No. 284 **13 March 2009**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Administration

registered by Organising Field 03 – Business, Commerce and Management Studies, publishes the following Qualification and Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and ***no later than 14 April 2009.*** All correspondence should be marked **Standards Setting** – SGB **for Administration** and addressed to

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

QUALIFICATION:
Further Education and Training Certificate: Payroll Administration Services

SAQA QUAL ID	*QUALIFICATION TITLE*		
66169	Further Education and Training Certificate: Payroll Administration Services		
ORIGINATOR		*PROVIDER*	
SGB Administration			
QUALIFICATION TYPE	*FIELD*	*SUBFIELD*	
Further Ed and Training Cert	3 - Business, Commerce and Management Studies	Office Administration	
ABET BAND	*MINIMUM CREDITS*	*NQF LEVEL*	*QUAL CLASS*
Undefined	161	Level 4	Regular-Unit Stds Based

This qualification replaces:

Qual ID	Qualification Title	NQF Level	Min Credits	Replacement Status
35927	National Certificate: Payroll Administration Services	Level 4	153	Will occur as soon as 66169 is registered

PURPOSE AND RATIONALE OF THE QUALIFICATION
Purpose:

This Qualification is designed for individuals, involved in or who wish to work in the Payroll Administration in the public or the business sector as well as in non-government and for non-profit organisations. The Qualification will provide the broad knowledge, skills and values needed in the Payroll Administration field in all sectors.

The Core Component contains competencies in Payroll Administration and General Administration. The Elective Component allows the learner to gain specialist knowledge, skills and insight in the areas of Payroll, Administration, Human Resources, Generic Management and Teamwork and aspects of Financial Services.

Learners working towards this Qualification will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to their work performance. This Qualification is intended to enhance the provision of entry-level service within the field of Payroll Administration within all sectors.

It will facilitate access to and mobility and progression within education and training for learners who:

> Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
> Have worked in this field for many years, but have no formal Qualifications and would like to achieve this through the process of RPL (Recognition of Prior Learning) and/or formal study.
> Wish to extend their range of skills and knowledge of administration within their respective industries so that they can extend their competency levels.

The intention is to of this qualification is to:

> Promote the development of knowledge, skills and values that are required for service excellence within the field of Payroll Administration.
> Release the potential of people.
> Provide opportunities for people to move up the value chain.

Rationale:

The FETC: Payroll Administration Services is designed to meet the needs of learners who are already in Payroll Administration or wish to enter the field.

Payroll Administration is an essential field of learning and the competences required are generic in nature and apply to businesses across all sectors. Payroll Administration is done at various levels depending upon the nature and size of the organisation and its management structure. People involved in Payroll Administration are known by such terms as Payroll Administrators, Payroll Clerks and Wage and Salary Clerks depending on the organisation in which they are employed.

There is an on-going need for highly skilled Payroll Administration personnel in South Africa and a well-developed learning pathway to cater for Payroll Administrative personnel at the various levels of operation, considering the profesionalisation of the practitioners working in the field.

The FETC: Payroll Administration Services is the first Qualification in a learning pathway that starts at NQF Level 4 and ends with the National Certificate in Payroll Administration: NQF Level 5. Learners who have completed the National Certificate: Business Administration, NQF Level 3 will be able to move into the more specialized administrative field of Payroll Administration, having completed the elective payroll component in the qualification.

The FETC: Payroll Administration Services supports the objectives of the NQF in giving the learners access to a registered Qualification. It will ensure that the quality of education and training in the sub-field is enhanced and of a world-class standard.

RECOGNIZE PREVIOUS LEARNING?
Y

LEARNING ASSUMED IN PLACE
Learners accessing this Qualification are assumed to be competent in:

> Communication at NQF Level 3.
> Mathematical Literacy at NQF Level 3.
> Computer Literacy at NQF Level 3.

Recognition of Prior Learning:

This Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Marketing Qualification. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:

> For accelerated access to further learning.
> Gaining of credits towards a unit standard.
> For full or partial recognition of the Qualification.

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education, Training, Quality, and Assurance Body and is conducted by a registered workplace assessor. Because the standards are only core and fundamental, these standards may have been acquired in a range of economic sectors and these will be recognizes as appropriate.

Access to the Qualification:

> Access to this Qualification is open, bearing in mind the Learning Assumed to be in Place.

QUALIFICATION RULES
The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification learners are required to obtain a minimum of 161 credits as detailed below.

