



Accounting  
Technicians  
Ireland



**GENERATION  
APPRENTICESHIP**  
[www.apprenticeship.ie](http://www.apprenticeship.ie)



Level 6  
Advanced Certificate  
in Accounting

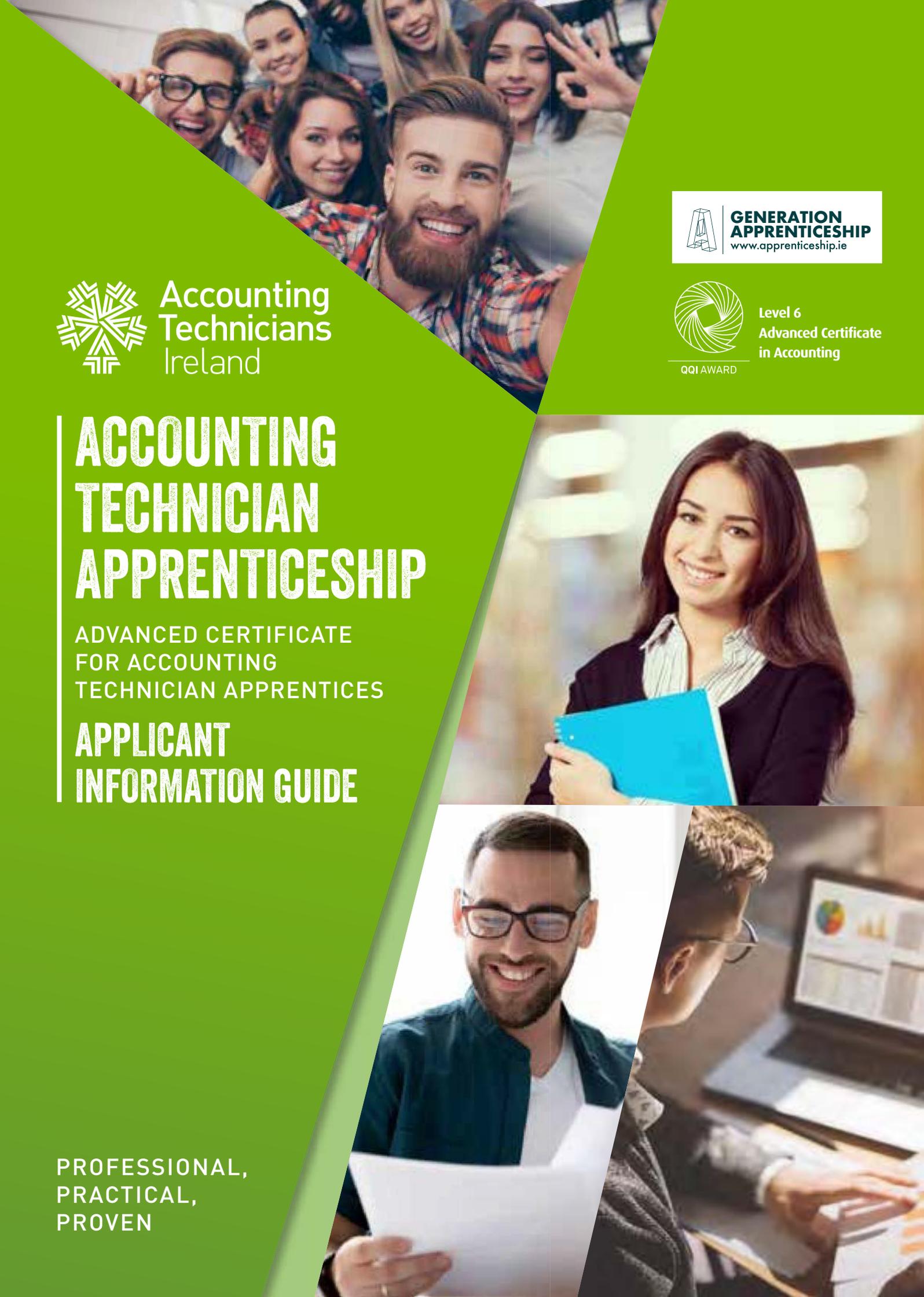
QQI AWARD

# ACCOUNTING TECHNICIAN APPRENTICESHIP

ADVANCED CERTIFICATE  
FOR ACCOUNTING  
TECHNICIAN APPRENTICES

APPLICANT  
INFORMATION GUIDE

PROFESSIONAL,  
PRACTICAL,  
PROVEN





## VISIT

 [www.accountingtechniciansireland.ie](http://www.accountingtechniciansireland.ie)

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# ACCOUNTING TECHNICIAN APPRENTICESHIP OVERVIEW

Accounting Technicians Ireland is the leading professional body for Accounting Technicians on the island of Ireland providing nationally and internationally recognised Accounting qualifications.

