



NATIONALLY RECOGNISED  
TRAINING

RTO Code 41298



# Australian Payroll Qualifications



# About Us

**Australian Payroll Institute** is a national learning and development organisation specialising in the delivery of online qualifications.

We train and assess the first nationally accredited payroll qualifications in Australia: 11101NAT Certificate IV in Payroll Administration and 11102NAT Diploma of Payroll Management.

Our courses blend theory with practice, providing you with solid technical and practical knowledge, and focus on workplace learning to ensure that what you learn is relevant to your day-to-day work.

Both programs are delivered online so you can study from anywhere, any time, **at your own pace.**

# Take the Next Step

in your career with  
one of our Nationally  
accredited qualifications.

## A Qualification from Australian Payroll Institute Will:



Empower you with the confidence to excel in your current or future role in payroll;



Give you the assurance that you're doing your job correctly;



Allow for career development and growth;



Prove your payroll experience with a recognised qualification.

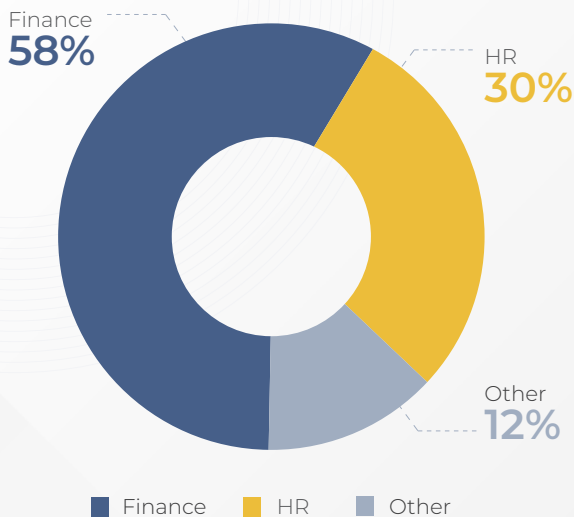
## Is This Course for Me?

If you have the determination to succeed in your career and you're eager to learn, then a qualification from Australian Payroll Institute is your next step.

Our courses cater to anyone wanting to kick start a career in payroll, or current payroll professionals wanting to expand their knowledge. Graduates also include HR professionals looking to understand payroll and how it fits in the HR context, as well as office managers and administrative personnel responsible for the payroll function.



# Payroll Reporting Lines



\* Data taken from Australian Payroll Association 2021 Payroll Benchmarking Study



**\$66,600**

maximum penalty enforced on companies per contravention



**\$532 million**

in unpaid wages and entitlements recovered for more than **384,000 workers**

\* From the Fair Work Ombudsman Annual Report 2021-2022

“ Learning what I have from the course while working in the area of payroll at the same time has allowed me to gain the confidence required to perform a role which involves a large responsibility.

**Chloe Aston, 10047NAT Certificate IV in Payroll Administration graduate**

“ Having the additional payroll qualification broadens the range of jobs I can apply for, which can improve job security in times of a weaker job market.

**David Attard, 10047NAT Certificate IV in Payroll Administration graduate**



# Why an employer should insist on an Australian Payroll Institute qualification:

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Payroll professionals need to be qualified to do their job and need continual investment in payroll training because legislation, thresholds and rates change every year. Most mistakes are made by payroll employees who don't have the knowledge or training required. By eliminating payroll mistakes, your payroll staff will become more efficient ultimately making a material difference to your company's bottom line.



## What can an Australian Payroll Institute graduate bring to my company?

- An Australian Payroll Institute graduate will ensure that your company is compliant and fulfilling employer responsibilities;
- A qualified payroll professional will bring extensive knowledge of current Australian payroll legislation to your company;
- Poorly trained payroll employees can arguably cause significant financial damage if they don't do their job correctly.



# Cost of Payroll Delivery

Average payslip accuracy rate

# 98.58%

\* Data taken from the Australian Payroll Association 2022 Payroll Benchmarking Study

## Top Performers

reduce the cost of payroll delivery for their employers by an average of

# 58%

### Cost of Payroll Delivery



**3.64** for weekly paid employees



**1.82** for fortnightly paid employees



**0.84** for monthly paid employees

“ It has certainly boosted my confidence in knowing that, as a payroll coordinator, what I’m doing is actually within what I’ve learnt. And I’ve also seen areas where things can be improved within our payroll system.

