

Student
Prospectus
Academic Year
2011-2012



Accounting
Technicians
Ireland



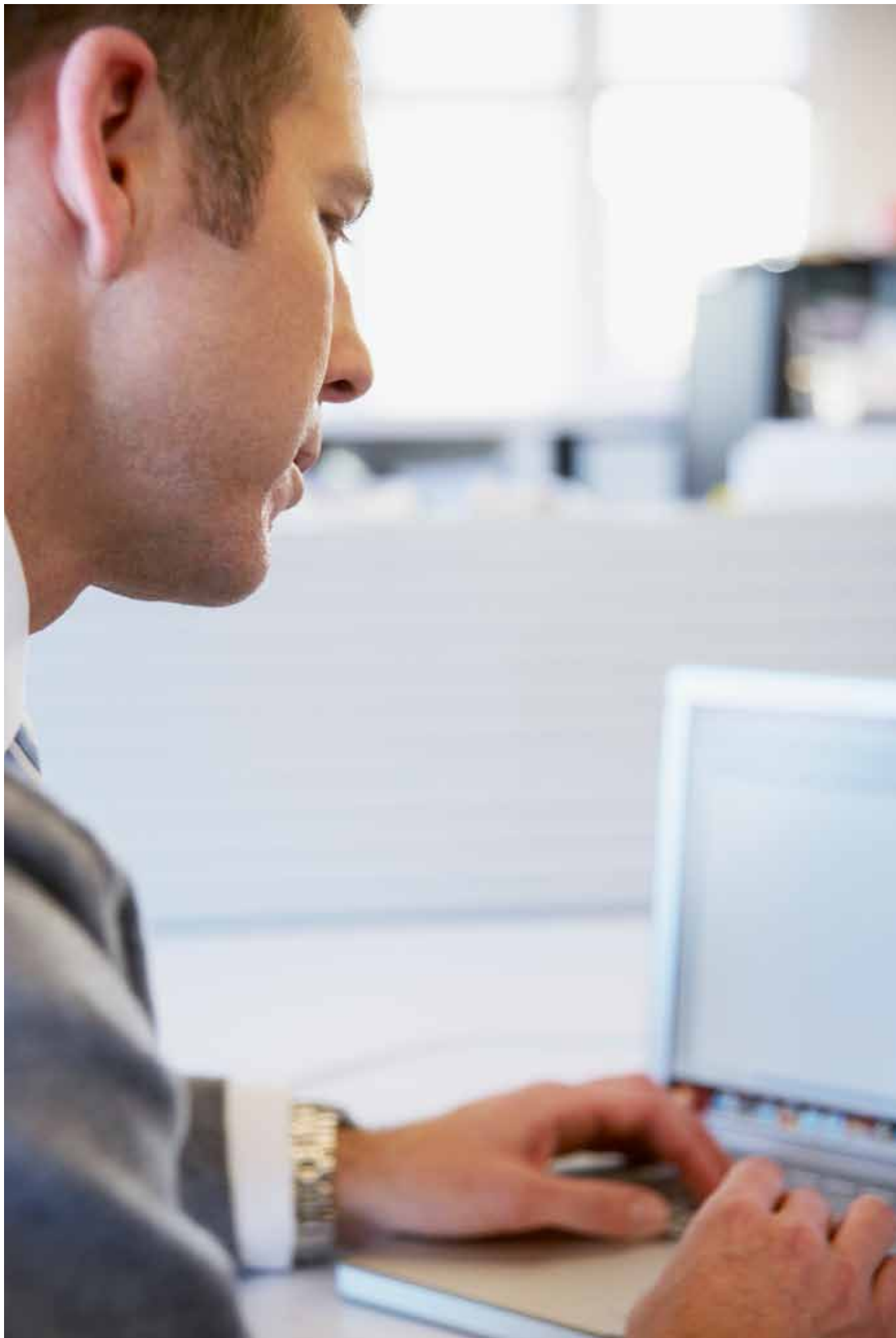
We go beyond Accounting,
so you can too.

Reduced
fees for
2011/12

Professional, Practical, Proven

www.AccountingTechniciansIreland.ie

Believe in
your potential



What are Accounting Technicians?

Accounting Technicians are qualified accounting professionals that work at all levels of finance. They can work in all types of organisations and are widely employed throughout the public sector, industry and commerce and in private accountancy practices.

They are involved in the day-to-day practical work of accountancy and play a key operational role in producing reliable financial information. Accounting Technicians can perform a wide range of finance roles, from accounts staff to financial controller and beyond. For instance, they can do financial accounting and budgeting, costing and credit control, payroll administration and tax returns. More experienced Accounting Technicians may often perform senior managerial tasks and audits.

Accounting Technicians can work on their own or alongside professional accountants. In a small company, they may be the only qualified employee looking after the finance function, while in a larger company, they may be working as part of a team alongside accountants and administrative staff. While they are not accountants, they can perform many of the same functions and are qualified to take accounts beyond trial balance stage, as well as prepare full financial accounts.



What is Accounting Technicians Ireland?

Accounting Technicians Ireland (formerly known as the IATI) is the leading Accounting Technician body with over 10,000 members and students across the Republic of Ireland and Northern Ireland.

Established in 1983, Accounting Technicians Ireland prides itself on providing an internationally recognised accounting qualification and on promoting the highest educational, technical and ethical standards to its members.

Its qualification differs from many other academic programmes as it combines professional exams with practical work experience. As qualified members of Accounting Technicians Ireland, individuals are entitled to use the designation MIATI after their name, seen by many employers as essential when hiring.

Accounting Technicians Ireland is a partner body with Chartered Accountants Ireland and an associate member of the International Federation of Accountants. It has offices in Dublin and Belfast and links with local networks throughout Ireland.

