



**MYCPE**

# FNS50422 - DIPLOMA OF PAYROLL SERVICES

## COURSE INFORMATION



NATIONALLY RECOGNISED  
TRAINING

## FNS50422 - Diploma of Payroll Services

The Diploma of Payroll Services is a nationally recognised qualification under the government's Financial Services Training Package. The Diploma recognises payroll services as a professional career, and even better, My CPE specialises in payroll education.

The Diploma is a great opportunity for current payroll providers to formalise current skills and knowledge and gain the recognition they deserve. The Diploma is also beneficial for business owners, managers, and administrative personnel aiming to master the complexities of payroll, including the essential accounting, procedural, and legislative requirements necessary to perform and manage payroll effectively.

Payroll is an important function that requires specialised skills and knowledge, which can be gained through our nationally recognised qualification.

You will be fully supported by our expert trainers and assessors, as well as the dedicated student support team at My CPE.

Upon successful completion of this program, students will have gained valuable skills and knowledge that can be applied to a multitude of roles and industries, as well as established a pathway to higher education.



Email [hello@mycpe.com.au](mailto:hello@mycpe.com.au) for more information!

### Program Details

**Qualification:** Diploma

**Nationally recognised:** Yes

**Delivery mode:** Online

**Program duration:** 1 year

**Start anytime:** Yes

**Self-paced:** Yes

**Fee:** \$4,750.00

**Payment plan:** Yes

**RPL Options:** Yes

### Assessment

Assessments may include a blend of:

- Theory Assessment
- Written Report/reflection
- Project Work/Practical activities
- Role Play/Observation
- Examination (open book)
- Case Studies.

### Career Opportunities

- Registered BAS Agent
- Payroll Consultant
- Payroll or Finance Manager
- Payroll service provider.
- Payroll Officer
- Salary Packaging Officer
- Small business operator
- Supervisor of a payroll department.



## Unit Descriptions

The qualification includes a total number of 11 units, comprising of 8 core units plus 3 elective units.

This course is offered with 2 elective stream options:

1. **Stream A** has been developed to meet the needs of individuals aiming for BAS agent registration with the Tax Practitioner Board. Stream A is the default program for learners enrolling as part of a group.
2. **Stream B** has been developed for those working in payroll roles in a range of industries with a minor focus on human resources.

## CORE UNITS

### BSBHRM526 - Manage payroll

- Establish procedures for payroll management
- Prepare payroll data
- Authorise payment of salaries
- Administer salary records
- Internal controls, including the security and confidentiality of payroll data.

### FNSTPB412 - Establish and maintain payroll systems\*

- Establish payroll requirements
- Record payroll data
- Prepare and process payroll
- Handle payroll enquiries
- Maintain payroll.

### FNSINC411 - Conduct work according to professional practices in the financial services industry

- Prepare to provide financial services
- Provide financial services within the professional practice framework
- Maintain professional practice
- Key professional development opportunities in the financial services industry.

### FNSPAY511 - Process salary packaging arrangements and additional allowances in payroll

- Analyse organisation's salary packaging arrangements and additional allowance arrangements
- Assist employees to interpret prepared salary packaging arrangements
- Process salary packaging arrangements in payroll system
- Process additional allowances in payroll system
- Issue income statement and document outcomes.

### FNSPAY512 - Process superannuation payments in payroll

- Establish parameters and systems for superannuation payments
- Collect and prepare information
- Calculate and generate superannuation payments
- Distribute and maintain information about superannuation payments.

### FNSPAY513 - Process complex terminations in payroll

- Learn different types of employment terminations
- Different tax treatments of ETPs
- Gather employee information and verify requirements
- Prepare information for termination
- Conduct payroll termination and document outcomes.

### FNSPAY514 - Interpret and apply knowledge of industrial regulations relevant to payroll

- Research and contextualise industry regulations relating to payroll service provision
- Interpret impact and risk factors of regulations on payroll services
- Confirm payroll services comply with regulations
- Maintain compliance of payroll services with regulations.

### FNSPAY515 - Interpret and apply knowledge of taxation systems relevant to payroll

- Analyse taxation systems relevant to payroll
- Evaluate impact of taxation systems on payroll services
- Confirm payroll services comply with taxation systems
- Maintain compliance of payroll services with taxation systems.

## ELECTIVE UNITS - STREAM A

### FNSACC426 - Set up and operate computerised accounting systems

- Implement integrated accounting system
- Process transactions in system
- Maintain the system and ensure system integrity
- Produce reports.

### FNSTPB411 - Complete business activity and instalment activity statements\*

- Identify compliance and other requirements
- Apply industry codes of conduct
- Application of GST effects and code transactions
- Report, reconcile and lodge Activity Statements.