Fundamental Component:

The Fundamental Component consists of Unit Standards in:

> Mathematical Literacy at Level 4 to the value of 16 credits.
> Communication at Level 4 in a First South African Language to the value of 20 credits.
> Communication in a Second South African Language at Level 3 to the value of 20 credits.

It is compulsory therefore for learners to do Communication in two different South African languages, one at Level 4 and the other at Level 3.

All Unit Standards in the Fundamental Component are compulsory.

Core Component:

> The Core Component consists of Unit Standards to the value of 97 credits all of which are compulsory.

Elective Component:

> The Elective Component consists of individual unit standards from which the learner must choose unit standards totalling a minimum of 8 credits.

EXIT LEVEL OUTCOMES
1. Demonstrate professionalism in Payroll Administration.

2. Perform administration functions in a payroll context.

3. Process payroll.

Critical Cross-Field Outcomes:

This qualification promotes, in particular, the following Critical Cross-Field Outcomes:

> Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made when:
> Performing administration functions in a payroll context.
> Processing payroll.

> Working effectively with others as a member of a team, group, organisation, and community during:
> The processing of payroll.

> Organising and managing oneself and one's activities responsibly and effectively when:
> Performing administration functions in a payroll context.
> Processing payroll.

> Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion when:
> Performing administration functions in a payroll context.
> Processing payroll.

> Collecting, analysing, organising and critically evaluating information to better understand and explain:
> Payroll Administration.

> Using science and technology effectively and critically, showing responsibility towards the environment and health of others when:
> Performing administration functions in a payroll context.
> Processing payroll.

> Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation when:
>Demonstrating professionalism in Payroll Administration.

ASSOCIATED ASSESSMENT CRITERIA

Associated Assessment Criteria for Exit Level Outcome 1:

1.1 An understanding of professional values and ethics is demonstrated in relation to the Payroll Administration function.
1.2 The principles of customer care are applied to all client interactions.
1.3 Problems are solved, decisions are made and solutions implemented in order to enhance levels of professionalism within the Payroll Administration function.

Associated Assessment Criteria for Exit Level Outcome 2:

2.1 Information and reports are generated for internal and external use.
2.2 Work for the payroll cycle is planned and agreed to with manager and related stakeholders.
2.3 The achievement of targets planned within the payroll cycle are monitored and controlled on an ongoing basis.
2.4 Procedures are developed to meet specified needs.
2.5 Procedures are maintained and controlled on an ongoing basis.

Associated Assessment Criteria for Exit Level Outcome 3:

3.1 The Statutory legislation, regulations and requirements are understood and applied to Payroll Administration.
3.2 Data is processed using information technology.
3.3 Input variations are validated on employee records.
3.4 Gross pay is ascertained according to organisational payroll procedures and legislative criteria.

Integrated Assessment:

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification. Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic payroll sector contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflective competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all Specific Outcomes, Essential Embedded Knowledge and Critical Cross-Field Outcomes are assessed. The assessment of the Critical Cross-Field Outcomes should be integrated with the assessment of Specific Outcomes and Essential Embedded Knowledge.

INTERNATIONAL COMPARABILITY

In the United States or America, Canada, the United Kingdom and South Africa, among others, the payroll function is considered a specialised business profession and national professional bodies play an important role in ensuring that their members are suitably skilled and qualified.

In Canada, payroll professionals are certified by the Canadian Payroll Association (http://www.payroll.ca/index.cfm). There are two main qualifications, namely a 'Payroll Compliance Practitioner (PCP)' or as 'Certified Payroll Manager (CPM)'.

The contents of these qualifications (in outline) are:

Payroll Compliance Practitione:

> Payroll Compliance Legislation.
> Payroll Fundamentals 1.
> Introduction to Accounting.
> Payroll Fundamentals 2.

Certified Payroll Manager:

> Payroll Management Processes.
> Organizational Behaviour Management.
> Managerial Accounting.
> Compensation and Benefits Management.
> Payroll Management Practices.

These qualifications map are comparable to other international standards and to the South African level 4 and 5 qualification respectively.

In the United States, Payroll Professionals are certified by the American Payroll Association. They are designated as Fundamental Payroll Consultant (FPC) or Certified Payroll Professional (CPP) after passing the appropriate certification exam.

The contents of these qualifications (in outline) are:

Fundamental Payroll Certification (FPC):

Is open to all those who wish to demonstrate a baseline of payroll competency and is designed for:

> Entry-level Payroll Professionals.
> Sales Professionals/Consultants serving the payroll industry.
> Systems Analysts/Engineers writing payroll programs.
> Payroll Service Bureau Client Representatives.

