

Advanced Certificate in Payroll Management

This is one course that will really pay off



Advanced Certificate in Payroll Management

Looking to be the next stand out candidate in the numbers game? Well, here's your opportunity. The Career Academy Advanced Certificate in Payroll will enable you to gain an intermediate level of knowledge and a strong understanding of how to organise and analyse data in Excel. This practical course will set you up to be effective and efficient with some of Excel's extended features. The advanced online course takes approximately 300 hours to complete and combines six qualifications into one. Once completed, it will further enhance your payroll skills, enabling you to pursue a career in the payroll sector as a Payroll Manager or Senior Payroll Officer.

Start Date: Get instant access within 1 business day.

Course Duration: Approximately 300 hours.

Access Time: You'll have 24/7 access to your course material for up to 12 months until you complete.

Delivery and Support: 100% online with unlimited tutor support via phone and email.

Assessments: Multiple choice, short answer and practical assessments.

Investment: \$1,795 + GST
or only \$25 per week
on an interest free payment plan.



All the Right Choices

- ✓ Learn the fundamentals of payroll legislation, payroll software and administration
- ✓ Obtain a major understanding of personnel management and successful leadership
- ✓ The Career Academy is a Xero Education Partner – receive the official Xero advisor certification on completion
- ✓ Receive unlimited tutor support
- ✓ Gain an industry and employer recognised certificate – with an endorsed course on your CV
- ✓ Flexible online study – work at your own pace in your own time.
- ✓ Be qualified and earn more with a new job or promotion

This Package Combines the Following Six Certifications

- ADMA1021 – Introduction to Payroll
- ABKA1016 – Certificate in Xero Payroll
- ABKA1036 – Certificate in MYOB Essentials Payroll
- MGTA1004 – Certificate in Personnel Management and Human Resources
- MGTA1002 – Certificate in Budgeting & Financial Management
- MGTA1005 – Certificate in Leadership & Team Building

Introduction to Payroll

ABKA214 Fundamentals of Payroll

This course will take a look at the fundamentals of payroll and payroll management concepts, and will include but not be limited to employee record information that must be retained, the purpose of checking payroll data and how to reconcile payroll information, the different types of employees and how to determine the PAYG withholding tax that is to be deducted from wages.

ADMA150 Understanding Key Australian Business Legislation

This course provides an overview of business legislation and its importance in dealing with customers, staff and the general public. It will include but not be limited to the importance of complying with the requirements of the relevant business legislation, the potential implications for a business that fails to comply, the duties of a company director as well as a look at the different types of company structures.



Certificate in Xero Payroll

ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

ABKA200 Setting up Xero Payroll

This course will provide an introduction to setting up the Xero Payroll module, and will include but not be limited to how to assign users with payroll administration access, how to create pay calendars, and how to create holiday groups.

ABKA182 Managing Payroll Items with Xero

This course will take a look at new employees and leave requests in Xero, and will include but not be limited to setting up employees, entering opening balances, and assigning leave.

ABKA107 New Employees & Leave Requests with Xero

This course will provide an introduction to pay templates in Xero, and will include but not be limited to how to produce new pay templates, how to apply changes to pay templates and how to apply changes to employee earnings.

ABKA179 Pay Templates in Xero

This course will take a close look at creating and posting pay runs in Xero, and will include but not be limited to processing pay runs, creating unscheduled pay runs, reverting posted pay runs and modifying

ABKA178 Pay Runs in Xero

This course will provide an overview of payslips and payroll reporting in Xero, and will include but not be limited to accessing historical payslips for employees and how to locate and produce payroll reports.

ABKA183 Payslips & Payroll Reporting with Xero

This course will provide an overview of payslips and payroll reporting in Xero, and will include but not be limited to accessing historical payslips for employees and how to locate and produce payroll reports.

ABKA145 – Employment Payment Summaries with Xero

This course will provide an introduction to Employment Payment Summaries, including but not limited to the procedure for reconciliation from payroll to the general ledger, how to prepare payroll for the year end and how to produce employment payment summaries so that they can be filed with the ATO and published to the employee's secure portal.