With offices in Dublin and Belfast, and strong links with Chartered Accountants Ireland and other professional accountancy bodies, we supply high-calibre Accounting Technician graduates to industry, practice and the public sector. Many progress to the highest levels in their field. We have more than 10,000 students and members across the Island of Ireland.

**The Accounting Technician Apprenticeship programme is a pathway to a career in Accounting where apprentices are mentored through a two year work based learning education training programme.**

## **APPLICANTS: EARN AT LEAST €22,035 PER ANNUM ON THIS NEW PRACTICAL PATHWAY TO A CAREER IN ACCOUNTANCY**

The aim of this new National Apprenticeship is to equip the apprentice with the knowledge, skills and competence appropriate to the workplace for the tasks completed by an accountancy professional and leads to a level 6 QQI Advanced Certificate in Accounting. It provides a practical alternative to the traditional full time college route.

**The programme is open to leaving cert students, school leavers, graduates, mature learners and 'role changers' or non-accountancy staff of registered Apprenticeship employers who would like to upskill or move into an accountancy role.**

**Enables participating students to explore their expectations, aspirations, capabilities and skills for a stable career choice in Accounting.**

Furthermore students will develop their employability skills which will facilitate potential employment retention and progression opportunities following programme completion.



“ I always say that the ATI Apprenticeship was one of the best choices I ever made. I started the ATI Apprenticeship with no background knowledge of Accounting, I found that the one day of college per week and four days in work were the perfect balance. I was able to put my learning into practice and expand my knowledge every day. After I finished my ATI Apprenticeship I got offered a position as an Audit Trainee in the company and I signed up to do further studies with ACCA where I also received exemptions whilst attaining the benefit of becoming a member with ATI. ”



**Denisa Zima, BDO, Blackrock Institute,  
Accounting Technician Apprentice Graduate  
2020**

# AN EVOLVING PROGRAMME FOR TODAY'S BUSINESS DEMANDS

**Accounting Technicians are continuously in demand due to their extensive knowledge level and transferable skillset. Accounting Technicians Ireland graduates are working across all sectors including: practice, public sector including financial services and industry.**

The syllabus and course content for the Accounting Technician Apprenticeship is regularly updated to ensure it is a step ahead in providing the core knowledge and expectations of work to be completed in this field.

Each module is delivered by experienced and specialised professional tutors who go above and beyond to foster each of their student's potential to succeed.

Accounting Technicians Ireland graduates have valuable skills to perform accounting tasks including bookkeeping, accounts preparation, expense and VAT analysis, reporting and credit control, as well as specialist tasks in areas such as tax, audit and payroll.

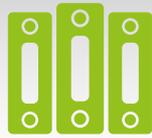
The Accounting Technician Apprenticeship has been developed to meet business requirements and is mapped directly to the Accounting Technician Occupational Profile.

**Working with a vast range of leading registered Apprenticeship Employers and Partner Colleges around the country, Accounting Technicians Ireland delivers the only National Apprenticeship in the field of Accountancy.**

Working in industry, practice, financial services and the public sector, and studying in local partner colleges, Accounting Technician Apprentices will develop critical accounting knowledge and theory and then put this into practice in the work environment.

Accounting Technician Apprentices attain top academic results year on year and are mentored throughout the two year programme in both the workplace and the college as they work towards achieving this highly sought after qualification.

# ACCOUNTING TECHNICIAN SKILLS



**BOOKKEEPING AND  
ACCOUNTING SYSTEMS**



**ACCOUNTS  
PREPARATION**



**CONCEPTUAL AND  
REGULATORY FRAMEWORKS**



**FINANCIAL  
STATEMENTS**



**BUSINESS FUNCTIONS  
AND MANAGEMENT**



**PAYROLL, SPREADSHEETS  
AND BUDGETING**



**TAX ADMINISTRATION,  
TAX MANAGEMENT, PERSONAL  
TAXATION, PAYE, VAT**



**BUSINESS ETHICS,  
CSR, LAW AND  
CORPORATE GOVERNANCE**

# SIX REASONS WHY IRELAND'S BUDDING ACCOUNTANTS ARE SIGNING UP FOR THIS PROGRAMME...

**1**

The Accounting Technician Apprenticeship is a practical, fully funded education based training programme that pays a minimum of €22,035 and provides a rewarding professional job opportunity as you work to achieve a Level 6 QQI Advanced Certificate Award in Accounting over two years.

