



# LEMAY'S TRAINING CENTRE

Training that counts.

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## PASTEL PARTNER PAYROLL | ADMINISTRATION CERTIFICATION



**COURSE DURATION: FIVE DAYS (5)**

***Complete your Pastel Payroll Administrator Certification and become recognised and accredited with the Institute of Certified Bookkeepers! Join over 1,300 other Payroll Professionals!***

By completing Pastel's five 1-day payroll training courses within a 6 month period and obtaining your Payroll Administrator Certification, you will have all the knowledge and skills you need to process your payroll effectively and efficiently in order for your business to get the optimal return from your payroll software.

By obtaining this Certification, you will be a specialist in your field and have an internationally recognised accreditation with the **ICB (Institute of Certified Bookkeepers)** aligning you with a professional body, allowing you to use the designation **CJPAIcb(SA) – Certified Junior Payroll Administrator, previously AfICB(SA) Payroll or CSPAIcb(SA) – Certified Senior Payroll Administrator, previously MICB(SA) Payroll** upon successful registration with the ICB.

### MODULES TO BE COMPLETED

1. **Basic Training – Level 1**
2. **Basic Training – Level 2**
3. **Payroll Tax Training – Level 3**
4. **Payroll Administration Training – Level 4**
5. **Problem Solving Training – Level 5**