

## **How do I Study ICB Level III Diploma in Payroll Management**

This course is a home study course which will allow you to study when it is convenient to you.

### **How does it work?**

When you enrol onto your course you will receive a full licensed version of Sage Instant Payroll. You will also be provided with 2 comprehensive manual s; one covering manual payroll and one which you will use to learn how to use your Sage software and completing a computerised payroll. The manuals are used alongside an Employers CDROM which is included with your course materials.

During your studies of this course, you will attempt many activities for which answers are provided to help you understand the concepts of manual and computerised payroll.

### **What will my tutor do?**

You will be assigned a highly qualified and experienced tutor who will guide you through your course.

Your tutor will keep in touch with you regularly during your study with Mycourse and is available to discuss your progress by e-mail or telephone.

Tutors also provide you with valuable feedback on your assignments, and may also suggest areas where a little more revision may be required to fully understand the subject.

### **What prior knowledge do I need in Payroll?**

You do not need any prior knowledge of payroll.

### **What qualification will I receive?**

On completing and passing your examination you will receive an ICB Level III Diploma in Payroll Management

### **Is there a registration fee to pay?**

As your registration is included in the price of your course we will register you on your behalf with the ICB.

### **Are there any additional costs?**

There are no additional costs as your exam fee of £30 is also included in the cost of your course.

### **How will I be examined?**

We will provide you with a sample examination to try before you apply for the final examination.

### **Where do I sit my examination?**

You will sit your examination at home. The examination will be sent out from the ICB on a Friday and must be completed and returned within 2 weeks.

**When do I sit my examination?**

You can sit this examination at any time within 14 days of it first being sent to you. Examinations are available all year round.

**How long do I get to study?**

You can study this course for up to 12 months which is ample time to complete the qualification and sit your exam.

**Do I have to be in the UK?**

No, we have students in both the UK and worldwide.