



Payroll Management Certificate 2010

Course Overview

CHARLES STURT
UNIVERSITY



Five modules - including major assignment

The Payroll Management Certificate is run by The Association for Payroll Specialists in conjunction with Charles Sturt University. It is designed to give payroll specialists an understanding of how to manage staff resources and systems to enable the production of punctual and accurate payments to employees and meet company reporting requirements.

Students need to have general payroll experience and knowledge before enrolling, as the course is not designed to teach basic payroll.

Course Outline

Following are the five core modules of the course:

- Computing module - 22 February - 31 March 2010
- People Management module - 3 May - 9 June 2010
- Superannuation module - 19 July - 25 August 2010
- Employment Relations module - 13 September - 20 October 2010
- Remuneration module - 8 November - 15 December 2010

Each module runs for six weeks and students will need to complete an assignment and exam satisfactorily to pass each module. Students are also required to complete a major project during the year. The major project will take the form of a report to management on the implementation of a new system for the payroll department.

Students can enrol starting with any module and at anytime during the year.

Course Objectives

To understand State and Federal legal requirements as they relate to the payroll function. Review, formulate and recommend system and organisational changes to optimise new technology and the effective deployment of staff associated with accurate payroll production.

To understand the overall payroll function within an organisation in either the private or public sector.

To understand the integration of the payroll, human resources and accounting functions.

If you have any enquiries, please contact us.

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Terms and Conditions: Payment must be made prior to the commencement of each module. Course materials will not be supplied until payment is received. Deferment, without penalty, is only approved in extenuating circumstances. Application, with any supporting documentation, is to be made to the National Training Manager.