ABKA294 Certificate in Xero Payroll Assessment

Complete a practical case study based assessment using Xero.



Certificate in MYOB Essentials Payroll

ABKA230 Introduction to MYOB Essentials Payroll

In this course, you will be introduced to payroll in Australia and using MYOB Essentials Payroll. The course will look at using software, ATO obligations, Workers Compensation, and Superannuation to ensure you are meeting your requirements as an employer.

ABKA231 – Setting up MYOB Essentials Payroll

In this course, you will be introduced to linked accounts, look at how to import data and add users. You will work with pay items and set up leave, superannuation, deductions, wages and salary items.

ABKA232 – Setting up Employees in MYOB Essentials

In this course, you will be introduced to setting up employees and individuals. The correct set up is vital to ensure employees are paid correctly. You will create a new employee and load all the payroll and payment details required before the first pay run.

ABKA233 – Setting up Single Touch Payroll (STP) with MYOB Essentials Payroll

In this course, you will be introduced to single touch payroll (STP) which is built into MYOB Essentials payroll. You will set up STP and look at how to connect to the Australian Tax Office (ATO).

ABKA234 – Processing Pays with MYOB Essentials

In this course, you will be introduced to processing pays using timesheets and salary pays, and setting up jobs to track wage costs for employees.

ABKA235 – Paying Super and Payroll Reporting with MYOB Essentials

In this course, you will be introduced to paying superannuation and how to set up Pay Super in MYOB, and how to run and customise reports.

ABKA238 – Certificate in MYOB Essentials Payroll

In this course, you will complete a case study based assessment that will allow you to test your understanding of MYOB Essentials Payroll Software. You will need to create a new business within MYOB Essentials and then enter a range of transactions, before generating several reports to submit to your tutor for



Certificate in Personnel Management & HR

MGTG114 Human Behaviour

This course will provide an introduction to the various ways perception, learning and prior experience influence human behaviour. It will include but not be limited to how people can form incorrect perceptions and a look at real world examples of common biases that can result in errors in decision making in the workplace.

MGTG150 Workplace Communication Skills

This course will provide an overview of communication skills to improve the ability to effectively receive and transmit messages in the workplace, including but not limited to the main functions of communication and the importance of listening in an organisation.

ADMA127 Workplace Health and Safety

This course will provide an overview of general health and safety requirements in the workplace, including but not limited to how to ergonomically set up a computer workstation, how to manage common workplace health and safety hazards, a look at 'Manual Handling' and myths about physical activity.

MGTG106 Controlling Operations

This course will provide an introduction to basic supervising practices for controlling business or department operations, including but not limited to the definition of Quality Assurance, Stock Control and Applying Standards, how to evaluate performance and projects, supervisor skills and how to analyse and solve potential problems in the work place using the formal problem-solving method.

MGTG139 Recruitment

This course will take a look at the essential processes in the recruitment of employees, including but not limited to the benefits of external and internal recruitment, how to create a job specification and how to create a set of interview questions.

MGTG142 Staff Training

This course will provide an overview of the key elements of planning and conducting effective staff training, including but not limited to non-verbal communication channels, learning principles and how to produce a training program for new employees.

MGTG149 Work Teams

This course will provide an introduction to ways in which team processes can be used to improve performance and productivity, including but not limited to the key characteristics of an effective team, stages of team development, and tips for avoiding or reducing problems encountered at team meetings.

MGTG135 Positive Discipline

This course will take a look at various methods of establishing and maintaining discipline through positive means, such as reinforcement and increasing motivation. It will include but not be limited to possible barriers to successful problem-solving, discipline issues in the workplace and how to apply suitable disciplinary procedures.



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MGTG112 Grievances and Complaints

This course will provide an introduction to strategies for reducing dissatisfaction and handling dissatisfaction when it arises, including but not limited to the six key steps of problem solving, common sources of demotivation in an organisation and key strategies to motivate an employee.

