

# IPASS DIPLOMA IN PAYROLL MANAGEMENT

**IPASS**  
Professional Tax Training



## NOW ENROLLING

Certificate in Payroll Management

EMAIL [courses@ipass.ie](mailto:courses@ipass.ie)  
TEL (01) 408 9100

# THE IPASS DIPLOMA IN PAYROLL MANAGEMENT IS AN EXCELLENT QUALIFICATION WHICH WILL:

- › Enhance your career prospects
- › Provide specific training in payroll management issues
- › Allow you to develop your full potential
- › Obtain professional recognition in your chosen career
- › Display your commitment to self improvement

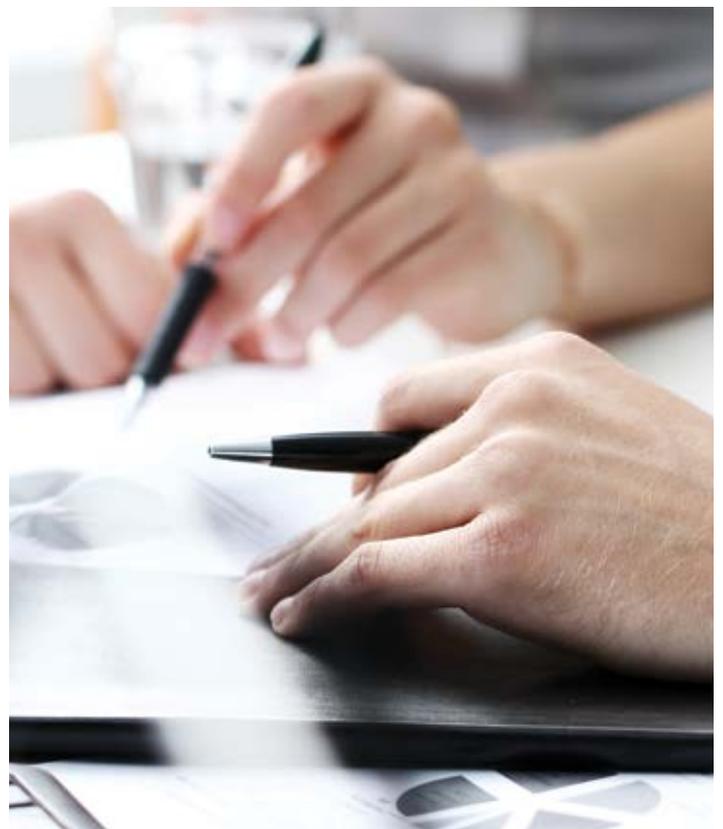
## INTRODUCTION

The IPASS Diploma in Payroll Management, is a superb 1 year course which has been specifically designed to meet the needs of Irish payroll managers and senior staff. The syllabus for the IPASS Diploma was prepared following consultation with payroll professionals in industry, commerce and the public sector. We believe that this syllabus reflects the diverse range of skills, which all payroll professionals require in order to function efficiently.

Having successfully completed the Certificate in Payroll Techniques, many people want to further their studies and to gain additional experience and knowledge which will assist them in their future career. However, to progress further, knowledge of more than just payroll matters is required. Most, if not all senior payroll personnel are responsible for the management of a team of people and they are also required to know more about IT systems and their working environment, quite apart from the additional technical knowledge required in relation to Employment Law, PAYE, PRSI, and USC. Students will be provided with an extremely interesting and challenging management development programme, together with a thorough education in the concepts and techniques of management specially adapted for the payroll environment. Successful students will acquire a professional qualification, which will enhance their career prospects and improve confidence and self esteem. They will be eligible to join the Irish Payroll Association as full members and to use the designatory letters MIPA (Member of the Irish Payroll Association).

## IS THIS COURSE FOR YOU?

If you have ambition and a desire for self improvement as a payroll professional, this is the most suitable course for you. Apart from the additional knowledge and self confidence which you will gain from this course, you will clearly display that you have the desire, the commitment and the ability to pursue further study for the purpose of improving your work performance, traits which all employers look for in management staff.