### FNSACC418 - Work effectively in the accounting and bookkeeping industry

- Develop professional working relationships
- Identify compliance requirements and support materials
- Set up and maintain systems to meet compliance requirements
- Complete work activities autonomously and in a team
- Develop and maintain own competency.

## ELECTIVE UNITS - STREAM B

### BSBHRM528 - Coordinate remuneration and employee benefits

- Remuneration principles or models and approaches
- Update organisation's remuneration strategy
- Coordinate remuneration and employee benefits strategy
- Review and update remuneration strategy.

### BSBHRM529 - Coordinate separation and termination processes

- Assist development of policies and procedures
- Coordinate separation and termination
- Coordinate exit interview process
- Key aspects of disciplinary procedures and employment contracts.

### BSBPEF502 - Develop and use emotional intelligence

- Gain a deeper understanding of emotional intelligence
- Develop emotional intelligence
- Promote development of emotional intelligence in others
- Emotional intelligence principles and strategies.

#### \*Note the following unit outcomes

\*Units included in the Tax Practitioners Board approved for a course in basic GST/BAS taxation principles: FNSSS00004 - BAS Agent Registration Skill Set.





## Study with My CPE

Our online self-paced learning programs provide flexibility to study in your own time, at your own pace, and in your own environment, anywhere, and anytime.

The program is delivered online over a 12-month period; however, you are able to complete the program at a faster pace.

You are encouraged to take an active part in managing your learning outcomes. Be assured your trainer will be available to provide support and guidance where necessary. The experienced and dedicated team at My CPE is keen to see you succeed.

## Important Information

### Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements.

Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB), and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. If registration is granted, the TPB may also impose a condition on registration. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

### Entry Requirements

- Be aged 18 years or over
- Hold a minimum of a Higher School Certificate (or equivalent)
- Be able to commit to the course duration and time frame
- Have completed the Language, Literacy, Numeracy and Digital (LLND) Skills Assessment
- Ideally, be working in a bookkeeping, accounting, or payroll role with current work experience; however, this is not essential
- Have access to the resources listed below.

### Resource Requirements

- Internet access
- Technology, office equipment, calculator, and relevant resources used in the workplace
- Software applications such as word processing, spreadsheets, presentation software and email
- Accounting and payroll software
- A recording device (such as a Smart Phone or iPad) to record work and submit via the eLearning Portal
- Basic stationery.

### Duration

- You have 12 months to complete the program
- Recommended study hours per week: 18
- We may grant an extension in certain circumstances - additional program fees may apply.

## Support

The dedicated team at My CPE are available to assist with any questions you may have in relation to:

- Pre-enrolment information
- How to enrol in a course
- Payment options
- Terms and conditions
- Course curriculum
- Credit Transfer and the RPL process
- Assessment processes
- Student support and wellbeing
- Extensions and applicable fees
- Administration queries.

## Recognition of Prior Learning (RPL) / Credit Transfer

- Recognition of Prior Learning (RPL) and Credit Transfer options are available to eligible applicants. Individuals are encouraged to contact My CPE to discuss their personal learning pathway and determine their eligibility for Credit Transfer or RPL
- RPL is the process of recognising the experience and skills that a person has acquired throughout their career. The principles of RPL will be applied at all stages of your program. If existing competence is evident, it will be recognised and applied to expedite the completion of your program
- You will be provided with an opportunity to request RPL during your interview with your Assessor; however, RPL can be requested at any stage.

### Pathways from the Qualification

A further learning pathway utilising qualifications such as Diploma of Accounting or the Advanced Diploma of Accounting would support career progression.

### Other Qualifications of Interest

- FNS50222 - Diploma of Accounting
- FNS40222 - Certificate IV in Accounting and Bookkeeping
- BSB50420 - Diploma of Leadership and Management.

### Skill Sets of Interest

- FNSSS00004 - BAS Agent Registration Skill Set
- FNSSS00012 - Payroll Administrator Skill Set.

### National Recognition

- The competencies in this program have been drawn from the nationally endorsed industry training package, the Financial Services Training Package (FNS)
- On successfully completing the training and assessment, the FNS50422 - Diploma of Payroll Services qualification will be issued. A Record of Results listing all units of competency achieved will also be issued
- The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider financial services industry
- My CPE Pty Ltd will issue a qualification within 30 days of the final assessment being completed
- Learn more:  
<https://training.gov.au/Training/Details/FNS50422>

## Assessment requirements

Assessments have been developed with industry and the busy learner cohort in mind, to facilitate a practical approach to the performance and knowledge evidence required of the training package and relevant to those working in professional service roles.