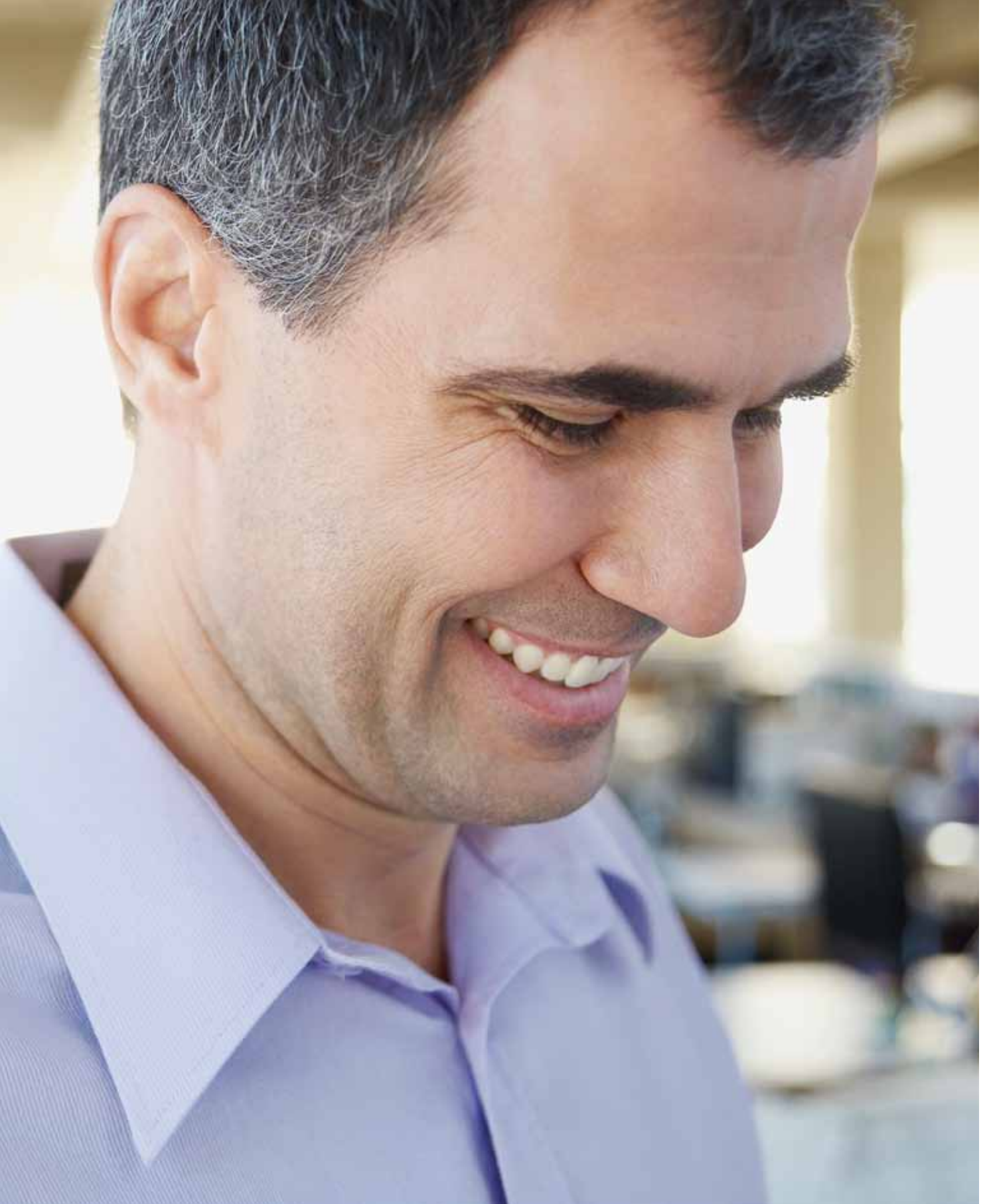
Why would I be interested?

Accounting Technicians enjoy excellent career prospects and there is always a strong demand for their skills in the marketplace. Indeed, results from our most recent member survey show that almost 95% of our members are employed.

They can work in a wide variety of finance roles for many types of organisations, including manufacturing companies, local and central government, the health service, banks and insurance companies and private accountancy firms. Self-employment is also a possibility for qualified technicians.

In addition, many who qualify as Accounting Technicians go on to continue their studies, using the qualification as a stepping stone to eventually becoming professional accountants with one of the other accounting bodies.





How do I become an Accounting Technician?

Who studies to be an Accounting Technician?

Our students come from all walks of life. For example, you may already be working or going to college, or perhaps you are a mature student who wants to get back into the workforce. You could even be currently working in an accounting related area, and although experienced, wish to pursue a formal qualification.

Can you tell me about the Accounting Technicians Ireland qualification?

Our Diploma for Accounting Technicians consists of two elements, which can be completed simultaneously or at different stages:

- Two year programme of study
- Two year work based learning

Depending on your circumstances, the qualification can be studied full-time, part-time or on a correspondence basis, allowing students to study at a pace that fits their lives.

Full-time

Full-time courses are available in a wide number of colleges aimed at students who want to devote themselves full-time to preparing for the Accounting Technicians Ireland exams. Typically speaking, these courses are usually run over four weekdays.

Part-time

If you want to study part-time, there are many courses available. These normally involve evening lectures twice a week, although some colleges will deliver day-time options for part-time students.

Correspondence

If it's not convenient to attend a lecture-based course, you can enrol as a correspondence student. This way you can study from home using tutorial materials.

Obviously, these course options have different time commitments and thus will impact your availability for gaining work experience – assuming you do not already have the required two years experience.

For instance, students choosing to study part-time or on a correspondence basis can opt to work during the day while they are studying at night, and gain valuable experience towards their qualification. For those studying full-time, it will take a little longer to gain the required work experience and qualify.

QCF recognition

Our qualification is also approved as a Level 5 Diploma on the Qualifications and Credit Framework (QCF) in England, Wales and Northern Ireland. From September 2011, new students from Northern Ireland will have their qualification officially recognised on the QCF, once they have completed it. This is in addition to gaining the professional qualification from Accounting Technicians Ireland. As a Level 5 Diploma, this is the highest accounting technician qualification that is available on the QCF.

