

# Practical Diploma Payroll Administration PDL

Date: August 2025



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# Practical Diploma Payroll Administration – PDL

## Who is this training for?

•The Practical Diploma in Payroll Administration (PDL) is ideal for anyone with partial or full responsibility for managing or overseeing payroll administration. This includes employees in administration and accountancy firms, accountants, tax consultants, financial administrators, and HR staff.

## Purpose

•Develop a solid theoretical foundation in payroll tax, social insurance, and employment law, along with practical skills in wage calculations. You'll also gain insights into benefit applications, enhancing your expertise across HR, Payroll, and Finance.

## Topics/Modules

- Payroll Taxes level 4
- Employment law and social security level 4
- Personnel, Organization and Communication level 4

## Prior knowledge

•PDL is offered at an advanced level, similar to *MBO+*, which is roughly equivalent to post-secondary vocational education. While no specific prior knowledge is required, familiarity with Dutch tax law, social legislation, or employment law will make the course easier to follow.



## Materials, Duration and Study Load



### Materials

Phileas80 Learning Platform

Payroll Taxes, Employment Law & Social Security: theory and assignments

Handbook Employment Laws

Handbook Payroll Taxes

Handbook Social Security



### Duration of the training

Combination physical/online: 60 hours (including 2 hours of exam training per module).

This training will also be offered via e-learning from 2026.



### Study Load

In addition to participating in the lessons, you are expected to prepare the lessons by studying the material and doing the exercises at home. Depending on your level of knowledge, the study load is an average of 8 hours per week. In addition to a good commitment, study discipline is a requirement to successfully complete this course.



## Exams and Next Steps



### Exams

Each module is concluded with the Phileas80 Exam, and you can choose to also do the national Exam of the Dutch Association.



### Next steps

Professional diploma in Modern Business Administration (MBA) or Professional Training in Payroll Services (VPS)





**PHILEAS80**

About us



## Our Educational Vision

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At Phileas80, we believe learning should open borders, not create them.

Our training programs prepare HR, Payroll, and Finance professionals to grow their careers—locally and internationally.

We combine global expertise with practical skills and cultural empathy, so every learner can unlock their full potential and thrive in a borderless world of work.

**We are Phileas 80.**



## About Phileas80 Experts in HR & Payroll Education



### Who we are

Phileas80 is a certified institute offering training in HR & Payroll, payroll taxes, social security, and employment law. Our programs, both standard and tailor-made, are available in Dutch and English.

### Our founder

Founded by **Kenny Toekimin** in 2004, with over 25 years of global HR & Payroll experience. Kenny has developed programs for leading companies such as Vattenfall, Rabobank, ING, Booking.com, ADP, UWV, and Exact.

### How we train

Our certified trainers focus on *learning by doing*, using step-by-step methods and real-world examples. We make complex regulations simple, efficient, and clear-cut.

“Kenny’s passion is making complex international payroll simple and accessible for everyone.”



We are looking forward to  
getting you to the  
next level

## Get in touch



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