

Level 3 Payroll Administrator

Discover the Payroll Administrator Apprenticeship, with full support provided to meet all requirements.



16 Months



Awarding Body:

ipp education
A subsidiary of the Chartered Institute of Payroll Professionals

Payroll is a fast-evolving area, requiring Payroll Administrators to stay informed about changes in legislation, guidance, and payroll systems to ensure accurate and compliant processing.

This apprenticeship develops the skills and professional behaviours needed to confidently manage payroll-related queries and complaints from employees and other stakeholders.

THE APPRENTICESHIP COVERS:

- Legislation and regulation
- Resolve queries and deal with complaints
- Statutory entitlements and deductions
- Gather, analyse, and process payroll
- Use computerised payroll software
- New starter and leaver

EPA / APPRENTICESHIP ASSESSMENT:

1. Knowledge test
2. Professional discussion
3. Project with report



Apprentices will also work towards Functional Skills Level 2 in Maths and English, if not already exempt.

This apprenticeship is suitable for anyone in an HR or admin role looking to specialise.

Apprentices will encounter multiple themes during your role, such as business model and the sector, providing information, support and guidance, processing payroll data, and so much more.

This apprenticeship may be a gateway to further career opportunities such as payroll assistant manager or HR consultant partner.