Please note that the QCF comprises of eight levels, compared to the National Framework of Qualifications (NFQ) in the Republic of Ireland which comprises of ten levels. Further information on how UK and Irish qualifications compare to one another is available at www.qualificationsrecognition.ie/documents/CrossBoundaries.pdf

Accounting Technicians Ireland is also currently seeking alignment of its qualification with the National Framework of Qualifications (NFQ) in the Republic of Ireland. Further details will be available later in the year.

What are the entry requirements?

Mature Student entry route (Over 21 years of age)

If you are 21 years of age you can apply to enrol as a student on the basis of your age and experience rather than on your educational background. This is often helpful to people who want to return to work after an absence.

School Leaver entry route (Under 21 years of age)

School leavers from the **Republic of Ireland** must meet one of the following criteria:

- Leaving Certificate with five passes on Ordinary Level papers. (Passes to include English and either Mathematics or Accountancy).
- Leaving Certificate with four passes of which at least two are on Higher Level papers. (Passes to include English and either Mathematics or Accountancy).
- Students who are sitting the Applied Leaving Certificate should contact the Registrar (register@AccountingTechniciansIreland.ie) directly for advice on whether they are eligible.

School leavers from **Northern Ireland** should hold:

- 1 A Level or 2 AS Levels with grades in English and at least one subject from Mathematics or Accountancy not lower than grade C at GCSE level.

Post Leaving Certificate/Further Education entry route

Students who have successfully completed a nationally recognized qualification such as HETAC, FETAC (Level 5), QCA or a BTEC National Diploma may be eligible to enter and gain exemptions from certain exam subjects. Accounting Technicians Ireland will be happy to give you information about your eligibility in these cases.

These are the minimum standards required of potential students. Many applicants will have higher grades, and some colleges may apply their own criteria for admission which may be higher than those set out here.

What if I am already working?

You can register as a student in the normal way and take your exams using the services of one of the colleges offering a part-time course.

What if I have not yet started work?

You can enrol on a full-time programme leading to our exams. Course organisers will be happy to give you advice and information about your options.

What if I am already at college?

If you are now studying for a nationally-recognised qualification, such as FETAC, HETAC, QCA or BTEC, you can register with Accounting Technicians Ireland as a student when you have completed your course. You may be eligible for exemptions from certain exam subjects.

For further information, please see:

www.AccountingTechniciansIreland.ie/exemptions



Where can I study?

Accounting Technicians Ireland courses, both full-time and part-time, are available at over 80 colleges throughout the Republic of Ireland and Northern Ireland. These currently include leading private and community colleges, VECs and some Institutes of Technology.

In 2011, Accounting Technicians Ireland is delighted to partner with a number of new colleges. These include Action Community Enterprise in both Clondalkin and Ballymun, Dublin; Donegal IT Centre in Donegal town; and METAC Training in Mounthraught, Co. Laois.

The Accounting Technicians Professional Education training centre is also registering both First Year and Second Year students. Lectures take place two evenings a week at Accounting Technicians Ireland's head office, 47-49 Pearse Street, Dublin 2. For further details, please call 01-6498120 to request a brochure.

A full list of licensed colleges is available on www.AccountingTechniciansIreland.ie and on pages 16-17 of this prospectus. A Correspondence Learning programme is also available to allow students study from home using tutorial materials.

What subjects will I be studying?

Our course has two distinct years to cover - First Year and Second Year. First Year gives you a foundation knowledge of business and accounting, while Second Year allows you to build a deeper understanding of more advanced accounting issues. There is also a practical focus on the IT systems that are commonly used in accounting.

You must also have two years relevant work experience to qualify, which can be gained before, during or after the course of study. Students have a choice of completing 13 different work based assessments but only need to achieve nine of these assessments to complete the qualification. Please see page 13 for further information on this.

First Year	Second Year	Work Experience
Financial Accounting	Advanced Financial Accounting	9 work based assessments (see page 13)
Taxation	Advanced Taxation	
Law & Ethics	Management Accounting	
Business Management	Integrated Accounting Systems	

By the time you have passed your exams, you will have learned to:

- Prepare financial statements
- Prepare financial reports and other management information
- Compute tax liabilities for companies and individuals
- Set up and manage systems for budgets, stock control, cost accounting and cash reconciliations
- Set up and manage credit control procedures
- Use computers effectively in an accounts related environment
- Understand the relevance of Marketing, IT, Finance, Law and HR to the accounting function
- Set up and manage payroll and TAS/Sage packages

Can I get exemptions?

You may apply for exemptions from some or all First Year subjects if you have previously completed other qualifications such as HETAC, BTEC or equivalent course of study. Irish honours degree holders of a relevant subject area may be entitled to a full First Year exemption. The closing date to apply for exemptions is 3rd October 2011 and application forms, along with further information on Accounting Technicians Ireland's exemption policy, are available on www.AccountingTechniciansIreland.ie/exemptions

Please note that exemptions are not offered for Second Year subjects.

Will I have to sit exams?

Yes and you have a maximum of ten years* to successfully complete all exams which means that you can take them at your own pace. However, most students will complete the exams over a two year period. Students will be credited with a pass in individual papers if they obtain 50% or higher. This avoids costly repeats. Each exam lasts for three hours, with the exception of Integrated Accounting Systems which is a three and a half hour exam.

* All First Year exams must be successfully completed within six years of registration.

What are the fees?

Students pay both professional fees to Accounting Technicians Ireland and tuition fees to the college where they are studying. Professional fees will cover your student registration, manuals, exams, and other student supports that you receive. We are delighted to announce that Accounting Technicians Ireland has reduced its professional fees for 2011/12.

The tuition fees you pay to your college will vary depending on whether your course is full-time or part-time, or in a public sector college or private institution. College fees can vary significantly so students are advised to shop around.

