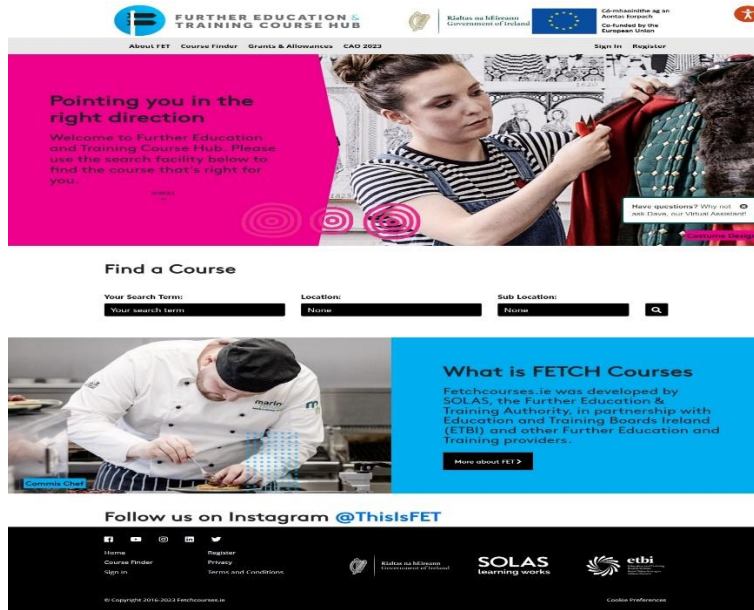


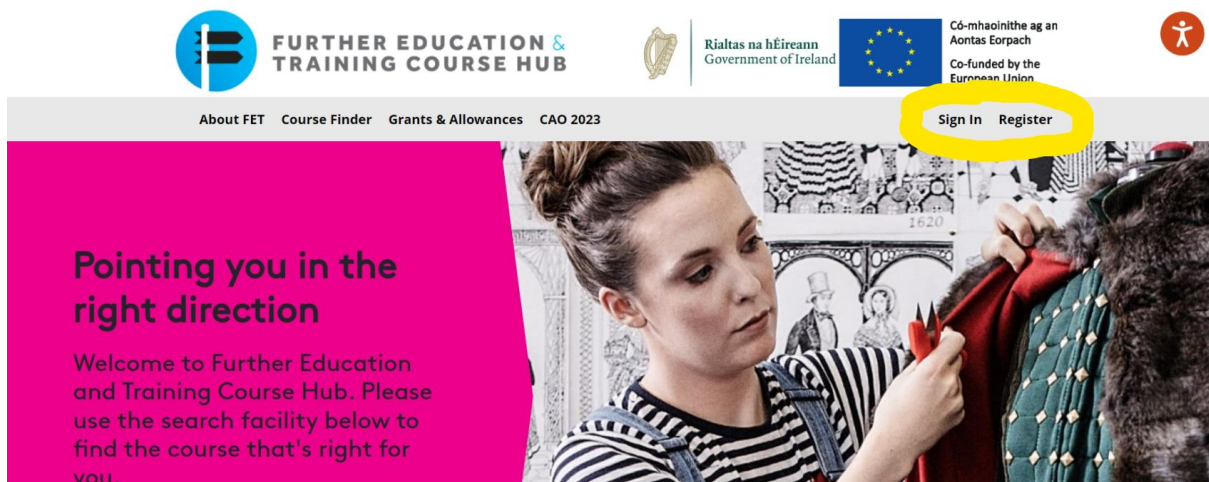
How to Register Guide

For Learners taking part in Limerick & Clare Education & Training Board Courses & Classes
At Croom Family Resource Centre

1. Log into the following website www.fetchcourses.ie



2. At the top right of the webpage click to **register** for a new account or **sign in** for your existing account***.



***Keep note of your email address & password for future course registration!

- Each Course has a Unique Course Code (type in your course code in the course finder). You will get your course code from a staff member of Croom Family Resource Centre

Find a Course

Enter Keyword: Location: Sub Location:

[Q](#)

