

In-House Payroll *and* HR courses

In-house training **saves** you **time, travel** and **money** – and is highly effective too

Tailored to your organisation's needs

Training time and budgets are increasingly under pressure. New legislation requires you to allow more time for staff training, while frequent changes in payroll and HR areas make it essential for your people to update their skills.

Why not ease the pressure on costs and time out of the office by training in-house?

Our expert tutors can run most of our face-to-face courses on your premises or in a venue of your choice, and tailor them to match organisations, industries and skill levels. You can also design your own course by selecting the topics you want covered.

Advantages of In-house Training

- Very cost-effective: you save money on courses of four or more delegates
- Less disruption in the workplace
- Travel and subsistence costs are reduced or eliminated
- Material is highly relevant as it can be tailored to specific requirements, businesses or industries – such as the NHS, retail, distribution, and more
- 'Pick 'n' mix' the subjects you want covered on the course
- Commercially sensitive material can be discussed if you wish
- Shared experience results in consistent working practices
- Information is delivered directly to those who need it
- You benefit from staff with up-to-date information
- Your staff are motivated by gaining recognised qualifications.

We run courses for organisations across the country, all through the year. See our prospectus at www.thelearncentre.co.uk for full details of training available for your organisation.

In-House Courses *for 2011*

To discuss your organisation's specific needs, please call us on 01798 861111

We make in-house courses available in two ways, both presented by the most experienced Payroll and HR professionals in the country.

One option is to select one of the face-to-face courses from our prospectus, and we will run it as is, or with modifications to suit your needs.

The second option is a modular approach that lets you design the course you need. We provide a day's training covering up to six topics you choose from our pick 'n' mix list (see the full list at www.thelearncentre.co.uk, select *Payroll* or *HR in-house courses*, then *Pick 'n' mix*). If you need something that's not on the list, we'd be happy to discuss adding a module for you.



In-House Payroll Courses:

- HR & Payroll update
- Basic Payroll
- Payroll assistant
- Payroll technician
- Advanced payroll
- Payroll qualifications: BTEC advanced certificate level 3 in payroll techniques; advanced certificate in payroll procedures; certificate in payroll supervision; diploma in payroll management.

In-House HR Courses:

- Employment law
- Health & Safety
- Building & managing teams
- Managing diversity
- Managing change
- HR data
- Payroll for HR
- Employment status.

Pick 'n' mix these Payroll topics:

- Calculating paid annual leave entitlement in various special circumstances
- Pensions and the links with National Insurance
- PAYE settlement agreements
- Dispensations
- Statutory exemptions from tax and NI
- Benefits in kind and the National Insurance implications
- Benefits during maternity leave
- Salary sacrifice
- Statutory sick pay
- Statutory Maternity Pay and leave
- Statutory Paternity Pay and leave
- Statutory Adoption Pay and leave
- Parental leave and time off for dependants
- Termination payments – an overview
- Student loan deductions
- Court orders
- Deductions from pay

- Electronic filing
- Tax year end preparation
- Overview of PAYE & NI
- Payroll procedures manual
- P11d hotspots
- New approach to compliance checks
- Employment status
- Fraud and disaster prevention.

Pick 'n' mix these HR topics:

- Recruitment interviewing skills
- Offers of employment
- Handling induction and probationary periods
- Parental rights
- Handling absence
- Performance management and appraisals
- Dealing with alcohol and drug abuse
- Handling redundancies
- Employee engagement
- Maintaining and handling employee information
- Handling grievances
- Health and safety - the law
- Hazard and risk assessment
- Health and safety - equipment and accidents
- Handling stress in the workplace
- HR data - adding value to business
- Building and managing effective teams
- Managing diversity
- Understanding and managing change
- Handling misconduct, poor performance and dismissal.

Choose what you need

To see detailed information about courses available and the full list of 'pick 'n' mix' topics, please go to: www.thelearncentre.co.uk.