Please note that you must register with Accounting Technicians Ireland and also with the college where you intend to study. You can register with Accounting Technicians Ireland from 12th July 2011 until the closing deadline of 28th October 2011.

Reduced
fees for
2011/12

Accounting Technicians Ireland Professional Fees 2011/12

	€	£
First Year		
Registration fee	€150 ¹	£130 ¹
Examination fee (per subject)	€70	£60
Exemption fee (per subject)	€50 ²	£45 ²
Manuals fee (per subject)	€55	£50
Second Year		
Student fee	€85	£75
Examination fee (per subject)	€70 ³	£60 ³
Integrated Accounting Systems	€120 ⁴	£105 ⁴
Manuals fee (per subject)	€55	£50
Work Experience		
Work Experience Assessment fee	€175 ⁵	£150 ⁵

¹ This includes your annual Student fee for 2011/12.

² Students may apply for exemptions from First Year subjects at a fee of €50/£45 per subject. First Year subjects that have not been granted an exemption will incur an Examination fee of €70/£60 per subject. Please note that exemptions do not apply for Second Year subjects.

³ In Second Year, three of the four subjects incur an Examination fee of €70 / £60 per subject. These subjects are Management Accounting, Advanced Financial Accounting and Advanced Taxation.

⁴ The fourth subject, Integrated Accounting Systems, is a practical course and the fee is €120/£105.

⁵ In addition to passing their exams, students must also submit a Record of Work Experience detailing two years of relevant work experience, in order to complete the qualification - see page 13 for details.

Accounting Technicians Ireland fees are effective from 1st June 2011 to 27th April 2012.

Pricing examples

Stepped Payments

This year Accounting Technicians Ireland is continuing its stepped payment facility to allow students to spread the cost of their payments over four installments during the course of the academic year. This facility is only available to new students who register online before 28th October 2011 at www.AccountingTechniciansIreland.ie/register

Students who register online before 28th October 2011 can spread the cost of their payments for Student Registration, Manuals and Examinations over four payments, with the first payment* charged at **registration stage**, and then the remaining payments being charged on **25th November 2011, 27th January 2012, and 24th February 2012**. To avail of this facility, you must register with Accounting Technicians Ireland online. All payments will be charged to either your debit/credit card on the above dates.

* An administration fee of 3% of the total amount purchased will be charged on your first payment. This option will be available on our website from 12th July 2011.

Pricing Example

Linda is an incoming First Year Student. She is studying all four First Year subjects and will be sitting exams in May 2012 for all subjects. The total cost to Linda for all of the above is €650 and is made up of the following elements:

- Student registration of €150
- Manuals fee of €220 (for four subjects)
- Examination fee of €280 (for four subjects)

Total Cost is €650

Linda can register online at www.AccountingTechniciansIreland.ie/register and avail of one of the following payment options:

1. Pay a total of €650 for her registration, manuals and exams at the time of registration.
2. Avail of the stepped payment option and spread the total cost of €669.50 (€650 plus 3% administration fee) over four payments throughout the academic year on the above dates. (So in Linda's example, she will pay €182 at Registration stage, and then pay €162.50 for each of the second, third, and fourth payments.)
3. Alternatively use stepped payments to spread the cost of her registration and manuals €381.10 (€370 plus 3% administration fee) over four payments throughout the academic year and pay for her examinations separately before the closing date on 27th January 2012.

If Linda does not have access to the online registration facility she can submit the Student Registration Form at the back of this prospectus.

All credit card transactions (with the exception of stepped payments) are subject to a €4.50/£4 handling charge.

Am I eligible for financial assistance?

You may be entitled to a grant or allowance to assist you with your student fees. These entitlements will vary depending on whether you are studying the qualification full-time or part-time, so make sure to check out the various options.

Students in the **Republic of Ireland** should visit www.studentfinance.ie which has detailed information on the range of grants and funds for students in further and higher education. For instance, VEC students may be entitled to a Maintenance Grant through their local VEC office.

ROI students who are unemployed or in receipt of social welfare can also apply for various schemes which let you return to study and keep your benefits. These include the Back To Education Allowance (BTEA) and the Vocational Training Opportunities Scheme (VTOS). There is also the option to study the qualification through FÁS in one of their centres around the country. Eligible students receive a training allowance and also have their student fees paid for.

Students in **Northern Ireland** can access information on www.studentfinancenl.co.uk which will outline your various funding options. Please note that our recent QCF approval as a Level 5 Diploma means the qualification is now classified as a Higher Education course. As such, if you are studying part-time, you will be able to apply for a grant towards your fees and course costs from your local Student Finance NI office.

There is a broad range of grants, loans and government sponsored schemes available so NI students are best advised to research those which best suit their individual circumstances.

Can my employer assist financially?

Yes, many of our students are already in the workplace and a large number receive financial support from their employers to sit our exams.

Indeed, in the current business environment, more employers are now encouraging employees to obtain a professional qualification and are making it a focal point in the appraisal process as they recognise the need to have a skilled accounting workforce.

Many employers will offer help to pay for tuition and professional fees and also allow staff time off to study and take exams.

Academic Calendar 2011-2012

12th July 2011	Registration commences
July – October 2011	Registration period
1st September – 20th December 2011 ¹	Term One (Weeks 1-12)
3rd October 2011	Deadline for applying for exemptions
28th October 2011	Registration deadline
28th October 2011	Special Consideration application deadline
25th November 2011	Summer IAS Exam application deadline
10th January to 27th April 2012 ¹	Term Two (Weeks 13-26)
27th January 2012	Summer Exam application deadline
16th – 21st April 2012	Summer IAS Exam period
14th – 18th May 2012	Summer Exam week
9th July 2012	Publication of Summer Exam results
20th July 2012	Autumn Exam application deadline (All subjects)
13th – 17th August 2012	Autumn IAS Exam period
20th – 24th August 2012	Autumn Exam week
24th September 2012	Publication of Autumn Exam results

Practical Work Experience Calendar 2011–2012

3rd August 2012	Deadline for submission of Work Experience Assessment ² (Following Summer Exams - Second Year students only)
10th October 2012	Deadline for submission of Work Experience Assessment ² (Following Autumn Exams - Second Year students only)

¹ These dates are for guidance only and may vary slightly depending on your college timetable.