**2**

Apprentices gain two year's diverse work experience through a journey of growth from dependency to capability empowering individuals with developing a stable career in accounting for the future. Accounting Technician skillsets are always required by employers in every sector.

**3**

You will work four days a week with a leading registered employer and study one day a week with a local college. Outside of academic term time apprentices work five days a week with the employer unless have approved annual leave.

**4**

You will put your learning into practice every day with tailored specialist mentor support in both the office with an employer and in the classroom. Regular review meetings and formative assessments will be held to check in with you and provide you with individual feedback to develop.

**5**

Throughout the two years apprentices can also access a range of extra pillar of supports such as pre-recorded support lecture series, lecturer feedback, college careers guidance service, college counselling service, student forums, one -to - one meeting with a member of ATI apprenticeship team and access wellbeing webinars facilitated by a Nutrition and Lifestyle Consultant.

**6**

You will graduate as a fully qualified Accounting Technician with two years solid work experience, and access to a range of progression opportunities that offer exemptions and a pathway towards becoming a fully qualified Accountant.



“ The programme offers the apprentice the opportunity to gain high quality teaching and learning and the college experience while at the same time acquiring a leading professional qualification through work-based learning. They’ll embed and strengthen the skills they acquire through their practical experience of work. ”

Jean Fitzgerald,  
Principal, Coláiste Ide



“ Those that enrol in the apprenticeship, and want to do well, will excel if they put in the work and utilise all the programme supports and assistance available to them. The major benefit that I found was the blend between working and studying. The apprenticeship allowed me to study while also developing my practical skills in the office. The apprenticeship is funded by SOLAS so bears no financial burden on apprentices, whilst providing two years on-the-job learning, a respectable remuneration package and exemptions towards further examinations.

Having the support of an established body such as ATI behind you after two years and with your qualification in hand many doors will open around you. ”



Paul Hurley, ODM, Cork College of Commerce,  
Accounting Technician Apprentice  
Graduate 2020

# RECRUITMENT PHASES

Below is a guide to understanding the main stages in the recruitment process for your application to this National Apprenticeship programme



## 01 | ATI ONLINE APPLICATION:

This is your opportunity to provide full details on your qualifications, work history, motivation for the Accounting Technician Apprenticeship and a career in accounting. Your online application is your unique selling point. It will be screened by Accounting Technicians Ireland first to see if you meet the minimum eligibility requirements to proceed to the next stage.