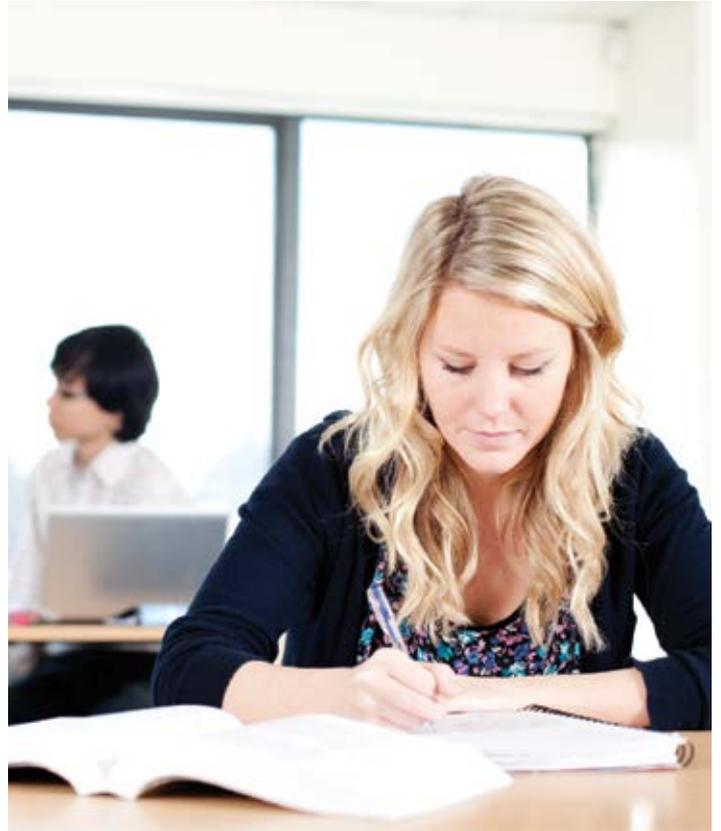
## COURSE STRUCTURE

The IPASS Diploma in Payroll Management builds on learning previously acquired while studying for the Certificate in Payroll Techniques and it will also complement the experience and competence previously acquired through practice, or through other qualifications.

The course is available through a mixture of home based/ classroom learning or alternatively through distance/online learning. It consists of four separate modules, details of which are outlined on the following pages. Classroom learning consists of two full days per module, usually on a Saturday although an occasional Sunday class may be necessary. The classroom course is available in Dublin, Cork, Limerick and Galway. A telephone helpline service and tutor support is available to all students throughout the course. Attendance at the two classroom days per module is not compulsory, but is highly recommended. Students will receive full tuition in the course material for each module and will also be engaged in group discussions and the examination of case studies. IPASS will also encourage and facilitate the formation of study groups, as an important part of the learning process of the IPASS Diploma course is the interaction between students and the sharing of real world experiences.

## COURSE MATERIAL

Students will receive a study pack for each module in which the course material is laid out in a user-friendly format and comes with a study guide. Each chapter contains a number of self-assessment questions, so that students can test their knowledge as they progress through each module. Students will be given full instructions on the preparation of an assignment and each module will include two sample assignments and solutions. These are designed to act as a guide to provide students with a structured approach regarding the required layout and format when preparing the main assignment for submission.



## COURSE ASSESSMENT

With the exception of the IT Module which includes a short written exam paper on hardware and software, students are assessed on the basis of a written assignment based on a case study. Don't be put off by the term "assignment". It is equivalent to a long essay and guidance will be given to all students. The main assignment for each module is designed to test students' understanding of the principles and practices outlined in the course material and on their ability to apply this knowledge in a given situation. The course assignments will be based on case studies and students will be required to identify a number of issues which need to be addressed, explain why they believe these issues need to be addressed and then outline actions that they propose should be adopted and the reasons for these actions. Students will have sufficient time to consider their response to their assignment and to make any changes they require before submitting it to IPASS for assessment by the examiner.

# ENTRY REQUIREMENTS



**WE HAVE A DIRECT DEBIT PLAN AVAILABLE  
PLEASE CONTACT US TO FIND OUT MORE**

## CONTACT DETAILS

**TEL** (01) 408 9100 **EMAIL** [courses@ipass.ie](mailto:courses@ipass.ie)

## GENERAL

Entry to the IPASS Diploma in Payroll Management course is only open to applicants who have successfully completed the Certificate in Payroll Techniques qualification.

## EXEMPTIONS FROM INDIVIDUAL MODULES

Students may apply for an exemption from an individual module of the IPASS Diploma in Payroll Management on the basis of accredited prior learning. Students who wish to apply for an exemption should supply full details of the prior learning course, together with verifiable confirmation of the qualification obtained. Exemptions may not be granted to any student for more than a single module on the IPASS Diploma course.

## FEES

<b>Associate Membership Fee</b> (Note 1) .....	€140
<b>Course Fees</b> – per module .....	€390
<b>Course Fees</b> – for all 4 modules .....	€1,400
(single payment)	
<b>Module Exemption Fee</b> (Note 2).....	€125

## NOTE 1

*The Associate Membership Fee includes a copy of the IPASS book and covers 1 academic year from date of enrolment on the IPASS Diploma course*

## NOTE 2

*Students who apply for an exemption from a module must submit supporting evidence of educational or professional achievements on which the claim to exemption is based. Students may only apply for an exemption from one single module on the IPASS Diploma course*

# IPASS DIPLOMA IN PAYROLL MANAGEMENT SYLLABUS



## MODULE 1: MANAGEMENT PROCESSES AND SKILLS FOR THE PAYROLL MANAGER

This course provides a practical and informative guide to the essential topics connected with organisational behaviour and the important processes connected with people management. It examines human behaviours in the work context and how this impacts the performance of the organisation. The course is divided into two separate parts.

