



# QCT PAYROLL THEORY COURSE

## Session Overview

This session offers students knowledge in the theoretical aspects of Payroll and gives a good grounding for the practical session.

There is no prior knowledge required for this session as we start from the basic and cover all principles including the legislation.

## Session Duration:

Approximately 2 hours.

## Session Topics:

The Payroll theory presentation is divided into four modules. The topics covered under each of the modules are as follows:

### Module One: 2 hours

- ✓ Introduction
- ✓ Industrial Relation
- ✓ Types of Staff
- ✓ Annual Leave
- ✓ Leave loadings

### Module Two: 3 hours

- ✓ Long service leave
- ✓ Personal leave
- ✓ Parental leave
- ✓ Taxation

**Module Three:** 3 hours

- ✓ Allowances
- ✓ Bonuses and commissions
- ✓ Terminations
- ✓ Group certificates

**Module Four:** 2 hours

- ✓ Month End
- ✓ Year End

Because the topics covered in each Modules need a lot of explanation and understanding, we have different modules running each month. For information on which Module we are running please refer to the schedule and registration link.

**Session Format:**

Along with theoretical aspects of Payroll, the session also consists of practical work and calculations, which involves student participation. It is an interactive session and discussion is welcomed.

**Registration:**

Registration forms and dates are available at [www.quinlanconsultingteam.com](http://www.quinlanconsultingteam.com)