

ASPIA Salary Packaging Training Course

ASPIA developed this online training course to provide standardised, national industry-recognised training to help ensure consistently high standards of service for those who salary package. The training will also help to strengthen the reputation of the industry and demonstrate our professionalism to regulators.

The course explains the key elements of salary packing, to ensure that everyone in our industry understands the nuances, policy settings, tax law and fringe benefit taxes, as well as the roles and responsibilities in managing salary packaging, all of which are important in meeting ASPIA's code of conduct requirements.

Who is the course for?

The course is for companies operating within the Salary Packaging and Novated Leasing sector who are ASPIA members. The course is particularly relevant for staff who:

- are new to salary packaging; or
- are seeking to refresh their knowledge on Fringe Benefits Tax and items that can be salary packaged.

In time the course may be made available to non-members, employers and others working in similar areas, and potentially to employees seeking to understand the operation and benefits of salary sacrifice.

Why do the training?

Developed by ASPIA, the peak industry body, this affordable training is recognised nationally by all ASPIA members as the minimum standard expected of staff. Undertaking this training is a great way to demonstrate your commitment to a career in the salary packaging industry.

For employers and managers, it is a great way to ensure that all your team are aware of the important key elements in salary packaging, and are equipped to abide by the ASPIA code of conduct.

The modules are engaging and interactive. The course takes trainees through the calculations required to handle basic salary packaging transactions. This includes an online calculator for determining tax and medical benefits for different salary levels, and a downloadable summary of how the calculations are performed.

Valuable reference materials are provided.

What does the course cover?

There are six online modules, which can be completed at your own pace, where and when it's convenient:

1. Introduction to salary packaging;
2. The different employer groups, thresholds and rebates etc;
3. Novated leases and parties to a lease;
4. FBT types and common salary packaging benefits;
5. How the salary packaging administration operates and the roles of all the parties including the basis function performed;
6. Packaging industry standards and professional behaviour etc/Code of Conduct.

More details on the modules are listed overleaf. There are plans for an advanced course and other learning materials, however at this stage this is the only course available. Updates will be posted on the website.

How long does it take?

To complete all six modules takes about 25 hours online.

How much does it cost?

Members can purchase the training at a discounted rate of \$100+GST per person for the first five staff members. Subsequent participants cost \$295+GST per person.

How do I get started?

If you would like to undertake the course you will need to contact your company's Reporter to complete the [training request form](#) on the ASPIA website. The reporter is the designated internal contact who can provide information and register you for the course. Reporters will register students; arrange payment and your login. Once you successfully complete the course you will receive a Certificate of Accreditation. If you are not sure who the reporter is or if you are from a non-member company, please contact the ASPIA Administrator at [Contact Us](#).



Salary Packaging Course Overview

What does the course cover?

The course has six modules. Below is an overview of what is included in each module.

1. Introduction

- Why salary package? A way to improve employees' income by providing non-cash benefits and taxation advantages.
- Define salary packaging and calculate appropriate Fringe Benefits Tax (FBT).
- Calculate the FBT payable on benefits that exclude or include GST.
- Describe the different ways in which FBT is assessed for concessional, exempt and 'otherwise deductible' benefits.
- Describe how salary packaging can benefit both employees and employers.

2. Employer Groups

Most organisations will be full FBT employers. However, there are important groups that are treated differently for fringe benefits tax.

Be able to explain:

- Full FBT organisations
- Rebatable employers
- Exempt charities
- Exempt health services.

3. Novated Leases

Novated leases are popular among all types of employers.

Be able to explain:

- The 'operating cost method' for setting up and managing a novated lease.
- The Statutory Formula method for setting up and managing a novated lease.
- Explain the employee contributions method (ECM).
- Explain the roles of the various parties involved in establishing and managing a novated lease.

Be able to calculate:

- The base value of a leased vehicle for FBT purposes.
- The annual FBT charges.
- The value of the package deductions from the employee's salary.

4. Types of Fringe Benefit

Learn about the most common FBT types of fringe benefit the liabilities for employers and how they can benefit employees.

Be able to explain:

- The Government's role in salary packaging – the legal environment, the principles governing FBT and salary packaging.
- The most common types of benefit.
- How fringe benefits can work to the advantage of employees.

5. Roles & Responsibilities

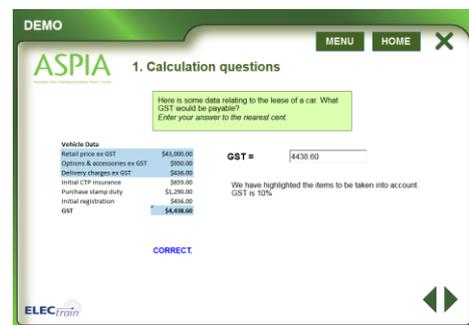
Be able to describe:

- The role of salary packaging administrator in managing salary packaging for clients.
- The role and responsibilities of employers in salary packaging.

6. Professional Standards

Training isn't just about salary packaging – there's a code of conduct, and behavioural aspect, as well as customer service. You will be able to explain:

- The need for high ethical standards in the conduct of our business as well as complying with any obligations set out in the Australian Consumer & Competition Act and Australian Consumer Law.
- Professional standards in our relations with client CEOs and management, employees and with competitors.



Need more information?

Visit www.aspia.com.au/TrainingandEducation or email admin@aspia.com.au.