MGTG130 Monitoring and Reporting

performance, and how to report your observations. It will include but not be limited to the different types of monitoring procedures, management strategies for problem-solving a workplace scenario and how to conduct a work study.



Certificate in Budgeting & Financial Management

ABKA202 Accounting and Bookkeeping Fundamentals

This course will provide an overview of the accounting equation and the basic principles underlying the double entry system of accounting. It will include but not be limited to the function and purpose of accounting and its key concepts, a look at the principal qualitative characteristics and their effect on financial statements, and the basic and expanded accounting equation and its connection to the double-entry method of accounting.

ABKA152 General Journal

This course will take a close look at the difference between the general journal and the general ledger, the chart of accounts, and fundamental rules in respect of when to debit or credit an account. It will include but not be limited to the definition and purpose of general journals, account categories, and how to prepare journal entries.

ABKA153 General Ledger and the Trial Balance

This course will provide an introduction to the General Ledger and the Trial Balance, and will include but not be limited to the process of posting source journals to the general ledger, how to calculate closing balances of general ledger accounts, as well as the purpose of a trial balance and how to prepare one.

ABKA218 Depreciation

This course will provide an introduction and overview of depreciation and will include but not be limited to the purpose of depreciation, how to calculate depreciation and the different calculation methods, as well as how to prepare journal entries using the straight-line method or the diminishing balance method.

ABKA106 Adjusting Entries

This course will provide an introduction to cash basis and accruals basis accounting concepts, and will include but not be limited to an overview of adjusting entries, a look at the key adjusting entries that need to be made at the end of the financial year, and how to prepare the balance day adjustments for a range of adjusting entries.

ABKA146 Financial Statements

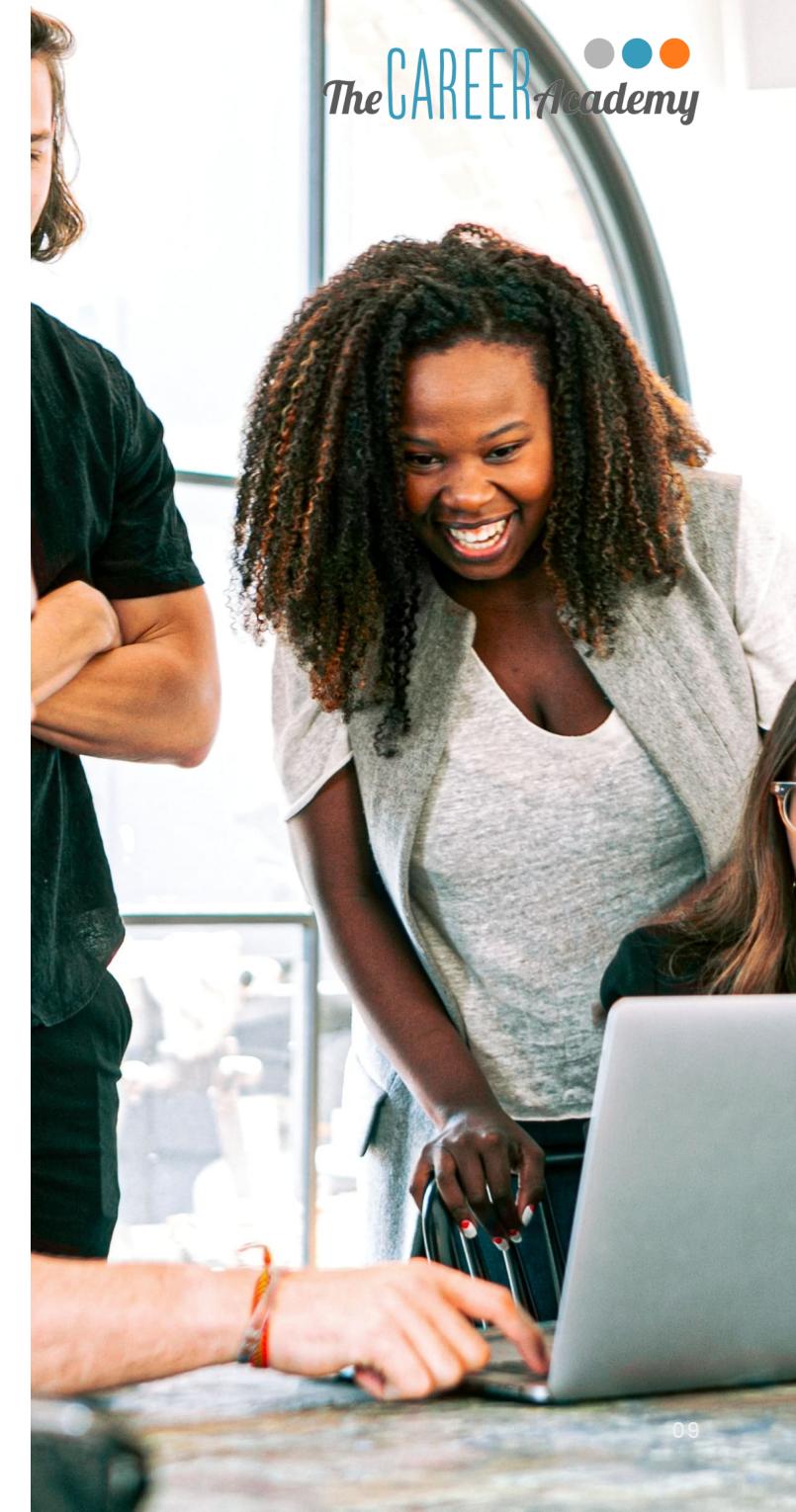
This course will take a close look at the purpose of financial statements, and will include but not be limited to the Profit & Loss Statement and the Balance Sheet and how to prepare these statements, the purpose of inventory and the two common inventory systems, how to prepare journal entries, and how to calculate the year-end stock adjustment.