The following provides a brief explanation of the assessment methods that are to be applied:

- **Theory Assessment** – Involves written responses to a selection of questions, which provides an opportunity to demonstrate a range of skills and knowledge applicable to the learning outcomes
- **Written Report/Reflection** – Assessment that requires the production of a written record or report based on real workplace scenarios or a case study
- **Project/Practical activities** – A project or practical activity requires the creation of various workplace documents (financial statement, risk assessment, operational plan, personal development plan or compliance initiative, etc.). Projects will often have a practical presentation component where the student will be asked to present the outcomes of their project
- **Role Play/Observation** – An opportunity to demonstrate a range of skills whilst being observed by, or interacting with, the assessor or colleagues in a simulated or real business workplace environment. These activities allow the assessor to observe the application of knowledge and skills during the practical activity
- **Case studies** – An opportunity for learners to combine their newly acquired skills and knowledge to demonstrate competence. Case Studies are often incorporated in the Project work that candidates must complete
- **Examination** – An examination is a test that can be formal or informal. Formal Examination involves the delivery of an examination that is formally supervised to meet assessment requirements as specified by the training package and in compliance with industry regulatory requirements. Quizzes may also be used to present an informal approach to learning and assessment.

**\*Note:** Where registration with the TPB is sought, assessment must reflect the conditions described by the regulator, which stipulate that a significant amount (at least 40%) must be completed under some form of independent supervision.

Where recognition of prior learning (RPL) is used, it must also meet the requirements of the Board's policy on RPL.

The two units below are designed to meet the education requirements of the Tax Practitioner Board (TPB) and require a formal examination component:

- FNSTPB411 Complete business activity and instalment activity statements
- FNSTPB412 Establish and maintain payroll systems.

Your assessor will provide detailed information on the specific requirements where applicable.

Regulatory requirements can be accessed on the TPB website at <http://www.tpb.gov.au>

## Who is responsible for your training?

- My CPE Pty Ltd is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates
- Registered Training Organisation – RTO Provider No: 45717.

## Student Information

- Detailed student information is available within our Learner Handbook, which is supplied with the pre-enrolment package
- This booklet contains important information about your students' rights and obligations, such as the right to privacy, a safe training environment and the right to complain or appeal an assessment decision
- It is important that persons applying for enrolment have had an opportunity to review this information first
- Please contact us, and we can provide this information to you straight away
- Our team is on hand to support you throughout the duration of your enrolment. We encourage communication between our students and our team, so please reach out for guidance if you have any queries.

## Fees

- This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule, which also includes details of refund rights and obligations.
- Please note we do not accept more than \$1,500.00 upfront from individual learners.
- Interest-free payment plans are available.
- Contact us and get the ball rolling!

## The Enrolment Process

- **Step 1:** Contact My CPE to discuss your needs
- **Step 2:** Complete the Expression of Enrolment form online at [www.mycpe.com.au/enrol/](http://www.mycpe.com.au/enrol/)
- **Step 3:** You will be contacted to discuss your potential enrolment, suitability for the training program, and career plan
- **Step 4:** A Language Literacy, Numeracy and Digital Skills Assessment may be conducted
- **Step 5:** Upon confirmation of enrolment and payment or agreed payment plan, you will be able to commence your program
- **Step 6:** Access to your program will be granted.



### Contact Us

**T:** 1300 069 273  
**E:** [hello@mycpe.com.au](mailto:hello@mycpe.com.au)  
**A:** Suite 99, Level 18  
324 Queen St, Brisbane QLD 4000  
**W:** [www.mycpe.com.au](http://www.mycpe.com.au)

## Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and also under State and Territory consumer protection laws.

These protections include areas such as unfair contract terms, a consumer guarantee to a statutory cooling-off period, and protection from unscrupulous sales practices.

You can find out more information about your rights as a consumer from the Australian Consumer Law website, which includes a range of helpful guides relating to specific areas of protection.

Please visit the following site for more information about Australian Consumer Law:  
[www.consumer.gov.au](http://www.consumer.gov.au).

## Statutory cooling-off period

The Standards for Registered Training Organisations require a person is to be informed of their right to a statutory cooling-off period if one is applicable. A statutory cooling-off period is defined within the Australian Consumer Law introduced in 2011.

A statutory cooling-off period (10 days) is a period provided to a consumer to allow them to withdraw from a consumer agreement where that agreement was established through unsolicited marketing or sales tactics. These include tactics such as door-to-door sales and telemarketing. A statutory cooling-off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

My CPE do not engage in unsolicited marketing or sales tactics, and therefore a statutory cooling-off period is not applicable to our learners who have enrolled in a program through contacting us.

For refund options in other circumstances, learners and staff must refer to the refund policy.





**QUALITY**



**ASSESSORS**



**PRACTICAL  
FOCUS**



**AWARD**



**CONVENIENCE**



**SUPPORT**

## SUPPORT

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My CPE RTO Code: 45717