**Leilani Steele, 10048NAT Diploma of Payroll Management graduate**

“ Completing the course reinforces what you’re doing in your everyday work and you can make sure that you’re doing it correctly...Having the qualification holds you in good stead... it makes your skill recognisable.

**Sally Loudon, 10048NAT Diploma of Payroll Management graduate**



# 11101NAT

## Certificate IV in Payroll Administration



### Units in This Qualification:

|             |   |
|-------------|---|
| BSBWHS307   | Apply knowledge of WHS laws in the workplace                |
| BSBINS408   | Provide Information from and about records                  |
| BSBHRM412   | Support employee and industrial relations                   |
| FNSACC418   | Work effectively in the accounting and bookkeeping industry |
| FNSPAY512   | Process superannuation payments in payroll                  |
| BSBOPS403   | Apply business risk management processes                    |
| FNSTPB412   | Establish and maintain a payroll system                     |
| NAT11101001 | Process and report taxation obligations for payroll         |
| FNSPAY513   | Process complex employee terminations in payroll            |
| BSBHRM416   | Process payroll   |
| BSBWRT411   | Write complex documents                                     |
| BSBLDR413   | Lead effective workplace relationships                      |
| BSBPEF402   | Develop personal work priorities                            |

**Entry Requirements** - You are required to complete a language, literacy and numeracy assessment before you can commence training in this qualification. This assessment will be forwarded to you when your enrolment is processed. In addition, you must also complete an oral communication assessment (over the telephone) with one of our trainers. Please feel free to contact us if you have any questions.

**Course Duration** - Participants have 12 months from enrolment to complete this qualification.

**Assessments** - You will be required to complete a number of short answer assessments as well as a final project

for each unit of competency in this qualification. In addition, you will be required to complete various telephone assessments with your trainer throughout your course.

**On Completion** - Upon successful completion of the 13 units of competency, participants will be issued a 11101NAT Certificate IV in Payroll Administration. Where a participant withdraws prior to the completion of the certificate they will be issued a Statement of Attainment for all units that they have successfully completed if all due fees have been paid.

### Total Course Fees:

(GST free and inclusive of all materials)

# \$3,850



# 11102NAT

## Diploma of Payroll Management



### Units in This Qualification:

|             |  |
|-------------|--|
| BSBPEF501   | Manage personal and professional development                               |
| BSBST502    | Facilitate continuous improvement  |
| BSBHRM526   | Manage payroll   |
| BSBOPS503   | Develop administrative systems   |
| FNSACC523   | Manage budgets and forecasts   |
| BSBTWK502   | Manage team effectiveness  |
| BSBAUD411   | Participate in quality audits  |
| BSBLDR522   | Report on financial activity   |
| BSBFIN401   | Process complex employee terminations in payroll                           |
| NAT11102001 | Comply with legislation and industry codes of practice relevant to payroll |

**Entry Requirements** - The 11102NAT Diploma of Payroll Management requires that participants have either:

- Certificate IV in Payroll Administration (either 10047NAT, 10665NAT or 11101NAT)
- OR a minimum of 3 years payroll experience

You are required to complete a language, literacy and numeracy assessment before you can commence training in this qualification. This assessment will be forwarded to you when your enrolment is processed. In addition, you must also complete an oral communication assessment (over the telephone) with one of our trainers. Please feel free to contact us if you have any questions.

**Course Duration** - Participants have 16 months from enrolment to complete this qualification.

**Assessments** - You will be required to complete a number of short answer assessments as well as a final project for each unit of competency in this qualification. In addition, you will be required to complete various telephone assessments with your trainer throughout your course.

**On Completion** - Upon successful completion of the 10 units of competency, participants will be issued a 11102NAT Diploma of Payroll Management. Where a participant withdraws prior to the completion of the certificate they will be issued a Statement of Attainment for all units that they have successfully completed if all due fees have been paid.

**Total Course Fees:**

(GST free and inclusive of all materials)

**\$5,750**



**Tracy Angwin**

CEO



The solutions expert, media commentator and popular keynote speaker is the driving force behind Australian Payroll Institute.

Having seen many payroll disasters caused by lack of knowledge, Tracy's efforts have led to Australia's first nationally accredited payroll qualifications. These qualifications are part of the Australian Qualifications Framework and pave the way for the payroll industry to lift its professional standards and attract new talent.

Tracy is also the bestselling author of *The Payroll Revolution* and *Profit from Payroll*.



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For More Information  
Call 1300 729 729  
or visit: [www.payroll.edu.au](http://www.payroll.edu.au)



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