

# Business and Management

## SAGE Payroll Level 1 Part-time

### In Brief

#### Start Date / Duration

The course will start again in the next academic year 23/24. Exact dates TBC The duration of the course is 10 weeks. Lessons are held on a Friday, 9.30am – 12.30pm.

#### Entry Requirements

There are no specific entry requirements for this course. Learners must be aged 19+

#### 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 may be FREE to study, subject to eligibility criteria.

If you are not entitled to any funding the course fee is £225.

### 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

### 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:** 23rd March 2023

### Want to apply?

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

Call us on **01226 216 123**