

## **PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE**

Package / Course Title: Business Services Training Package – BSB07

Certificate III in Business Administration – BSB30407

Process payroll - BSBFIA302A

Target groups: Those wishing to gain skills and qualifications focused on the specialist administration domain of employment in a business environment such as text production, creation and use of databases, ledger maintenance, effective workplace relationships. They would be desirous of gaining qualifications to perform workplace activities under direct or regular supervision and may be reinforcing and/or enhancing an existing employment position. Workers in this field may be employed in a diverse range of businesses of various sizes.

### **TRAINING DELIVERY**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Practical exercise	Develop ability to check payroll data, enter details in payroll system and calculate payment due to individual employees.	Access to relevant legislation and organisational protocols
Discussion of requirements and procedures. Practical exercise	Develop ability to prepare payroll, making arrangements for payment, obtaining necessary authorisation and checking and storing in accordance with legislative requirements, policy and security procedures.	
Role play	Develop ability to respond to payroll enquiries and provide information in accordance with organisational and legislative requirements. Includes referring or following up on additional information needs.	
Work placement and/or simulation	Develop all of the above under the range of working conditions normally encountered.	Access to appropriate workplace or simulation of realistic workplace setting.

### **ASSESSMENT**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Practical exercise	Demonstrate ability to check payroll data, input data accurately in payroll system and calculate payment due to individual employees.	Access to resources and equipment normally used in the workplace.
	Demonstrate knowledge and application of legislative requirements to prepare payroll, arrange for payment, and obtain necessary authorisation. Also involves knowledge of organisational guidelines relating to security and confidentiality of	

## **PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE**

	information.	
	Demonstrate ability to respond to payroll enquiries and provide information in accordance with organisational and legislative requirements.	
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	All elements	Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting.

List any special requirements / issues / amendments for any particular target group.