**PART 1** of the course looks at the main principles underpinning organisational behaviour including why people behave the way they do, individual and group dynamics and motivation. Concepts such as decision making, building a team, dealing with change, delegation and improving communication within the team are some of the responsibilities facing managers on a daily basis and will be discussed during the course. Part 1 also addresses the main principles and methods for structuring organisations and the skills required to be a successful manager. The following four areas are explored in detail:

- › Individuals and how they interact
- › Teams and teambuilding
- › Organisational structure and change management
- › Individual and organisational communications

**PART 2** of the course contains details of management processes, techniques, systems, and principles that should be used as guidelines to successfully understand the activities that impact the performance of a payroll manager. Developing robust processes around hiring the right people, improving the performance of the team, developing and retaining your best people, adapting your management style and evaluating your performance is critical in your success as a manager. These key performance activities have been divided into five areas as outlined below, each of which is covered in detail in the course material.

- › Recruitment and Selection
- › Performance Management
- › Training and Development
- › Planning and Evaluation
- › Management and Leadership Styles

## **MODULE 2: EMPLOYMENT LAW ISSUES IN THE PAYROLL ENVIRONMENT**

This module examines labour relations procedures and deals specifically with the following legislation and codes of practice which are of vital interest to all employers today.

- › Minimum Notice and Terms of Employment Acts 1973 to 2005
- › Protection of Employees (Employers' Insolvency) Acts 1984 to 2012
- › Redundancy Payments Acts 1967 to 2014
- › Industrial Relations Acts 1946 to 2015
- › Unfair Dismissals Acts 1977 to 2015
- › Employment Equality Acts 1998 to 2015
- › Data Protection Acts 1988 and 2003
- › Safety, Health and Welfare at Work Acts 2005 to 2014
- › Employees (Provision of Information and Consultation) Act 2006
- › WRC Inspections

## **MODULE 3: PAYROLL MANAGEMENT IN AN IT ENVIRONMENT**

Information technology plays a central role in payroll processing for most organisations. Management of the technology and a thorough understanding of the systems involved are essential to avoid difficulties and to minimise problems. The contents of the module are as follows:

- › Introduction to computer hardware and software
- › Elements of a computer
- › IT configurations, networks, the internet and cloud based Apps
- › Input, output and storage devices
- › Systems software, operating systems and utilities and application software
- › Systems implementation
- › Software acquisition and licencing

- › Matters to consider when selecting Payroll Software
- › Management and control in a payroll computer environment
- › System management and control
- › File storage, data security, backups and virus protection
- › Completeness and accuracy of data
- › Disaster recovery plan
- › The impact of the Data Protection Act on payroll
- › Cloud Computing

## **MODULE 4: ADVANCED INCOME TAX AND SOCIAL WELFARE PRACTICE**

This module builds on the knowledge and experience of students. It deals with many relatively new issues, which are becoming increasingly important as the structures and patterns of employment are changing. It also highlights many of the little known aspects of income tax and social welfare, which are very relevant in this age where the international movement of employees is now widespread. This module also includes details of Revenue and PRSI audits and what payroll managers can expect, how to prepare for such audits and how to handle any problems that might arise, including the process of handling appeals against Revenue and Department of Employment Affairs and Social Protection decisions and assessments. The course covers the following topics:

- › Company Directors
- › Share Based Remuneration
- › Personal Taxation
- › Residence in Ireland for Income Tax Purposes
- › Employed or Self-Employed – Determining an Individual's Status
- › Revenue Audits
- › PRSI – Advanced Issues
- › Tax Management Practices for Employers and Employees



# Irish Payroll Association

H4 Centrepoint Business Park, Oak Road, Dublin 12  
 Tel: (01) 408 9100 Fax: (01) 408 9102 Email: enrol@ipass.ie

Student ID

COURSE CHOICE	VENUE	
Diploma in Payroll Management		Distance Learning <input type="checkbox"/>

### PERSONAL DETAILS

Firstname:		Surname:	
Address:			
Email Address:			
Date of Birth:		Nationality:	
Student PPS Number:		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Phone No:		Mobile:	Home:

### EMPLOYER DETAILS (OPTIONAL)

Company Name:	
Address:	
Phone:	

FEES PAYABLE	Classroom	Distance		
*Course Fee	€1,400.00	€1,000	<input type="checkbox"/>	<b>Note 1</b> <i>Students who apply for an exemption from a module must submit supporting evidence of educational or professional achievements on which the claim to exemption is based. Students may only apply for an exemption from one module.</i>
**Associate Fee	€140.00	€140.00	X	
Course Fee (per module)	€390.00	€290.00	<input type="checkbox"/>	
Module Exemption Fee (Note 1)	€125.00	€125.00		
QQI Registration	€50.00	€50.00	X	
Total Payable				

\* Applies if you are paying for your course fee in full  
 \*\*This includes a FREE copy of the IPASS Book 2019

### APPLICATION REQUIREMENTS / CHECKLIST

- All sections must be completed unless marked as (Optional). Incomplete forms will be returned to you for completion and may result in delays in processing your application.
- If your employer is paying for your course fees then your employer must confirm this by signing the appropriate section.
- Your application must be signed by you. Applications that are not signed will be returned.

