

## Applying for this Course:

To apply for this course you should be 16 years of age or older and have a MQF Level 2 qualification in Mathematics and English. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.jobsplus@gov.mt). stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ғal Far BBG3000.

## On successful completion of the Vocational Education and Training Award in Payroll Processing, the learner will be able to:

- ✓ Interpret and accurately record employees' payroll data and contract terms
- ✓ Draw out and enter data from time sheets accurately
- ✓ Perform tasks associated with the payroll cycle
- ✓ Carry out tasks to draw data from recorded leave accurately
- ✓ Process termination payments accurately and on time
- ✓ Create required documentation using payroll computation methods / packages
- ✓ Carry out tasks related to "The Final Settlement Tax Deduction System" (FSS)
- ✓ Calculate accurate national insurance contributions
- ✓ Enter the entitled fringe benefits accurately
- ✓ Be responsible for self checking calculations and all workings
- ✓ Conform to methods of payment as prescribed by law
- ✓ Run a standard report
- ✓ Comply with the legislation effecting the payroll process
- ✓ Comply with tax return regulations when preparing the FSS (FS3, FS4, FS5 and FS7 forms) and related documentation
- ✓ Be responsible for filing FSS related documentation manually or electronically and in accordance with tax return regulations

**The National Commission for Further and Higher Education (NCFHE) deems this certificate to be at Level 3 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 4 ECVET points are assigned.**