² Please note this only applies to students who have successfully completed all First and Second Year exams.

What student services will Accounting Technicians Ireland provide?

Our students have an array of support services to assist them in their study and working lives.

- **Website**

The Accounting Technicians Ireland website has a special section dedicated to students including important dates, syllabus materials, past examination papers, seminar timetables, to name but a few.

- **Blended Learning**

Following on from the successful e-learning pilot earlier this year, a new blended learning programme is being introduced from September 2011. Both e-learning and classroom based tuition will be available in all subjects. The advantages of the blended learning programme is that it offers students the opportunity to experience 'bite-size' online and class-room based tuition, mixing theoretical with practical work.

- **Placement service**

You can also avail of the services of our dedicated placement service – Accounting Technicians Recruitment, one of the leading recruitment agencies for accounting staff in Ireland. Please visit www.AccountingTechniciansRecruitment.ie for all career advice and job opportunities.

- **Career advice**

Accounting Technicians Recruitment can also provide advice on CV preparation and interview techniques, salary surveys, salary negotiation, etc.

- **Library facilities**

Students can avail of the library facilities in both our Dublin and Belfast offices.

- **Exemptions for further studies**

Should you decide to continue your studies after our exams, we can advise you on the substantial exemptions the professional accounting bodies offer Accounting Technicians Ireland's members and students.

- **Student newsletter**

Student Matters is an online newsletter specifically for our students to keep you up to date with news on course materials, exams, seminars, and other information.



What is required for my work experience?

In addition to passing our exams, students must also have two years relevant work experience to complete the qualification.

The reason for the work experience is that students also need “on-the-job” skills to be effective as a qualified Accounting Technician and be able to apply practical experience to the theory they have learned in the classroom. This in turn provides potential employers with independent reassurance that you are the right person for the job.

Work experience requirements are based on two years full-time employment (or the equivalent part-time) and can be gained at any time. If you have relevant work experience from a previous job, then you can count that towards your two years. Accounting Technicians Ireland will also recognise any relevant experience obtained while you are studying or after you have completed your exams.

All of your experience has to be signed off by a mentor who can verify that you have achieved all of the associated learning outcomes. To begin achieving your work experience, you will need to:

- find a workplace mentor (this can be your line manager, employer or a qualified accountant)
- gain two years experience in an accounting or finance-related role(s)
- record your progress using the Record of Work Experience form and have this verified by your mentor
- submit your Record of Work Experience to Accounting Technicians Ireland. (Please note that students must have successfully completed all their exams before they can submit this form).

Further information and a copy of the Record of Work Experience form is available on our website.



What areas should I be gaining experience in?

Accounting Technicians Ireland has a flexible approach in reviewing the precise experience that students need to gain, given the wide variety of Accounting Technician roles. Students have a choice of completing 13 different work based assessments but only need to achieve nine of these assessments. They cover areas like:

- Accounting systems management (e.g.TAS/Sage)
- Budgeting
- Cash management
- Computer systems
- Costing
- Credit control
- Management accounting
- Payroll administration
- Preparation of accounts
- Purchases accounting
- Quality control
- Sales accounting
- Stock control
- Tax returns

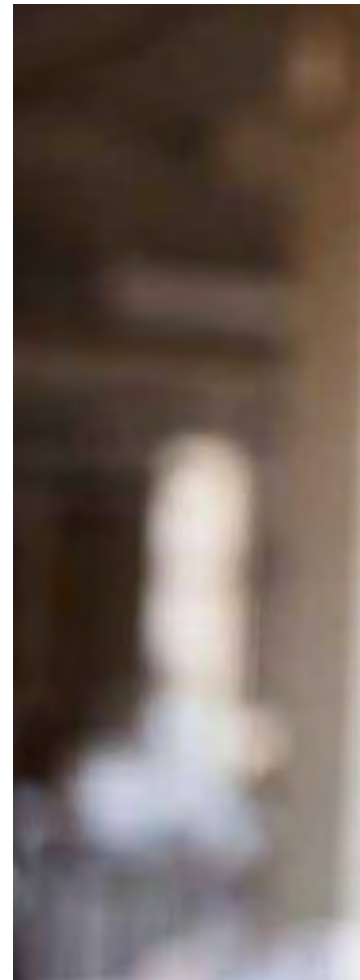
Your mentor will be able to help you plan your work experience effectively, and Accounting Technicians Ireland will be able to assist with any queries you may have.

How do I complete the qualification?

Once students have passed the exams and obtained their two years relevant work experience, they will have completed the Diploma for Accounting Technicians qualification.

In tandem, you will also become a Full Member of the professional body Accounting Technicians Ireland, which enables you to use the professional designation MIATI after your name.

In order to complete the qualification, you must submit your Record of Work Experience which has been verified by your mentor, along with an assessment fee of €175/£150.



What are the benefits of being a Full member?

Full members of Accounting Technicians Ireland have access to a wide range of services and benefits:

- **Industry recognition:** Full Members of Accounting Technicians Ireland are allowed to use the professional designation “MIATI” after their name, a respected business accreditation valued by many employers.
- **Job recruitment and advice:** Accounting Technicians Recruitment is a specialist recruitment agency for members that caters to accounting professionals at all levels. Whether you are looking for a new job or just want advice on your career, we have trained recruitment consultants who can help you.
- **CPD training:** We run a series of leading edge CPD training courses to help you grow professionally and enhance your career. The cost of these courses is heavily subsidised so they are accessible to all members. We also offer a broad range of online CPD courses.
- **Exemptions for further study:** Should you decide to continue your studies after our exams, we can advise you on the substantial exemptions the professional accounting bodies offer Accounting Technicians Ireland members.
- **Travel and leisure discounts:** Accounting Technicians Ireland offers members an extensive choice of discounts for recreational activities, including a vast selection of sports, leisure and dining outlets around the country.