Certified Payroll Professional (CPP):

In addition to obtaining the FPC qualification the CCP must pass either of:

> Payroll Practice Essentials (3-day course).
> Intermediate Payroll Concepts (2-day course).
> Advanced Payroll Concepts (2-day course).
> Strategic Payroll Practices (2-day course).
OR
> Payroll 101: The Standard Foundation of Payroll Administration.
> Payroll 201: The Payroll Administration Course.

The content areas of the course are again comparable to the United Kingdom qualifications and to the South African level 4 and 5 qualifications respectively.

In the United Kingdom, the benchmark qualifications for the profession are the 'Foundation in Payroll Administration' and the 'Diploma in Payroll Management.' These qualifications are comparable to the South African level 4 and 5 qualifications respectively. In addition there are higher level qualifications in the form of a higher diploma and a master's degree.

Benchmarking was done by comparing the Unit Standards and the Exit Level Outcomes of this Qualification with Qualifications and Unit Standards for Payroll Administration in the United Kingdom. The United Kingdom Payroll Association was consulted to determine their approach to Payroll Qualifications.

An indication was given that the approach generally in the UK is to use skills programmes based specifically on Payroll Standards to equip employees in that field with the competencies and knowledge required. There are two Qualifications registered in the United Kingdom at levels 4 and 5, based on the UK standards, and Payroll employees in the Commonwealth countries who require a complete Qualification in Payroll Administration use them.

A direct comparison of the Unit Standards in the National Certificate in Payroll Administration Services: Level 4 with regard to Title, Specific Outcomes, Assessment Criteria and Embedded Knowledge was undertaken with the UK Standards and they compare favourably in terms of content, outcomes and level of complexity of learning.

The National Certificate in Payroll Administration Services Level 4 compares with the UK Qualification entitled, "Foundation Certificate in Payroll Administration" NVQ Level 4.

The contents of the courses (in outline) are at the NVQ Level 4/5 Standard.

The Programme is broken down into 8 compulsory modules plus one of two optional modules:

Module 1 - Managing a Payroll:

> Input new employees on the payroll.
> Calculate the tax and National Insurance liability.
> Identify and calculate Statutory Sick Pay and Statutory Maternity Pay.
> Understand the importance of accurate and timely processing.
> Understand the importance of health and safety.

Module 2 - Managing the Tax Year End:

> Accurately produce statutory and non-statutory year end returns.
> Identify and report the tax and National Insurance liability of expenses and benefits.
> Identify the importance of procedures, planning, organisation and monitoring of work.
> Use IT accurately to produce reports and returns.

Module 3 - Managing advanced tax and National Insurance issues:

> Apply the criteria for determining employment and self employment status.
> Differentiate between the different types of termination payments and their tax and NI implications.
> Deal with the special rules for the treatment of directors.
> Evaluate the ways in which a pension payroll differs from an employee payroll.
> Demonstrate an understanding of the specific rules relating to the construction industry scheme.

Module 4 - Managing employment law issues:

> Analyse the links between an employee's Maternity rights and Statutory Maternity Pay.
> Develop criteria to enable compliance with the National Minimum Wage Regulations.
> Apply knowledge of the Working Time Regulations to developing controls to ensure compliance.
> Develop contracts of employment that comply with the Employment Rights Act 1996.
> Deal with the legal aspects of redundancy situations.
> Develop a set of discipline and grievance procedures.

Module 5 - Managing the payroll environment:

> Identify potential risks in order to prevent disaster and fraud in the workplace.
> Supervisory skills and staff development.
> Develop a job evaluation scheme for a payroll department techniques.
> Prepare and present a report to a management team.
> Setting Performance Targets and Staff Appraisals.

Module 6 - Managing the Payroll Function:

> Analyse the payroll system and produce procedures for managing change.
> Be able to prepare for and manage internal and external audits.
> Be able to develop payroll budgets and implement controls to ensure they are adhered to.

> Produce an expenses policy that complies with Inland Revenue rules to ensure no tax implications.

Module 7 - Managing operations:

> Explain the strategic objectives of operations management within the organisation.
> Manage the design of systems and operations in the organisation.
> Plan and control the operations of the organisation.
> Improve performance within the organisation.

Module 8 - Managing Human Resources:

> Identify ways in which human resource management can contribute to organisational effectiveness.
> Evaluate the current structure, culture and human resource systems of the organisation.
> Analyse current and future demands for human resources.
> Evaluate ways in which the performance of individuals within the organisation is managed.
> Evaluate ways in which change is managed within the organisation.

