



# Payroll Assistant Manager

☆ Level 5    £ £11,000    🗓 24 months

## 1. What the role entails

The broad purpose of the occupation is to ensure that the employer's workforce is paid on time and accurately in accordance with worker contractual and United Kingdom regulatory/statutory obligations. Working compliantly and in line with best practices are therefore essential features of the occupation.

The Payroll Assistant Manager might typically achieve this by leading a team of junior Payroll Administrators and overseeing their work, while working on the most complex cases themselves, such as expenses and benefits calculations. The extent to which the Payroll Assistant Manager will directly calculate complex payroll cases will often depend on the size of their organisation or their client's organisation.

In addition, Payroll Assistant Managers are responsible for bringing a high level of technical expertise to an organisation.

## 2. On-programme assessments

Before entering Gateway, the apprentice must complete the following on-programme requirements:

- employer must be content that the apprentice is working at or above the occupational standard
- Level 2 Functional Skills English and maths or equivalent qualifications
- collating a Portfolio of Evidence to underpin the Professional Discussion.

## 3. Gateway requirements

The decision to take the apprentice through Gateway must be made solely by the employer. The apprentice must achieve all the required on-programme elements before they enter Gateway, including a Portfolio of Evidence that will underpin the Professional Discussion. The employer must agree the title, subject and scope of the Project Report with NCFE.



## 4. End-point assessment

The end-point assessment (EPA) for Payroll Assistant Manager contains three methods of assessment:

### Multiple Choice Question (MCQ) Test

The Multiple Choice Test is a controlled assessment which consists of 50 multiple-choice questions in which apprentices are asked to provide a response. The test will cover the knowledge and skills (KSBs) mapped to this assessment method and apprentices will have 120 minutes to complete the test.

**Grading:** The Multiple Choice Test is graded Fail, Pass, or Distinction

### Professional Discussion underpinned by a Portfolio of Evidence

A Professional Discussion is a 90 minute two-way discussion which involves both the Independent End-Point Assessor (IEPA) and the apprentice actively listening and participating in a formal conversation. The Professional Discussion will follow the IEPA's review of a Portfolio of Evidence, which contains evidence related to the KSBs that will be assessed by the Professional Discussion.

**Grading:** The Professional Discussion underpinned by a Portfolio of Evidence is graded Fail, Pass, or Distinction

### Project Report followed by Presentation and Questioning

This method has 2 components: The first is a 5,000 word Project Report which is designed to ensure the apprentice meets the needs of the business, is relevant to their role and allows the relevant KSBs to be demonstrated. The second component consists of a 20 minute Presentation which focuses on the project work and will be followed by a 20 minute Questioning from the IEPA.

**Grading:** The Project Report followed by Presentation and Questioning is graded Fail, Pass, or Distinction

## 5. Grade aggregation table

MCQ Test	Professional Discussion	Project Report and Presentation	Overall grading
Pass	Pass	Pass	<b>Pass</b>
Pass	Pass	Distinction	<b>Pass</b>
Pass	Distinction	Pass	<b>Pass</b>
Pass	Distinction	Distinction	<b>Pass</b>
Distinction	Pass	Distinction	<b>Pass</b>
Distinction	Distinction	Pass	<b>Pass</b>
Distinction	Distinction	Distinction	<b>Distinction</b>

A Fail in any method will result in an overall Fail.

## 6. Completion and certification

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

## 7. What next?

Typical job titles following the Payroll Assistant Manager apprenticeship include Assistant Pay and Benefits Manager, Payroll Supervisor and Senior Payroll Executive.

### Why NCFE?

We're an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, social care, digital and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.