- **Competitive insurance and banking offers:** Members have access to highly competitive group schemes for a range of insurance and financial products.
- **Networking and events:** Accounting Technicians Ireland organise events through our local District Societies. These are networking groups which are run by members for members and they organise a wide variety of social and educational functions.
- **Member newsletter:** Technical Matters is an online newsletter specifically for our members to keep you up to date with news, events, and industry developments.
- **Accountancy Ireland:** Accountancy Ireland is Ireland’s leading accountancy magazine published by Chartered Accountants Ireland. Members can subscribe to it free of charge.

To maintain your membership and benefits, Full members are required to pay an annual membership subscription of €160/£140. Further details about Full membership are available on www.AccountingTechniciansIreland.ie



So what can members of Accounting Technicians Ireland do after qualifying?

The most recent graduates who became members of Accounting Technicians Ireland have fared very well. Almost 95% of them are currently working.

Having the Accounting Technicians Ireland qualification is a distinct advantage in the market place as it is seen by many employers as essential when they are hiring. It has enabled our newest members to take up key roles in accounting practices and in industry. These covered a broad range of finance roles in many types of organisations across different sectors from private industry to local and central government.

Around 30% of our graduates decide to continue studying and will use the Accounting Technicians Ireland qualification as a stepping stone into other professional accounting and taxation bodies.

For instance, many of our graduates pursue further accounting studies with organisations such as our partner Chartered Accountants Ireland, or the other professional bodies like the Association of Chartered Certified Accountants (ACCA), the Institute of Certified Public Accountants (CPA), or the Chartered Institute of Management Accountants (CIMA).

All these bodies offer Accounting Technicians Ireland graduates significant exemptions for taking their exams and further information is available on www.AccountingTechniciansIreland.ie

Northern Ireland Colleges

Antrim

Northern Regional College
(Full & Part-time) (Ballymena Campus)
Trostan Avenue, Ballymena,
Co. Antrim, BT43 7BN.
Tel: 028 2565 2871
www.nrc.ac.uk

Northern Regional College
(Newtownabbey Campus)
(Part-time)
400 Shore Road, Newtownabbey,
Co. Antrim, BT37 9RS
Tel: 028 9085 5000
www.nrc.ac.uk

Armagh

Southern Regional College
(Armagh Campus) (Part-time)
Lonsdale Building, College Hill,
Armagh, Co. Armagh, BT61 7HN
Tel: 028 3752 2205
www.src.ac.uk

Southern Regional College
(Portadown Campus) (Part-time)
36 Lurgan Road, Portadown,
Co. Armagh, BT63 5BL
Tel: 028 3839 7777
www.src.ac.uk

Belfast

Belfast Metropolitan College
(Part-time)
Brunswick Street, Belfast,
BT2 7GX
Tel: 028 9026 5121
www.belfastmet.ac.uk

Richard Clark Academy
(Part-time)
2-6 Waring Street, Belfast
BT1 2DX
Tel: 075 905 49361
www.rcabelfast.com

Down

South Eastern Regional College
(Bangor Campus)
(Part-time)
Castle Park Road, Bangor,
Co. Down, BT20 4TD.
Tel: 028 9127 6600
www.serc.ac.uk

South Eastern Regional College
(Downpatrick Campus)
(Part-time)
Market Street, Downpatrick,
Co. Down, BT30 6ND
Tel: 028 4461 5815
www.serc.ac.uk

South Eastern Regional College
(Lisburn Campus)
(Part-time)
39 Castle Street, Lisburn,
Co. Down, BT27 4SU
Tel: 028 9267 7225
www.serc.ac.uk

Southern Regional College
(Newry Campus) (Part-time)
Model Building, Catherine
Street,
Newry, Co. Down, BT34 6JG
Tel: 028 3026 1071
www.src.ac.uk

Fermanagh

Southwest Regional College
(Enniskillen Campus)
(Part-time)
Dublin Road, Enniskillen,
Co. Fermanagh, BT74 6AE.
Tel: 028 6632 2431
www.swc.ac.uk

Londonderry

North West Regional College
(Part-time)
Strand Road, Londonderry,
BT48 7AL
Tel: 028 7127 6000
www.nwrc.ac.uk

Northern Regional College
(Coleraine Campus) (Part-time)
Union Street, Coleraine,
Co. Londonderry, BT52 1QA
Tel: 028 7035 4717
www.nrc.ac.uk

Northern Regional College
(Magherafelt Campus)
(Part-time)
22 Moneymore Road,
Magherafelt,
Co. Londonderry, BT45 6AE
Tel: 028 7963 2462
www.nrc.ac.uk

Tyrone

Southwest Regional College
(Dungannon Campus)
(Part-time)
Circular Road, Dungannon,
Co. Tyrone, BT71 6BQ
Tel: 028 8772 2323
www.swc.ac.uk

Southwest Regional College
(Omagh Campus) (Part-time)
2 Mountjoy Road, Omagh,
Co. Tyrone, BT79 7AH
Tel: 028 82245433
www.swc.ac.uk

Republic of Ireland Colleges

Carlow

Carlow Institute of Technology
(Part-time)
Kilkenny Road, Carlow
Tel: 059 917 0400
www.itcarlow.ie

Cavan

Cavan Institute
(Full-time)
Cathedral Road, Cavan,
Co. Cavan
Tel: 049 433 2633
www.cavancollege.ie

Clare

Ennis Business College
(Part-time)
Unit 8, Westgate Business Park,
Kilrush Road, Ennis, Co. Clare
Tel: 065 682 4168
www.ennisbusinesscollege.com

Ennis Community College

(Full-time)
Harmony Row, Ennis,
Co. Clare
Tel: 065 682 9432
www.enniscommunitycollege.com