ABKA122 Budgeting, Forecasting, and Cashflow Management

This course will take a close look at the preparation of budgets, forecasts and cash flow management, including but not limited to the purpose of a budget and forecast, the importance and advantages of budgeting, how to prepare a budget and how to compare actual results with analyse variances as well as a look at the cash conversion cycle.

ABKA189 Financial Statement Analysis

This course will provide an introduction to financial statement analysis, including but not limited to how to analyse trends, how to calculate ratios and how to analyse the results.



Certificate in Leadership & Team Building

MGTG118 Introduction to Leadership

This course will provide an introduction to leadership skills and attributes across various areas of daily life. It will include but not be limited to leadership goals important for the development of leadership skills, areas of becoming an effective leader and different types of leaders.

MGTG121 Leadership Qualities

This course will provide an overview of the essential qualities of different types of leaders and the importance of various leadership qualities, including but not limited to attributes needed to accomplish leadership goals and cognitive barriers to successful leadership.

MGTG116 Interpersonal Relationships

This course will take a look at leadership and how it relates to interpersonal relationships, including but not limited to the three basic components of behaviour, the importance of self-disclosure and assertiveness, and levels of disclosure for potential conflicts.

MGTG105 Communication Skills

This course will provide an overview of communication skills and the various factors that affect the ability to communicate effectively. It will include but not be limited to a look at the various kinds of non-verbal communication, the methods for improving communication skills and listening feedback

MGTG144 Team Building

This course will provide an introduction to teamwork concepts and team-leading strategies, including but not limited to the types of problems that can arise from teamwork, team-leading strategies to overcome team problems and decision-making strategies used in team projects.

MGTG143 Systematic & Lateral Thinking

This course will provide an introduction to different kinds of thinking and how they apply to different situations. It will include but not be limited to lateral and systemic thinking and how they can be used to resolve problems, how perceptions form and the importance of self-assessment.



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