

# **BECOMING A PAYROLL PROFESSIONAL**



## Professional Certification as a Payroll Administrator

There are currently 3 levels of Payroll Administrator recognised by the South African Qualifications Authority (SAQA):

Designation	Code	Experience	Qualification
Certified Payroll Technician	CPC	1 year	Payroll Clerk
Certified Payroll Administrator Practitioner	CPA	3 years	Payroll Administrator (FETS Payroll Admin Services – NQF 4, 66169)
Certified Payroll Practitioner	CPM	5 years	Payroll Manager (N. Dip Payroll Admin Services – NQF 5, 67229)



## Requirements:

1. Be a paid up member of the South African Payroll Association;
2. Have a formal Payroll qualification, either:
  - a. FETC: Payroll administration Services (NQF level 4)
  - b. National Diploma in Payroll administration Services (NQF level 5)
3. Have the required years of experience;
4. Be in good standing in the Payroll industry;
5. Be prepared to sign the Code of Professional Conduct for Payroll;
6. Be prepared to maintain your Continuous Professional Development (CPD) points by attending training;
7. Have no criminal convictions;
8. Be prepared to have your name listed with SAPA and SAQA as a Payroll Professional.



<b>Assessment fee (to accompany application)</b>	<b>R 500 + VAT = R 570</b>	
<b>Annual subscription (due on 1<sup>st</sup> January after accreditation)</b>	Payroll Practitioner	R1 200 + VAT = R1 368
	Payroll Administration Practitioner	R 800 + VAT = R 912
	Payroll Technician	R 700 + VAT = R 800
	Associate Member (i.e. not qualified)	R 600 + VAT = R 684



## **Documentation required (electronic copies):**

- Identification Document
- Qualification
- CV



# What next?

Log into the SAPA website,

<http://www.sapayroll.co.za/AboutUs/Professionalisation.aspx>

, and click on the link called Registration.

Complete the required fields, attach your documents, and that's it!



# What will happen once I have submitted?

You will receive an email confirming receipt of your submission. Should there be any further information required, you will be apprised of this by email. Once all documentation has been received and checked, the application is forwarded to the certification Committee for approval at their next quarterly meeting.



**APPLY NOW!**