Cork

College of Commerce
(Full & Part-time)
Morrison's Island, Cork
Tel: 021 422 2100
www.corkcollegeofcommerce.ie

Cork Institute of Technology

(Part-time)
Cork
Tel: 021 432 6100
www.cit.ie

Griffith College Cork

(Part-time)
Cove Street, Sullivan's Quay, Cork.
Tel: 021 450 7027
www.gcc.ie

Mallow College of Further Education

(Full-time and Part-time)
Annabella, Mallow, Co. Cork
Tel: 022 43309
www.mallowcollege.ie

Dublin

Accounting Technicians Professional Education
(Part-time)
47-49 Pearse Street,
Dublin 2
Tel: 01 649 8120
www.AccountingTechniciansIreland.ie

Action Community Enterprise

(Full-time)
Bawnogue Enterprise and
Community Centre, Bawnogue
Road, Clondalkin, Dublin 22.
Tel: 01 457 9662
ann@actioncommunityenterprise.ie

Action Community Enterprise

(Full-time)
Whitehall Ballymun Partnership,
Ballymun, Dublin 9.
Tel: 01 457 9662
ann@actioncommunityenterprise.ie

Ballyfermot College of Further Education

(Part-time)
Ballyfermot Road, Ballyfermot,
Dublin 10
Tel: 01 626 9421
www.bcfe.ie

Blanchardstown Institute of Technology

(Part-time)
Blanchardstown Road North,
Dublin 15
Tel: 01 885 1000
www.itb.ie

Business Management Institute

(Part-time)
33 Dawson Street,
Dublin 2
Tel: 01 679 6464
www.bmi.ie

Colaiste Ide

(Full & Part-time)
Cardiffsbridge Road, Finglas West,
Dublin 11
Tel: 01 834 2333
www.colaisteide.ie

Crumlin College of Further Education

(Full & Part-time)
Crumlin Road,
Dublin 12
Tel: 01 454 0662
www.crumlincollege.ie

Dublin Business School

(Part-time)
13/14 Aungier Street,
Dublin 2
Tel: 01 417 7500
www.dbs.ie

Grafton College of Management Sciences

(Full-time)
7 Gardiner Row,
Dublin 1
Tel: 01 872 6597
www.graftoncollege.com

Greenhills College
(Full-time)
Limekiln Avenue,
Greenhills,
Dublin 12
Tel: 01 450 7779
www.greenhills-college.com

Griffith College Dublin
(Part-time)
South Circular Road,
Dublin 8
Tel: 01 415 0473
www.gcd.ie

Infinity Business College
(Full-time)
33 Dawson Street,
Dublin 2
Tel: 01 679 7086
www.ibcollege.com

Institute of Business & Technology (Part-time)
Burgundy House, Forster Way,
Swords, Co Dublin
Tel: 01 807 5055
www.ibat.ie

Plunket College
(Full & Part-time)
Swords Road, Whitehall,
Dublin 9
Tel: 01 837 1689
www.plunketcollege.ie

Rathmines College of Further Education (Full & Part-time)
Town Hall, Rathmines,
Dublin 6
Tel: 01 497 5334
www.rathminescollege.ie

Senior College Dun Laoghaire
(Full & Part-time)
Eblana Avenue, Dun Laoghaire
Co Dublin
Tel: 01 280 0385
www.scd.ie

St. Tiernan's Community School
(Part-time)
Parkvale, Balally,
Dublin 16
Tel: 01 295 3224
www.tiernans.ie

Tallaght Institute of Technology
(Part-time)
Tallaght, Dublin 24
Tel: 01 404 2000
www.it-tallaght.ie

Westmoreland College for Management & Business
(Part-time)
10 - 12 Westmoreland Street,
Dublin 2
Tel: 01 679 5324
www.westmorelandcollege.ie

Donegal
Donegal IT Centre
(Part-time)
1st Floor, Blue Stacks Foundation Building, Glebe, Donegal Town, Co Donegal.
Tel: 074 972 2934
www.donegalit.com

Galway
Galway/Mayo Institute of Technology (Part-time)
Dublin Road, Galway
Tel: 091 753 161
www.gmit.ie

Kerry
FAS Training Centre
(Full-time)
Tralee Industrial Estate, Monavalley, Tralee, Kerry
Tel: 066 712 6444
www.fas.ie

Killarney Community College
(Part-time)
New Road, Killarney
Co. Kerry
Tel: 064 32164
www.killarneycommunitycollege.com

Tralee Community College
(Full-time)
Clash, Tralee,
Co. Kerry
Tel: 066 712 1741
www.traleecommunitycollege.com

Kildare
Clane College (Part-time)
Clane Business Park, Kilcock Road,
Clane, Co. Kildare
Tel: 045 893 676
www.clanecollege.com

Piper's Hill College
(Part-time)
Killashee, Naas,
Co. Kildare
Tel: 045 897 885
www.phcol.ie

Kilkenny
Ormonde College
(Kilkenny VEC)
(Part-time)
Ormonde Rd, Kilkenny
Tel: 056 776 3321
www.ormondecollege.ie

Laois
METAC Training
(Part-time)
Mountrath Enterprise Park, Portlaoise Road, Mountrath, Co. Laois.
Tel: 057 875 6540
www.metac.ie

Limerick
Limerick College of Further Education
(Full & Part-time)
Mulgrave Street, Limerick
Tel: 061 414 344
www.lcfce.ie

Griffith College Limerick
(Part-time)
31 /32 Upper William Street, Limerick
Tel: 061 310 031
www.gcd.ie

Louth
Dundalk Institute of Technology
(Part-time)
Lifelong Learning Centre
Dublin Road, Dundalk,
Co. Louth.
Tel: 042 937 0585
www.learn.ie

Oiliuna Dundalk
(Full time)
Unit 1, The Old Brewery,
Ardee Road, Dundalk,
Co. Louth
Tel: 01 651 0360

Mayo
Ballina Adult Education Centre (Full & Part-time)
Cathedral Road, Ballina,
Co. Mayo
Tel: 096 71237
www.fetac.ie

