

# Business and Management

## SAGE Payroll Level 1 Part-time

### In Brief

#### Start Date / Duration

Starting September 2024  
classes run on a Tuesday  
1.30pm-4.30pm for 10 weeks.

#### Entry Requirements

- Learners must be aged 19+
- Some digital skills knowledge

#### You will achieve

You will achieve a Level 1  
Award in Computerised  
Payroll for Business (Skills  
First)

### Course Overview

This Level 1 qualification provides an introduction to computerised payroll, record keeping and processing.



### Course Content

The units you will study are:

- Making gross pay calculations
- Payroll preparation
- Computerised payroll administration

### How will I be assessed?

You will create a portfolio of evidence and a skills test.

### What Equipment Will I Need?

All equipment will be provided.

### Where will I study?

Old Mill Lane campus  
Church Street  
Barnsley  
S70 2AX

## What can I do next?

Upon completion you could progress onto the Level 2 SAGE Payroll [<https://www.barnsley.ac.uk/course/business-and-management-computerised-accounting-for-business-skillsfirst-level-2-part-time/>] or study another of our part-time courses [<https://www.barnsley.ac.uk/courses/courses-for-adults-19/>] .

## How much does the course cost?

This course costs £225. This course may be FREE to study depending on your circumstances – please see the drop-down option below for more details.

### 19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees . Please refer to our page '[paying for your course.](#)'

## Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

## Extra information

### Eligibility for Funding

Part-time courses are only available for learners who are 19 years old and above. You may not have to pay for this course if you are employed but earn below £21,255 a year, or if you receive Job Seekers Allowance, Employment and Support Allowance or Universal Credit. If you are unemployed, actively seeking employment and receive Council Tax Benefit, Housing Benefit, Income Support or WFTC then you may also receive funding for this course. You will need to provide evidence of your eligibility which will be checked at enrolment.

This course is funded by South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA). You must be living in the South or West Yorkshire regions to qualify for funding.

### Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [<mailto:info@barnsley.ac.uk>]

## English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 13th March 2024

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**