



Accounting
Technicians
Ireland

ACCOUNTING AND BUSINESS SKILLS

SKILLS TO COMPETE

Learn important accountancy, business and digital skills, and acquire the mindset and confidence to re-enter the workplace in your preferred role and sector.

**GOOD TO
KNOW!**

PART-TIME ONLINE COURSE / 8-MONTH COURSE STARTING THIS JANUARY /
PAY NO COURSE FEES / RETAIN YOUR PANDEMIC UNEMPLOYMENT PAYMENT

IN PARTNERSHIP
WITH





ABOUT THE ACCOUNTING AND BUSINESS SKILLS PROGRAMME

WHO IS THIS SUITABLE FOR?

If you have lost your job as a result of Covid-19 and are looking to upskill or retrain in accounting and business, then this programme is for you. Tuition is fully-funded so you pay no course fees.

The Accounting and Business Skills programme is open to students from all walks of life who are currently unemployed, with no prior knowledge or work experience in accounting or business required.

From online tutors to dedicated career support, our team is here to support you along every step of the way.



WHY CONSIDER THIS PROGRAMME?

The Accounting and Business Skills programme is a part-time course starting this January, and takes place completely online, so you can study at home, at your own pace. Importantly, if you are currently receiving the Pandemic Unemployment Payment (PUP), you will be able to retain it while completing the course.

At the end of the 8-month programme, you will receive the ATI Certificate for Accounting Technicians which is equated to a Level 5 on the National Framework of Qualifications.

In addition to studying a range of accounting and business subjects, this course offers career guidance and employment supports to help you to identify career opportunities, succeed at interview, and secure a new role.

WHAT WILL YOU LEARN?

The programme is divided into three learning areas:

DIGITAL LITERACY FOR THE MODERN WORKPLACE

CORE ACCOUNTING AND BUSINESS SKILLS

CAREER-READY TRANSFERABLE AND PROFESSIONAL SKILLS

At the end of the course, you will graduate with a good understanding of the main accounting and business areas. You will also develop important digital skills using Microsoft Office, which are required for today's workplace.

Finally, you will build on your interpersonal, or 'soft' skills, to help you succeed in acquiring a new role and which are essential for future career advancement.

HOW IS THE COURSE STRUCTURED?

The Accounting and Business Skills programme is delivered online, offering students both flexibility and convenience. With the online programme, you will have access to:

- ✓ Orientation sessions to help you get started
- ✓ Virtual classes you can watch-back at any time
- ✓ Support from our experienced online tutors
- ✓ A supportive student forum and network

You will study six modules designed to enhance your career:

- ✓ Personal Development, Career Guidance and Employment Supports
- ✓ Digital Literacy for Employment in Business
- ✓ Business Management
- ✓ Financial Accounting
- ✓ Taxation
- ✓ Business Law

LEARNING OUTCOMES



Think like a business-person with a solid understanding of the core areas of organisational structure and management, business ethics and law, financial accounting and taxation



Learn to communicate and develop reasoned-based decision-making to prepare you for future leadership and management roles



Represent yourself confidently and effectively to employers and set yourself apart at application and interview stage



Develop workplace-ready skills and feel energised about your career



Have a clearly defined pathway to progress to further study in the future



Assess your short-term and long-term career goals, and develop a professional-development plan to secure them

COMMITMENT

**10 – 12 HOURS EACH
WEEK WHICH IS INCLUSIVE
OF INDEPENDENT STUDY**

**ASSESSMENT:
ONLINE EXAMS HELD IN
AUGUST 2021**

ADMISSIONS CRITERIA

BACKGROUND

Students from a variety of learning and work backgrounds are welcome to apply with no experience in business or accounting required.

If you are under 21 years of age, we ask that you have a Leaving Certificate with grades in either of the following:

- Five ordinary level subjects incl. an O5 in English, and Maths or Accountancy
- Two ordinary level & two higher level subjects incl. an O5 in English, and Maths or Accountancy

This course is specially designed to support people who are unemployed and are seeking to return to work. If you are in receipt of the Pandemic Unemployment Payment (PUP) or other unemployment payment, you will be able to retain them while studying.

COMMITMENT

You need to be motivated and committed. Our programme team is here to support you achieving your learning and career goals but ultimately success will come as a result of your own hard work and participation.

ENGLISH LANGUAGE

You need to be comfortable learning in English. All programme classes, materials and exams are delivered through English.

ONLINE SET-UP

As the programme is delivered online, you will require a computer and internet-connection to complete the syllabus and end-of-year exams





Accounting Technicians Ireland

To express your interest in registering for this programme,
or for more information, contact:
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 Accounting Technicians Ireland

 @AccountingTec

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