

Exam

Certified Payroll Specialists (C.P.S.)

Who Is It For ? The certificate is particularly relevant to experienced pay staff who wish to acquire documentary proof of their proficiency without needing to undertake a lengthy course of study. The certificate would be viewed by employers as confirmation that competent payroll practitioners are being employed to fulfill their payroll obligations.

How Is It Obtained ? Initially candidates will be required to attend for the full day. The completed test papers will be marked and all candidates informed of the results within one month. Those who are successful will be awarded a certificate indicating they attained a satisfactory level of proficiency.

This certificate is the benchmark for payroll proficiency. Upon successfully meeting the standards required in the examination the candidate is entitled to use the qualification C.P.S. (Certified Payroll Specialist) after his / her name. To retain the C.P.S., the candidate must undertake ongoing professional development.

Who Is Eligible To Apply ? Any person with at least two year's practical experience in payroll.

Details of dates and venues are available below. The number of candidates on each day will be restricted to ensure proper stewardship of the exam. Your investment to attend the full day exam covers venue, test, morning tea, lunch, afternoon tea, and certificate.

Employer Advantages The certificate will be seen as a benchmark for payroll staff development and career progression. Employers should regard the certificate as a prerequisite when wishing to recruit experienced payroll practitioners in the future.

Employee Advantages The certificate will be seen as a documentary evidence of having attained a national standard in payroll proficiency. It may be used to secure employment and improve career prospects in the payroll fields, successful completion of the certificate entitles bearer to accreditation C.P.S. (Certified Payroll Specialist).

Outline

The examination tests all facets of payroll knowledge and is divided into the following 5 sections:

General Payroll Knowledge	10%
Award Interpretation	10%
Superannuation	10%
Annual Leave	10%
Long Service Leave	10%
General Payroll Calculations	25%
Termination Payments & Calculations	25%

the required pass mark is 60% in each section and 70% overall.



grow your knowledge

Forwarding the application, either Fax back to: 02 9258 2155 or
eMail the application to: training@payroll.com.au

Your Details **PLEASE PRINT**

Name _____

Company _____

Address _____ P/C _____

Billing Address _____ P/C _____

PH _____ FAX _____

eMail _____

Member No. _____

There are no set dates for people to sit the C.P.S. Exam. It is available to do at almost any time. We may be able to arrange for you to do the exam either in your workplace or in our training rooms. This option is also available for companies who wish to put their whole team through the exam. Please contact the Sydney training department to discuss dates and locations.

Agreed Exam Date: _____

Member *gst inclusive
 1Day Exam | \$570.00

Non & Other Member *gst inclusive
 1Day Exam | \$655.00

Exam at your workplace

Exam at TAPS office (Sydney/Melbourne)

Payment Options

*payment must be received prior to course attendance.

- Cheque - payment enclosed
- Cheque - invoice required prior to payment
- Credit Card - details provided below
- EFT - invoice required prior to payment

Mastercard Card No. _____

American Express Expiry Date _____

Visa Card Holder _____

Bank Card Signature _____

Diners Card _____

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