-- more search options --

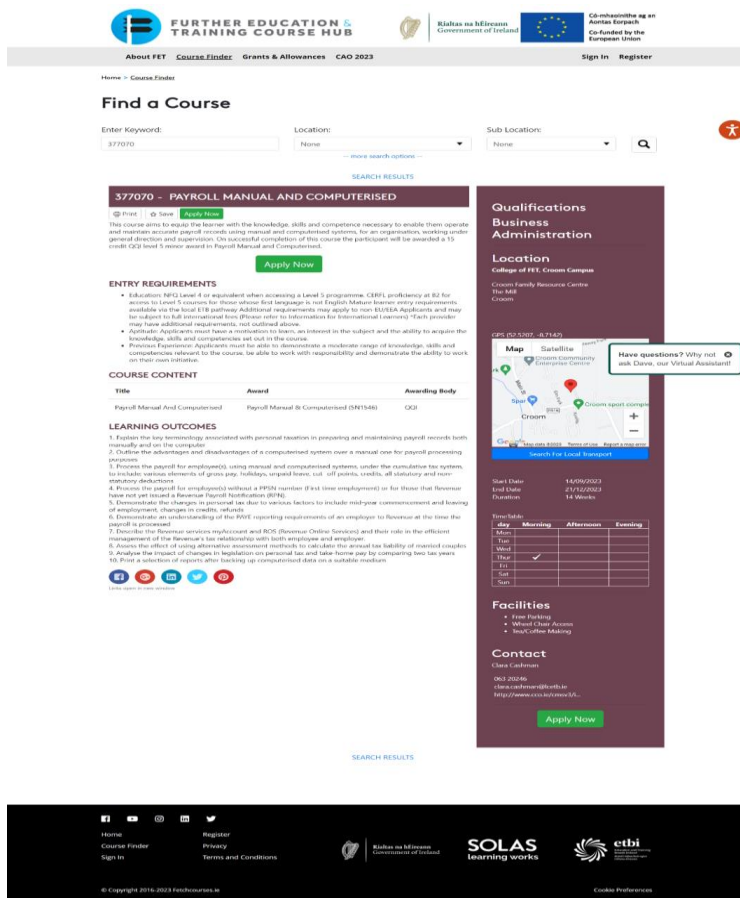
F = Fulltime P = Parttime O = Online E = Evening

[Results](#) [Map](#) [Favourites](#) [Near Me](#)

REF	COURSE TITLE	PROVIDER	LOCATION	STARTS	CATEGORY	TYPE
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- You will be directed to your course application page.

From here Click [Apply Now](#)



The screenshot shows the 'Find a Course' page on the Croom Family Resource Centre website. The search results for course 377070 are displayed, including the course title 'PAYROLL MANUAL AND COMPUTERISED', entry requirements, course content, learning outcomes, and a detailed 'Apply Now' button. The page also features a map of the location, a table of start dates, and contact information for the course.

377070 - PAYROLL MANUAL AND COMPUTERISED

This course aims to equip the learner with the knowledge, skills and competence necessary to enable them operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision. On successful completion of this course the participant will be awarded a 15 credit QQI level 5 minor award in Payroll Manual and Computerised.

ENTRY REQUIREMENTS

- Education NQF Level 4 or equivalent when accessing a level 5 programme. CEFR, proficiency at B2 for access to level 5 courses for those whose first language is not English Medium course entry requirements, available via the local EIB pathway. Additional requirements may apply to non-EU/EEA Applicants and may be subject to full international fees. Please refer to information for international students. Each provider may have additional requirements, not outlined above.
- Applicant Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competence set out in the course.
- Previous Experience: Applicants must be able to demonstrate a reasonable range of knowledge, skills and competence relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

COURSE CONTENT

Title	Award	Awarding Body
Payroll Manual And Computerised	Payroll Manual & Computerised (SN1548)	QQI

LEARNING OUTCOMES

- Explain the key terminology associated with personal taxation in preparing and maintaining payroll records both manually and on the computer.
- Calculate the amounts and deductions of a computerised system using a manual one for payroll processing purposes.
- Calculate the amounts due to employee(s) using manual and computerised systems, under the cumulative tax system, to include various elements of gross pay, holidays, unpaid leave, cut off points, credits, all statutory and non-statutory deductions.
- Process the payroll for employees without a PRSA number (if first time employment) or for those that Revenue have not yet issued a Revenue Payroll Identification (RPI).
- Demonstrate the changes in personal tax due to various factors to include mid-year commencement and leaving.
- Demonstrate an understanding of the RPI reporting requirements of an employer for Revenue at the time the payroll is processed.
- Describe the Revenue system employee and RPS (Revenue Online Service) and their role in the efficient management of the Revenue's tax relationship with both employee and employer.
- Describe the effect of using alternative payment methods to calculate the annual tax liability of married couples.
- Analyse the impact of changes in legislation on personal tax and take home pay by comparing two tax years.
- Print a selection of reports after loading up computerised data on a suitable medium.

Qualifications Business Administration

Location

Croom Family Resource Centre
The RRC
Croom

Map **Satellite**

Search for Local Transport

Start Dates

Start Date	End Date	Duration
14/09/2023	27/12/2023	14 Weeks

Timetable

Day	Morning	Afternoon	Evening
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

Facilities

- Free Parking
- Mixed Chair Access
- Tea/Coffee Making

Contact

Class Co-ordinator
063 20246
classcoordinator@croomfrc.ie
http://www.croomfrc.com

[Apply Now](#)

5. You will be asked to complete the following questions on the application form
 - Name
 - Address
 - Email Address
 - Mobile Number
 - DOB
 - Nationality
 - Gender
 - PPSN

6. Once you have completed the form and are happy with the details, click to agree with the data terms and submit the application by clicking **Apply Now**