



# Cashel Community School

## Adult Education Programme



### **Course Description: QQI Level 5 – Payroll: Manual and Computerised**

This component aims to equip the learner with the knowledge, skills and competency necessary to enable them operate and maintain accurate payroll records, using manual and computerised systems for any organisation, irrespective of size. It will enable them to work under general direction, supervision or on their own initiative.

### **Course Objectives:**

- To explore with the learner the essential and appropriate terminology associated with personal taxation.
- To facilitate the learner to develop an awareness of the skills necessary to use both manual and computerised payroll systems.
- To explore with the learner the importance of accuracy and security in preparing and maintaining payroll records.
- To facilitate the learner to develop the skill, knowledge and understanding of how to operate the cumulative, emergency, and temporary tax system.
- To assist the learner in developing the academic and vocational language, literacy and numeracy skills related to Payroll through the medium of the indicative content.
- To enable the learner to take responsibility for his/her own learning.