b>	60364245
<b>Credit value:</b>	10
<b>Assessment method:</b>	Portfolio of evidence
<b>Guided learning hours (GLH):</b>	70
<b>Total qualification time (TQT):</b>	95

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### Qualification overview and objective

The objective of this qualification is to prepare learners to progress to a qualification in another subject area and/or to give learners personal growth and engagement in learning.

This qualification is suitable for learners who are new to payroll and computerised payroll processing. It provides the underpinning knowledge and understanding as well as the necessary skills required. The qualification can be taken by learners preparing to enter employment or by those who are already in employment.

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### Entry requirements

To register on to this qualification, learners are required to be 16 years of age or above.

It is advised that learners have a minimum of entry-level 3 in literacy and/or numeracy, or equivalent.

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### Guidance on delivery

The total qualification time for this qualification is 95 hours, of which 70 are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

### Guidance on assessment

This qualification is assessed through the completion of a portfolio of evidence. Learners must achieve all the pass criteria across all units to be awarded a pass.

Centres must take all reasonable steps to avoid any part of the assessment of a learner being undertaken by any person who has a personal interest in the result of the assessment.

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### Guidance on quality assurance

Highfield Qualifications require centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

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### Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing a learner for assessment. For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) Policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

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### Assessor requirements

Highfield Qualifications recommends that nominated assessors for this qualification meet the following:

- hold a relevant subject area qualification or experience
  - hold, or be working towards, a recognised assessing qualification, which could include any of the following:
    - Level 3 Award in Assessing Competence in the Work Environment
    - Level 3 Certificate in Assessing Vocational Achievement
    - A1 Assess Learner Performance Using a Range of Methods
    - D32 Assess Learner Performance and D33 Assess Learner Using Different Sources of Evidence
  - maintain appropriate continued professional development for the subject area
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### Internal Quality Assurance (IQA) requirements

Highfield Qualifications recommends that internal quality assurers for this qualification meet the following:

- have occupational experience or hold a relevant subject area qualification
  - hold, or be working towards, a recognised internal quality assurance qualification, which could include any of the following:
    - Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
    - D34
  - maintain appropriate continued professional development for the subject area
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## Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

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## ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.**

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## Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Certificate in Computerised Payroll (RQF)
  - Highfield Level 2 Certificate in Providing Financial Services (RQF)
  - Highfield Level 2 Certificate in Principles of Business and Administration (RQF)
  - Highfield Level 2 Diploma in Business Administration (RQF)
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## Useful websites

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com)
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## Appendix 1: Qualification structure

To complete the **Highfield Level 1 Award in Computerised Payroll (RQF)**, learners must complete the three units contained within the mandatory group.

### Mandatory group

Unit reference	Unit title	Level	GLH	Credit
A/618/3878	Understand the principles of payroll processing	1	20	3
F/618/3879	Calculating gross pay	1	20	3
T/618/3880	Using computerised software for payroll processing	1	30	4

## Appendix 2: Qualification content

### Unit 1: Understand the principles of payroll processing

Unit number: A/618/3878

Credit: 3

GLH: 20

Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p><b>1. Know the employment and data protection legislation relevant to payroll</b></p>	<p>1.1 State the <b>employee's rights</b> in relation to payroll</p> <p>1.2 State the importance of keeping personal and business data confidential</p>
<p><b>2. Understand the purpose of the PAYE and NIC systems</b></p>	<p>2.1 Identify which <b>agencies</b> are responsible for the PAYE and NIC systems</p> <p>2.2 Identify how the PAYE system works</p> <p>2.3 State what is meant by cumulative and non-cumulative income tax</p> <p>2.4 Identify how a standard suffix tax code is used both cumulatively and non-cumulatively</p> <p>2.5 State the purpose of the NIC system</p> <p>2.6 Outline the use of the <b>NI thresholds</b></p> <p>2.7 Identify what authority would be needed to change NI categories</p>
<p><b>3. Know the correct procedure for administering starters and leavers</b></p>	<p>3.1 Identify the <b>internal records</b> which would need to be completed for starters and leavers</p> <p>3.2 State what must be submitted to the HMRC for new employees with or without a P45</p>
<p><b>4. Know the HMRC reporting requirements when submitting payroll information</b></p>	<p>4.1 State the importance of the processing date</p> <p>4.2 Identify the minimum employee data requirements needed for processing payroll</p> <p>4.3 Outline the procedure for submitting payroll data for each pay period</p>
<p><b>5. Understand the importance of following internal procedures when finalising payroll</b></p>	<p>5.1 State the purpose of a <b>payroll summary</b></p>

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	5.2 Identify the different ways in which wages can be paid  5.3 State the importance of updating internal records once payroll has been processed

**Amplification:** The following amplification provides guidance for centres on coverage and depth for each of the emboldened areas within the assessment criteria. Centres should ensure that all amplification is covered as part of their teaching and learning strategies.