Candidates can then choose from one of the two optional modules shown below:

Module 9 - Managing Pensions:

> Understand the role and duties of trustees and actuaries within the pension scheme.
> Explain the requirements of the Pensions Act 1995 as it applies to the organisation.

Module 10 - Managing International Employees:

> Establish the criteria for tax and NI treatment of employees coming from abroad.
> Establish the criteria for tax and NI treatment of employees sent abroad.
> Produce a policy document setting out procedures for ensuring compliance with tax and NI legislation.

Australia and New Zealand follow United Kingdom standards.

SADC and other African countries, where information was available at all likewise follow United Kingdom standards which seem to be an international benchmark.

All payroll qualifications include relevant national legislation in their programs.

ARTICULATION OPTIONS
This Qualification lends itself to both vertical and horizontal articulation possibilities.

This Qualification articulates horizontally with:

> ID 61595:Further and Educatiion Training Certificate: Business Administration, NQF Level 4.
> ID 57712:Further Education andTraining Certificate: Generic Management, NQF Level 4

It articulates vertically with other qualifications at NQF level 5 in the following fields:

> ID 35926: National Certificate: Payroll Administration and Business Services, NQF Level 5.

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant Education, Training, Quality, and Assurance (ETQA) Body.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's (including professional bodies); and in terms of the moderation guideline detailed immediately below.

> Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual unit standards, the integrated competence described in the Qualification.

> Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant needs:

> A minimum of 2 (two) years' practical, relevant occupational experience.
> A relevant Qualification at NQF Level 5 or higher.
> To be registered as an assessor with the relevant ETQA.

NOTES

This qualification replaces qualification 35927, "National Certificate: Payroll Administration Services", Level 4, 153 credits.

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	119471	Use language and communication in occupational learning programmes	Level 4	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5
Core	252170	Apply the principles of customer care in client interactions	Level 4	5
Core	263375	Demonstrate an understanding of statutory legislation and requirements relating to payroll administration	Level 4	20
Core	263374	Generate information and reports for internal and external use	Level 4	10

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	263396	Plan, organise, implement and monitor work within the payroll environment	Level 4	10
Core	263414	Process data using Information Technology	Level 4	5
Core	263378	Record and validate input variations on employee records	Level 4	20
Core	242817	Solve problems, make decisions and implement solutions	Level 4	8
Core	263398	Ascertain Gross Pay	Level 5	15
Core	8648	Demonstrate an understanding of professional values and ethics	Level 5	4
Elective	10170	Demonstrate understanding of employment relations in an organisation	Level 3	3
Elective	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	Level 4	5
Elective	114877	Formulate and implement an action plan to improve productivity within an organisational unit	Level 4	8
Elective	11473	Manage individual and team performance	Level 4	8
Elective	242811	Prioritise time and work for self and team	Level 4	5
Elective	263402	Determine individual and aggregate payments	Level 5	20

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Generate information and reports for internal and external use

SAQA US ID	***UNIT STANDARD TITLE***		
263374	Generate information and reports for internal and external use		
ORIGINATOR		***PROVIDER***	
SGB Administration			
FIELD		***SUBFIELD***	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	***UNIT STANDARD TYPE***	***NQF LEVEL***	***CREDITS***
Undefined	Regular	Level 4	10

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
110000	Generate information and reports for internal and external use	Level 4	10	Will occur as soon as 263374 is registered

SPECIFIC OUTCOME 1
Ascertain information requirements.

SPECIFIC OUTCOME 2
Process and distribute information to meet management requirements.

SPECIFIC OUTCOME 3
Communicate with individual employees and managers.

SPECIFIC OUTCOME 4
Facilitate the transfer of funds to /from external bodies.

SPECIFIC OUTCOME 5
.Provide information to authorised agencies.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	66169	Further Education and Training Certificate: Payroll Administration Services	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of statutory legislation and requirements relating to payroll administration

SAQA US ID	*UNIT STANDARD TITLE*		
263375	Demonstrate an understanding of statutory legislation and requirements relating to payroll administration		
ORIGINATOR		*PROVIDER*	
SGB Administration			
FIELD		*SUBFIELD*	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 4	20

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
109996	Demonstrate and apply an understanding of statutory legislation and requirements relating to Payroll Administration	Level 4	20	Will occur as soon as 263375 is registered

SPECIFIC OUTCOME 1
Demonstrate an understanding of the Basic Conditions of Employment Act.

SPECIFIC OUTCOME 2
Demonstrate an understanding of the South African Tax system.

SPECIFIC OUTCOME 3
Demonstrate an understanding of the Occupational Injury and Diseases (OID) Act,.the Skills Development Levy (SDL) Act, the Unemployment Insurance (UI) Act.

