

# Certified MicrOpay User Assessment (RPL)

## Overview:

Become a Certified MicrOpay User by completing this Recognition of Prior Learning assessment. It allows users to demonstrate their existing skills and understanding of payroll processing using the MicrOpay product.

## Prerequisites

Three or more years of experience using the MicrOpay product (no formal training required) or prior completion of the following training courses:

- MicrOpay Employee Maintenance Learning Unit 1 (LU1) and
- MicrOpay Run Your Pay Learning Unit 2 (LU2).

## Delivery Method

Via Training Online. You have three months to complete the assessment and **one** attempt to pass.

## Duration

You will have 30 minutes to answer 30 questions.

## What does this assessment cover:

- Payroll processing
- Maintenance
- Transactions
- Superannuation
- Reporting.

## Objectives:

- ✓ Demonstrate proficiency in MicrOpay by completing a comprehensive assessment that verifies your skills and knowledge without the need for prior coursework.
- ✓ Achieve MicrOpay certification by directly validating your expertise, bypassing traditional training.