### **1.1 Employees rights**

- Employee contracts
- National minimum wage
- National living wage
- Holiday entitlements

### **2.1 Agencies**

- HMRC

### **2.6 NI Thresholds**

- The amount of national insurance paid depends on employment status and employee earnings. NI thresholds are the levels above or below which NI is paid. The categories determine what rate of NI is paid. Categories include:
  - Category A
  - Category C
  - Category M
  - Category H

### **5.1 Payroll summary**

- Outlines all statutory and voluntary deductions from gross pay
- States the amount of net pay due to employees



**Unit 2: Calculating gross pay**

Unit number: F/618/3879  
 Credit: 3  
 GLH: 20  
 Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<b>1. Know the principles of gross pay</b>	1.1 Identify the various <b>elements</b> that contribute to gross pay 1.2 State the different <b>pay periods</b> an employer may use
<b>2. Be able to calculate gross pay for different payroll periods</b>	2.1 Calculate the basic gross pay for each pay period 2.2 Calculate basic holiday pay 2.3 Calculate payable overtime hours, including rates of pay 2.4 Apply permanent changes in rates of pay 2.5 Calculate the final gross pay for a leaver
<b>3. Be able to calculate statutory deductions from gross pay</b>	3.1 Identify the difference between <b>statutory and voluntary deductions</b> 3.2 Calculate the amount of income tax to be deducted from gross pay 3.3 Calculate the amount of NI contributions to be deducted from gross pay

**Amplification:** The following amplification provides guidance for centres on coverage and depth for each of the emboldened areas within the assessment criteria. Centres should ensure that all amplification is covered as part of their teaching and learning strategies.

**1.1 Elements**

- Basic working hours
- Overtime
- Basic holiday pay
- Bonus and commission payments

**1.2 Pay periods**

- Weekly
- Fortnightly
- Monthly

### 3.1 Statutory and voluntary deductions

Statutory:

- Income Tax
- National Insurance

Voluntary:

- Pension schemes

**Unit 3: Using computerised software for payroll processing**

Unit number: T/618/3880

Credit: 4

GLH: 30

Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p><b>1. Be able to maintain company details on a computerised payroll system</b></p>	<p>1.1 Enter company information into commercial payroll software in accordance with company policy</p> <p>1.2 Maintain the company data in accordance with company policy, ensuring any updates are made in line with legislative changes</p>
<p><b>2. Be able to create employee records and produce reports using a computerised payroll system</b></p>	<p>2.1 Create employee records on the payroll system using <b>relevant employee information</b></p> <p>2.2 Maintain employee records, ensuring all <b>authorised changes</b> are made when required</p> <p>2.3 Produce relevant reports relating to the employee's personal details, pay and deductions</p>
<p><b>3. Be able to record basic elements of gross pay on a computerised payroll system</b></p>	<p>3.1 Enter <b>elements of basic gross pay</b> for weekly and monthly paid employees</p> <p>3.2 Enter overtime details</p> <p>3.3 Enter basic holiday pay as a separate gross pay element</p>
<p><b>4. Be able to complete the payroll process</b></p>	<p>4.1 Check the processing date is accurate and process gross pay in accordance with company policy</p> <p>4.2 Process the final pay period for a leaver</p> <p>4.3 Produce internal period end reports</p> <p>4.4 Complete the processing of the payroll for the period</p> <p>4.5 Prepare payroll data in a format suitable for submission to the HMRC</p> <p>4.6 Produce a P45 for a leaver</p>

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<b>5. Be able to back up and restore payroll data</b>	5.1 State the importance of backing up data on a regular basis  5.2 Backup and restore payroll data

**Amplification:** The following amplification provides guidance for centres on coverage and depth for each of the emboldened areas within the assessment criteria. Centres should ensure that all amplification is covered as part of their teaching and learning strategies.

**2.1 Relevant employee information**

- Employment contract
- Date of birth
- NI number
- P45

**2.2 Authorised changes**

- Address
- Marital status
- Job title
- Rate of pay
- Tax code/NI category

**3.1 Elements of basic gross pay**

- Hours worked
- Rate of pay