



Payroll Training Courses



Foundations of Payroll Practice Workshop

Terminations Workshop

Salary Packaging Workshop

Month End Workshop

All Four Courses Workshop

About i3Group

i3Group is a private company that has identified the growing need for innovative managed services. We are one of Australia's leading companies offering recruitment, payroll outsourcing and training solutions.

Our areas of expertise include:

1. Payroll outsourcing
2. Payroll training

At i3Group, we take our training seriously – we want you to succeed. We have designed a range of payroll related courses that would suit anyone from a payroll professional to a payroll novice.

All of our trainers are payroll professionals with years of experience in a payroll environment. As the subjects are hosted by experienced ex-payroll staff, i3Group training expertise cannot be matched.

The i3Group training difference

- Fully qualified, accredited and experienced trainers
- Comprehensive training manuals to keep for reference
- Certificate of achievement
- Group training workshops available
- Friendly, approachable, knowledgeable trainers
- Tailored courses are available for specific needs

Who should enrol?

- Payroll Officers
- HR Personnel
- Personal Assistants
- Bookkeepers
- Data Entry Operators
- Career ambition in Payroll

Entry requirements

There are no prerequisites for enrolment into any of the four courses. Although it is recommended that you undertake the Foundations of Payroll Practice training prior to undertaking the three remaining courses. Some payroll experience is required prior to undertaking Month End and Salary Packaging workshops.

Study time required

There is no external study time required to be completed.

All courses are conducted and assessed on the same day with manuals provided for each of the courses.

Assessment

Assessment is conducted throughout the course which is made up of questions, exercises and working examples covering all topics.

Course length

The entire program (incorporating all workshops) is run over two full days. Separately, the courses run between four to six hours in duration.

Course dates

For further information on courses and enrolment dates please email training@i3group.com.au or call 8340 1603.

Training Venue

Our venue of choice for all i3Group training when conducting courses in Melbourne is at our main office located in Niddrie/Essendon.

WORKSHOP COURSES

Foundations of Payroll Practice

The Foundations of Payroll Practice workshop is designed to introduce the novice to the payroll industry or refresh the payroll professional. The workshop covers a wide spectrum of issues critical to the payroll professional.

Workshop outline:

- Basic Payroll principles
- Payroll Tax
- PAYG
- Superannuation obligations
- Salary Sacrifice components
- Payment Summaries
- Workcover Compensation
- ETP (Eligible Termination Payments)

Duration: 9am - 3pm

Venue: Niddrie/Essendon

Cost: \$450.00 (inc GST)

Terminations

The terminations workshop covers all aspects of terminations for payroll administrators. The half day, hands-on workshop is designed to reduce the time of processing complicated termination calculations and ensure you are tax compliant, with accurate pay calculations.

Workshop outline:

- Termination payments
- Tax on termination
- Redundancy calculations
- Leave pay outs

Duration: 9am – 1 pm

Venue: Niddrie/Essendon

Cost: \$450.00 (inc GST)

Salary Packaging

This detailed course covers all elements of salary packaging and is designed for anyone in the payroll industry. On completion, you will be able to understand the basic principles of salary packaging for your team.

Workshop outline:

- Salary Packaging principles
- Fringe Benefits Tax (FBT)
- Car Fringe Benefit Tax
- General benefit types

Duration: 9am – 1pm

Venue: Niddrie/Essendon

Cost: \$450.00 (inc GST)

Month End

The Month End Workshop is designed to improve knowledge and skills in month end compliance, procedures and concepts. On completion of this workshop you will have a thorough working knowledge of month end legislative obligations and the steps required to complete your own month end.

Workshop outline:

- General Ledger accounting
- Superannuation payments
- Staff deductions
- Payroll Tax
- PAYG
- Management reporting
- End of year processing

Duration: 9am - 1pm

Venue: Niddrie/Essendon

Cost: \$450.00 (inc GST)

All Four Courses in 2 Days

i3Group also offers you the option of completing all four of the above components over 2 days. It's a great way to gain an overall understanding of Payroll.

Workshop outline:

- Foundations of Payroll Practice
- Terminations
- Salary Packaging
- Month End

Duration: 9am – 4 pm each day

Venue: Niddrie/Essendon

Cost: \$1500.00 (inc GST)

FAQ

Why do I need to do payroll training?

Everyone needs training to do any task. Investing in yourself can be an excellent way to a new career, a pay rise or increasing your overall skills and knowledge.

Payroll training gives you the advantage of understanding payroll and its complexities. It prepares you for the day to day payroll functions and enables you to deal with payroll hurdles with confidence.

How does it benefit my business?

The benefits of investing in staff will pay dividends. When people know better, they do better. Training is an excellent medium for learning and improving skills and gaining experience.

How much does it cost?

Our workshops are \$450 inc GST and are delivered by friendly, qualified and industry experienced professionals.

Do I get a certificate?

Yes. Each participant is issued a Certificate of Achievement based on the workshop they have completed.

TESTOMONIALS

What our clients say....

“Fantastic broad spectrum of payroll principles that all new, old and in between payroll agents should complete.”

“I thought it was a well thought out course that many people who want to get into payroll can use. Was great information topped off with a fun day.”

“I have a better understanding of what salary packaging is and feel that the knowledge would enable me to make better decisions in the future.”

“I found the ability to interact with such a diverse group made the learning experience more enjoyable.”

“The Foundations of Payroll Practice is a great start for new entrants into payroll. I found the overall presentation and series of exercises really helpful. I highly recommend it.”

I really enjoyed working through the examples and being part of a small group made it a lot easier to understand.”



HEAD OFFICE

**Level 1, Suite 5
326 Keilor Road
Niddrie Vic 3042
Telephone (03) 8340 1600
Fax (03) 9379 9282**