



RTO 46194

FNSSS00012
PAYROLL
ADMINISTRATOR
SKILL SET



study@devs.college

(08) 7078 8882

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91 Hampstead Rd, Manningham, SA 5086

COURSE OVERVIEW

This skill set is designed for payroll administrators and workers in job roles who perform payroll administration and payroll management tasks in a variety of industries.

CODE

FNSSS00012

DELIVERY METHOD

Online, 5 Units of Study

QUALIFICATION LEVEL:

Certificate or skillset

COST

\$???

ENTRY REQUIREMENTS

There are no formal prerequisites for this course

DURATION

within 12 months

NATIONALLY RECOGNISED

Yes

ASSESSMENTS

Multiple choice

Short answer questions

Workbooks

Online tests

CAREER OPPORTUNITIES

Payroll Administrator

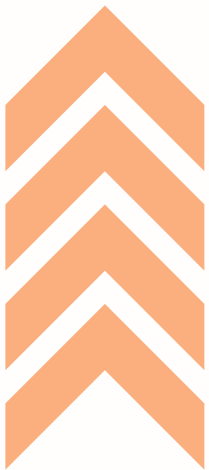
Accounts & Payroll Officer

HR & Compliance Coordinator

UNITS OF STUDY

The units of competency in this skill set from the FNS Financial Services Training Package address the needs of individuals who perform payroll administration and payroll management tasks in a variety of industries.

The Commercial Law for Tax Agents skill set requires students to complete 5 units of competency for accreditation.



FNSPAY511	Process salary packaging arrangements and additional allowances in payroll
FNSPAY512	Process superannuation payments in payroll
FNSPAY513	Process complex employee terminations in payroll
FNSPAY514	Interpret and apply knowledge of industrial regulations relevant to payroll
FNSPAY515	Interpret and apply knowledge of taxation systems relevant to payroll

The units of competency in this skill set provide credit towards:

- FNS40222 Certificate IV in Accounting and Bookkeeping
- FNS50222 Diploma of Accounting
- FNS50422 Diploma of Payroll Services.

PRACTICAL TRAINING

At DEVS College, we provide our accounting students with the specialized skills and expertise required to thrive in today's dynamic accounting industry. Our comprehensive curriculum includes practical training in Xero and MYOB, two of the most widely utilized accounting software platforms, ensuring graduates develop industry-relevant competencies for real-world financial management and reporting.

MYOB

Through simulated business scenarios, students enhance their problem-solving abilities and technical expertise, preparing them to navigate real-world accounting challenges with confidence.



XERO

Students develop proficiency in bookkeeping, payroll, invoicing, and financial reporting using Xero and MYOB, replicating real-world accounting processes.



Mastering Xero and MYOB, two of the most widely used accounting platforms, equips students with highly sought-after skills, giving them a competitive advantage in the job market.

Our experienced trainers provide comprehensive, step-by-step instruction, ensuring students develop a strong foundation in accounting software and practical financial management.

ESSENTIAL INFORMATION

How is the course organized and taught?

This course is self paced which means you can complete in your own time, however you cannot exceed the maximum time frame allowed. Courses are delivered online.

What qualifications or prior knowledge are needed to enroll?

No formal prerequisites are required to join this course.

What materials or resources do students need to provide?

Each student must have access to a computer and a stable internet connection. Additionally, proficiency in Microsoft Office programs, including Word, Excel, and PowerPoint, is essential. Depending on the course requirements, access to specialized software such as MYOB, Xero, or similar tools may also be necessary.

What learning materials are included?

Once you have successfully enrolled in the course you will have access to the following resources for each unit of study: Tutorials covering key concepts; training manuals; reference documents such as case studies, exercises, examples and additional reading.

Will we have professional recognition after this course

Yes, this skill set equips you with the essential skills and knowledge to perform payroll functions effectively, including compliance with Australian payroll legislation, tax requirements, and superannuation obligations. While this skill set enhances your professional capabilities and employability in payroll administration roles, it does not automatically grant formal professional recognition or accreditation. However, it serves as a valuable credential to demonstrate your expertise to employers and can be a stepping stone toward further qualifications or certifications in payroll or accounting. For specific professional recognition or accreditation requirements, consult relevant industry bodies or employers.

Does the course offer recognition for prior learning or experience?

Yes, the DEVS assessment framework is designed to recognize and accommodate existing skills and qualifications. If you have prior knowledge or certifications, you may apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT). This process involves an evaluation of informal and non-formal learning to assess your alignment with the required course outcomes. For additional information, including details on associated fees, we invite you to reach out to our enrollment team.

PAYMENT DETAILS

We believe education should be within everyone's reach, which is why we strive to make it both affordable and accessible. To support your journey, we provide flexible, interest-free payment plans designed to help you start sooner. Here are the three payment options you can choose from:

- Payment plan - Payment plans are available. All payment plans start with an initial payment of \$500 upfront, which is a non-refundable payment, followed by equal monthly payments based on payment plan duration.
- Finance option - Discuss with enrollment officer.
- Direct debit option - Easy payments available.



get started
NOW!

**CLICK ON THE
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TO GET ENROLLMENT**



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