Davitt College (Part-time)
(Mayo Adult Education Centre)
Springfield, Castlebar,
Co. Mayo
Tel: 094 902 3060
www.davittcollege.com

Meath
Beaufort College
(Part-time)
(Meath VEC)
Trim Road, Navan,
Co. Meath
Tel: 046 902 8915
www.beaufortcollege.ie

Boyne Community School
(Part-time)
Trim, Co. Meath
Tel: 046 943 8000
www.boyneadulthoodeducation.com
Oiliuna Navan
(Full-time)
Unit 2, Navan Enterprise Centre, Trim Road, Navan, Co. Meath
Tel: 01 651 0360

St. Peter's College
(Part-time)
Main Street, Dunboyne,
Co. Meath.
Tel: 01 825 2552
www.stpeterscc.ie

Monaghan
Beech Hill College
(Part-time)
(County Monaghan VEC)
Monaghan.
Tel: 047 81200
www.bhc.ie

Offaly
County Offaly VEC
(Part-time)
Castle Buildings, Tara Street,
Tullamore, Co. Offaly.
Tel: 057 935 1392
www.offalyvec.ie

Sligo
Sligo VEC (Part-time)
Quay Street, Sligo.
Tel: 071 914 5025
www.sligovec.ie

Waterford
Colaiste Chathail Naofa
(Full-time)
Youghal Road, Dungarvan,
Co. Waterford
Tel: 058 41184
www.ccdungarvan.com

Waterford College of Further Education
(Part-time)
Parnell Street, Waterford.
Tel: 051 874053
www.wcfe.ie

Westmeath
Athlone Institute of Technology
(Full-time)
Dublin Road, Athlone,
Co. Westmeath.
Tel: 090 642 4400
www.ait.ie

Mullingar Community College (Westmeath VEC)
(Part-time)
Millmount Road, Mullingar,
Co. Westmeath
Tel: 044 934 0786
www.mullingarcommunitycollege.com

Wexford
Colaiste Abbain
(Full-time)
Adamstown, Co. Wexford.
Tel: 053 924 0564
www.colaisteabbain.ie

Genesis Business College
(Part-time)
6 Georges Street, Wexford.
Tel: 053 912 2492
www.genesisbusinesscollege.net

Gorey Community School
(Part-time)
Esmonde Street, Gorey,
Co. Wexford.
Tel: 053 942 1167
www.goreyadulthood.ie

Wicklow
Bray Institute of Further Education (Full & Part-time)
Novara Avenue, Bray,
Co. Wicklow
Tel: 01 286 6233
www.bife.ie

Correspondence Learning
McKeon Murray Business Training Services
Tel: 01 295 9087
www.mckeonmurray.ie

The IAS module is provided directly by Accounting Technicians Ireland. For details contact us at: (01) 649 8180 or students@AccountingTechniciansIreland.ie

FÁS Centres
Our programme is also delivered in the Republic of Ireland through FÁS in a number of their training centres. For full details contact your local FÁS Centre or www.fas.ie

How do I Register?

If you would like to register as a new student, the easiest way is to register online at www.AccountingTechniciansIreland.ie/register

By registering online, students can also avail of our stepped payment facility. This lets you spread your professional fees over four payments throughout the year – see page 10 for further details.

You can also register by completing the Student Registration Form that is attached to this prospectus. Please send your completed form and payment to the address below.

If you need any further help, please feel free to contact us. We will be happy to guide you through the registration process, and advise you on your nearest college and the course of study that is right for you.

So what are you waiting for? Take the first steps to a rewarding career as an Accounting Technician. After that, how far you go is up to you!



Accounting Technicians Ireland

Dublin

47-49 Pearse Street
Dublin 2

Contact: Leda Egri
Tel: 01 649 8180
Fax: 01 633 6846

Belfast

The Linenhall
32-38 Linenhall Street
Belfast BT2 8BG

Contact: Mary Armstrong
Tel: 028 90 435 840
Fax: 028 90 23 0071

info@AccountingTechniciansIreland.ie
www.AccountingTechniciansIreland.ie

Accounting Technicians Ireland is the trading name of
The Institute of Accounting Technicians in Ireland Limited.

Student Registration Form 2011/2012



Registration Number

OFFICE USE ONLY

This form should be completed by **new students only**. If you have previously registered, you **DO NOT NEED TO SUBMIT THIS FORM**. Please read our prospectus carefully before filling in this form. Please use **BLOCK CAPITALS** throughout. The deadline for receipt of Student Registration Forms is **28th October 2011**.

1. PERSONAL DETAILS

Mr. Mrs. Ms.

Male Female

Surname

Date of Birth

Firstname(s)

Address for

Correspondence

County

Postcode

Home Tel

Office

Mobile

Work email

Personal email

Please note it is essential you provide us with at least one valid email address.

2. Educational Qualifications

(Applicants under the age of 21 ONLY)

All applicants under 21 years of age must enclose certified copies of educational certificates.

Leaving Cert

A-Level / AS Level

Year

Year

Cert No.

Cert No.

3. College

Please give details of the college where you will be studying.

Name

Location

Full-Time Part-Time Correspondence

4. EMPLOYMENT DETAILS

(tick all that apply)

I am self-employed

I am working in a finance-related area

I am in full-time study

I am working, but not in a finance-related area

I am currently seeking employment

Other (please specify)

Company Name Job Title

Company Address

Company Tel Name of Manager

Email address of Manager

Please tick the nature of business in which you are employed.

Industry Public Sector Practice Other (please specify)

Number of employees in the company: 1-10 11-50 51-100 101-500 500+

Is your company paying your professional fees? Yes No

5. ACCOUNTING TECHNICIANS IRELAND

How did you first learn about Accounting Technicians Ireland?

Careers Teacher

Family, friends etc

Local College

Advert

Advert in (please specify)

Employer

Internet

Other (please specify)

Previous student with IPASS

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