SPECIFIC OUTCOME 4
Demonstrate an understanding of the Bargaining Councils as related to Payroll.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	66169	Further Education and Training Certificate: Payroll Administration Services	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Record and validate input variations on employee records

SAQA US ID	*UNIT STANDARD TITLE*		
263378	Record and validate input variations on employee records		
ORIGINATOR		*PROVIDER*	
SGB Administration			
FIELD		*SUBFIELD*	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 4	20

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
110094	Record and validate input variations on employee records	Level 4	20	Will occur as soon as 263378 is registered

SPECIFIC OUTCOME 1
Verify and record employee personal data.

SPECIFIC OUTCOME 2
Verify and record employee remuneration contract terms.

SPECIFIC OUTCOME 3
Maintain payroll records.

SPECIFIC OUTCOME 4
Process records of employee movement.

SPECIFIC OUTCOME 5
Implement instructions from external agencies.

SPECIFIC OUTCOME 6
Evaluate and record variations to payroll.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	66169	Further Education and Training Certificate: Payroll Administration Services	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Plan, organise, implement and monitor work within the payroll environment

SAQA US ID	***UNIT STANDARD TITLE***		
263396	Plan, organise, implement and monitor work within the payroll environment		
ORIGINATOR		***PROVIDER***	
SGB Administration			
FIELD		***SUBFIELD***	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	***UNIT STANDARD TYPE***	***NQF LEVEL***	***CREDITS***
Undefined	Regular	Level 4	10

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
110024	Plan, Organise, Implement and Monitor Work within the Payroll environment	Level 4	10	Will occur as soon as 263396 is registered

SPECIFIC OUTCOME 1
Plan and agree work for payroll cycle.

SPECIFIC OUTCOME 2
Monitor and control the achievement of targets planned within the payroll cycle.

SPECIFIC OUTCOME 3
Develop procedures to meet specified needs.

SPECIFIC OUTCOME 4
Implement and maintain procedures.

SPECIFIC OUTCOME 5
Manage appointments.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	66169	Further Education and Training Certificate: Payroll Administration Services	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Ascertain Gross Pay

SAQA US ID	***UNIT STANDARD TITLE***		
263398	Ascertain Gross Pay		
ORIGINATOR		***PROVIDER***	
SGB Administration			
FIELD		***SUBFIELD***	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	***UNIT STANDARD TYPE***	***NQF LEVEL***	***CREDITS***
Undefined	Regular	Level 5	15

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
109994	Ascertain Gross Pay	Level 5	15	Will occur as soon as 263398 is registered

SPECIFIC OUTCOME 1
Demonstrate an understanding of gross pay.

SPECIFIC OUTCOME 2
Determine basic entitlements.

SPECIFIC OUTCOME 3
Determine fringe benefits values.

SPECIFIC OUTCOME 4
Process additional pay and allowances.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	66169	Further Education and Training Certificate: Payroll Administration Services	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Determine individual and aggregate payments

SAQA US ID	*UNIT STANDARD TITLE*		
263402	Determine individual and aggregate payments		
ORIGINATOR		*PROVIDER*	
SGB Administration			
FIELD		*SUBFIELD*	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 5	20

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
110008	Determine individual and aggregate payments	Level 5	45	Will occur as soon as 263402 is registered

SPECIFIC OUTCOME 1
Identify and record deductions.

SPECIFIC OUTCOME 2
Perform basic tax calculations.

SPECIFIC OUTCOME 3
Calculate and verify net pay.

SPECIFIC OUTCOME 4
Ascertain and reconcile aggregate payroll totals.

SPECIFIC OUTCOME 5
Generate and distribute pay slips.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Elective	66169	Further Education and Training Certificate: Payroll Administration Services	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Process data using Information Technology

SAQA US ID	*UNIT STANDARD TITLE*		
263414	Process data using Information Technology		
ORIGINATOR		*PROVIDER*	
SGB Administration			
FIELD		*SUBFIELD*	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 4	5

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
110025	Process data using information technology	Level 4	5	Will occur as soon as 263414 is registered

SPECIFIC OUTCOME 1
Capture information from source documents onto a computer system.

SPECIFIC OUTCOME 2
Generate and print standard reports on a computer system.

SPECIFIC OUTCOME 3
Obtain information from an information system.

SPECIFIC OUTCOME 4
Produce documents for the analysis of numerical information.

SPECIFIC OUTCOME 5
Contribute to the quality of the management information system.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	66169	Further Education and Training Certificate: Payroll Administration Services	Level 4