



THE SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

CERTIFICATE OF ACCREDITATION

This certifies that
Payroll Education (Pty) Ltd

is awarded full accreditation status as a provider of education and training
in terms of the Skills Development Act of 1998
for Qualification/s and/or Unit Standard/s as specified per appendix

In terms of the Skills Development Act of 1998

1002

Accreditation Number

07 June 2011

Accreditation Date

06 March 2018

Date Issued

31 March 2020

Accreditation expiry date

Quality Assurance
Senior Manager

CERTIFICATE NUMBER : 00000066

This Certificate is issued without alteration or erasure of any kind



Chief Executive Officer:
for and on behalf of SERVICES SETA



APPENDIX

| | |
|-------------------------------|------------------------------------|
| This certifies that: | Payroll Education (Pty) Ltd |
| Accreditation No.: | 1002 |
| Certificate No.: | 00000066 |
| Accreditation Status.: | Full Accreditation |

For the following Learning Programmes:

| Learning Programme/Qualification | NQF Level | Credits |
|--|------------------|----------------|
| Accommodate audience and context needs in oral communication (8968) | NQF Level 03 | 5 |
| Administer data, systems, payments and provide advice related to compensation (10169) | NQF Level 04 | 4 |
| Analyse and explain the impact of one`s personal interactive style on one`s relationship with a client (14522) | NQF Level 05 | 6 |
| National Certificate: Payroll Administration Services (35927) | NQF Level 04 | |
| National Diploma: Payroll Administration Services (67229) | NQF Level 05 | |
| Apply concepts and principles of business ethics in the professional environment (12891) | NQF Level 06 | 5 |
| Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems (9015) | NQF Level 04 | 6 |
| Further Education and Training Certificate: Payroll Administration Services (93995) 66169 | NQF Level 04 | |
| Apply workplace communication skills (8647) | NQF Level 05 | 10 |
| Ascertain Gross Pay (109994) | NQF Level 05 | 15 |
| Capture payroll data (264374) | NQF Level 03 | 6 |
| Complete Year End Procedures (109995) | NQF Level 05 | 40 |
| Conduct an organisational needs analysis (12138) | NQF Level 06 | 10 |
| Conduct project documentation management to support project processes (10137) | NQF Level 04 | 6 |
| Demonstrate a basic understanding of legislation and related role players applicable to the payroll environment (264335) | NQF Level 03 | 6 |
| Demonstrate an understanding of critical ethical values in a payroll environment (264339) | NQF Level 04 | 8 |
| Demonstrate an understanding of professional values and ethics (8648) | NQF Level 05 | 4 |

This Statement of Achievements should always be accompanied by an original certificate of competence issued with the above mentioned certificate number

Please refer to the services SETA website to view the Unit Standards aligned to the above mentioned Learning Programmes.

THE SERVICES SETA RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY.

| Learning Programme/Qualification | NQF Level | Credits |
|--|--------------|---------|
| Demonstrate an understanding of the purpose of the payslip and its components (264371) | NQF Level 03 | 6 |
| Demonstrate and apply an understanding of statutory legislation and requirements relating to Payroll Administration (109996) | NQF Level 04 | 20 |
| Demonstrate understanding of employment relations in an organisation (10170) | NQF Level 03 | 3 |
| Determine individual and aggregate payments (110008) | NQF Level 05 | 45 |
| Determine individual and aggregate payments (263402) | NQF Level 05 | 20 |
| Develop and implement a business plan (7886) | NQF Level 05 | 8 |
| Draft financial statements (13015) | NQF Level 05 | 12 |
| Engage in sustained oral communication and evaluate spoken texts (8974) | NQF Level 04 | 5 |
| Generate information and reports for internal and external use (110000) | NQF Level 04 | 10 |
| Handle a range of customer complaints (10025) | NQF Level 04 | 4 |
| Identify and manage areas of customer service impact (10054) | NQF Level 05 | 6 |
| Identify, organise and co-ordinate project life cycle phases for control purposes (10131) | NQF Level 04 | 5 |
| Induct a new employee (10980) | NQF Level 04 | 6 |
| Interpret and use information from texts (8969) | NQF Level 03 | 5 |
| Manage customer requirements and needs and implement action plans (10053) | NQF Level 05 | 8 |
| Manage individual and team performance (11473) | NQF Level 04 | 8 |
| Manage the capture, storage and retrieval of human resources information using an information system (10171) | NQF Level 05 | 3 |
| Manage the design, development and review of a human resource information system (11906) | NQF Level 05 | 3 |
| Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities (12417) | NQF Level 04 | 4 |
| Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation (11909) | NQF Level 05 | 5 |
| Monitor, evaluate and communicate project schedules (10143) | NQF Level 04 | 4 |
| Plan, organise and support project meetings and workshops (10136) | NQF Level 04 | 4 |
| Plan, Organise, Implement and Monitor Work within the Payroll environment (110024) | NQF Level 04 | 10 |
| Prepare salaries (117426) | NQF Level 03 | 9 |
| Present an informed argument on a current issue in a business sector (14525) | NQF Level 05 | 5 |
| Process data using information technology (110025) | NQF Level 04 | 5 |
| Process redundancy documents (110033) | NQF Level 05 | 5 |
| Produce spreadsheets using accounting related information technology (12998) | NQF Level 05 | 8 |
| Read analyse and respond to a variety of texts (8975) | NQF Level 04 | 5 |
| Recognise, measure, classify and record financial and non-financial data (12935) | NQF Level 06 | 8 |
| Record and validate input variations on employee records (110094) | NQF Level 04 | 20 |

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| Learning Programme/Qualification | NQF Level | Credits |
|--|------------------|----------------|
| Recruit and select candidates to fill defined positions (12140) | NQF Level 05 | 9 |
| Schedule project activities to facilitate effective project execution (10133) | NQF Level 04 | 8 |
| Use language and communication in occupational learning programmes (8973) | NQF Level 03 | 5 |
| Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues (7468) | NQF Level 04 | 6 |
| Use the writing process to compose texts required in the business environment (12153) | NQF Level 04 | 5 |
| Work as a project team member (10135) | NQF Level 04 | 8 |
| Write for a wide range of contexts (8976) | NQF Level 04 | 5 |
| Write texts for a range of communicative contexts (8970) | NQF Level 03 | 5 |

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