

Award in Payroll Processing

Applying for this course:

To apply for this course, you should be 16 years of age or older and hold an 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 ga.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, Ħal Far BBG3000.

Course Duration

This course is of 41 hours duration and consists of two Modules:

- Module 1 is of 15 hours duration - (including 1-hour assessment)
- Module 2 is of 26 hours duration - (including 1-hour assessment)

General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions and hands-on exercises. The trainer will also be holding lessons with the learners which will consist of various presentations and case studies.

General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout each module, to assess and consolidate the learning being covered.

Module 1 Learning Outcomes- **Payroll Documentation and Data Collection**

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| <ul style="list-style-type: none">✓ Interpret and accurately record employees' payroll data and contract terms✓ Know the forms and documents to be filled in both at the commencement and termination of employment, and their submission to the authorities concerned on time✓ Payroll computation and its recording for both full time and part time employees✓ Draw out and enter data from time sheets accurately✓ Perform tasks associated with the payroll cycle | <ul style="list-style-type: none">✓ 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)✓ Learn the different types of "Contracts of Employment" and the role of the DIER✓ Carry out tasks to draw data from recorded leave accurately |
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Module 1 Assessment: The assessment paper will be divided into 1 section:

- Section A – A mixture of multiple-choice questions and problem solving questions, which all need to be answered.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

Module 2 Learning Outcomes– Payroll Processing and Data Validation

<ul style="list-style-type: none">✓ Calculate accurate national insurance contributions✓ Comply with tax return regulations when preparing the FSS (FS3, FS4, FS5 and FS7 forms) and related documentation✓ Enter the entitled fringe benefits accurately✓ Self-check calculations and all workings✓ Be able to compile the wage/salary payslips and FS3s at the end of the year	<ul style="list-style-type: none">✓ Conform to methods of payment as prescribed by law✓ Run a standard report✓ Comply with the legislation effecting the payroll process✓ Fill FSS related documentation manually or electronically and in accordance with tax return regulations✓ Compile the annual FS7 and its reconciliation with FS3 and their submission
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Module 2 Assessment: The assessment paper will be divided into 1 section:

- Section A – A mixture of multiple-choice questions and problem solving questions, which all need to be answered.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

The Malta Further and Higher Education Authority (MFHEA) 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 ECTS points are assigned.