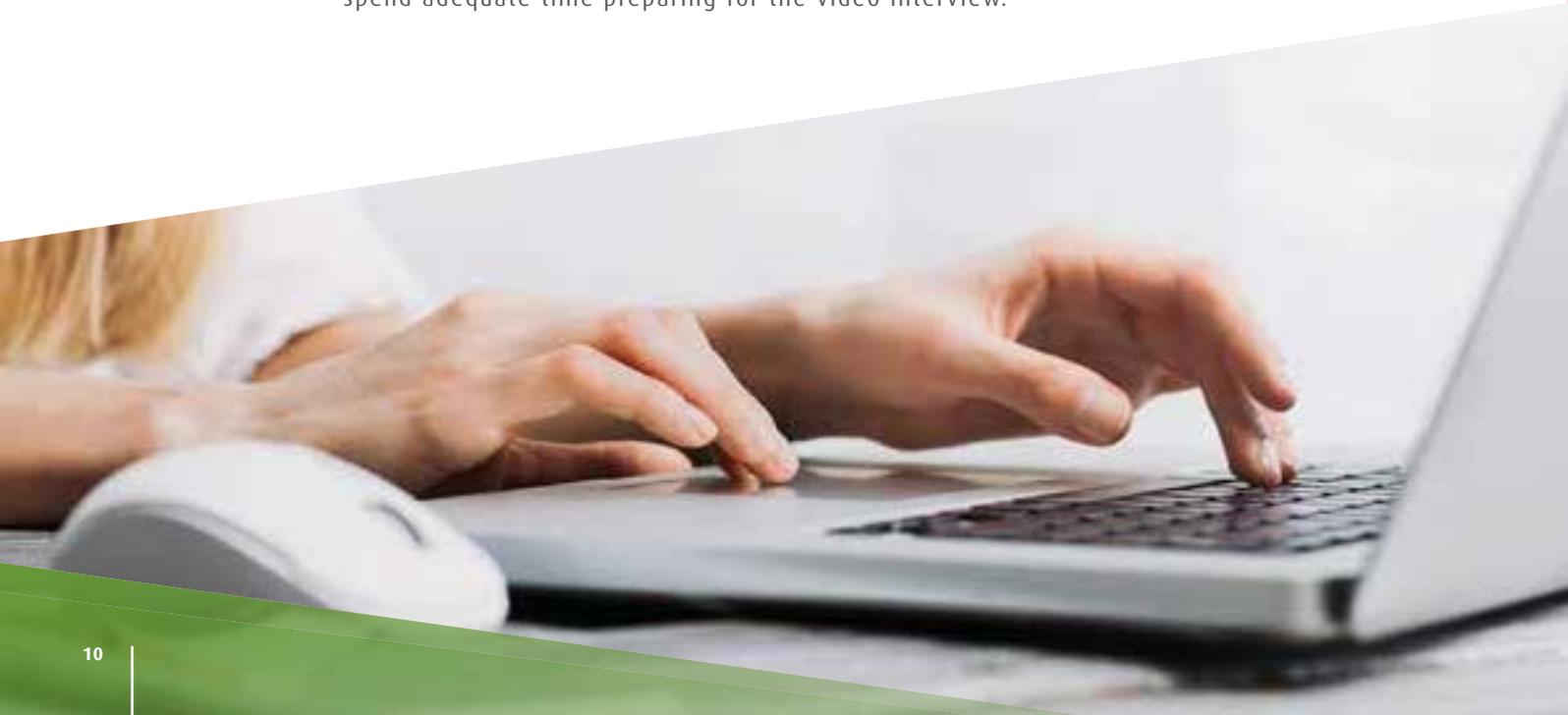
## 02 | ATI VIDEO INTERVIEW:

If your application meets eligibility requirements, Accounting Technicians Ireland will invite you to complete a pre-recorded video interview. The video interview will last for 10-15 minutes approximately.

Questions for this video interview will typically focus on your knowledge of the programme, why you want a career in accounting and other relevant questions.

If your video interview is successful, your application and video interview are sent on to participating employers in your region for them to review.

So please make sure you put your best foot forward on the application form and spend adequate time preparing for the video interview.





### 03 | EMPLOYER INTERVIEWS:

Employers select only the applicants they would like to interview. They will update you directly on their own interview process. Typically interviews focus on discussing your application, what you know about the programme, your interest in accounting and your ability to commit to succeed in meeting programme requirements.



### 04 | OFFERS:

Provisional offers and final contracts are extended after employer interviews. **Only if you attain an offer from an employer can we secure your place on the programme.** It is important to review all the details in the employment contract they offer and accept it before informing ATI. You will be registered with Solas, ATI and your local college prior to commencing the programme.



## FINDING YOUR OWN EMPLOYER

**Although Accounting Technicians Ireland will have employers that will register directly to hire for this programme. Applicants have the option to find their own employer to increase their chances of securing a place on the Accounting Technician Apprenticeship programme. Existing employees can also liaise with their own employer about upskilling.**

Applicants can contact any company with a finance function in their region to update them about this programme. You can inform them that you are contacting them regarding the Accounting Technician Apprenticeship as you are applying for the programme, meet the entry requirements and are looking for an employer to support you on the job training.

You will need to draft a cover letter which includes update on why you are contacting them and provides summary details about the Accounting Technician Apprenticeship programme which informs them about the programme structure, salary to be paid and qualification will attain. An up to date CV and any references should also be provided with the cover letter.

An Employer Grant was introduced as part of the national Action Plan for Apprenticeship 2021-2025 with the newly established National Apprenticeship Office administering the Grant. Apprenticeship employers are now eligible to receive a €2,000 grant annually for each registered apprentice, effective from 01 January 2022. The grant will be paid following completion of an online claim form from the National Apprenticeship Office. A first payment of €1,000 per apprentice will then be made to eligible employers. This process will be carried out again in November-December 2022 for a second €1,000 payment and will be repeated annually for eligible apprentices and employers.

It is important that any employer that is interested to take you on can provide full time hours of at least 37.5 hours a week, pay the recommended salary, release you one day a week in academic term time to attend college for the full day and that they have a fully qualified Accountant or Accounting Technician that can be your mentor.

If an employer agrees to take you on for this programme you can update Accounting Technicians Ireland with their contact details and we will follow up with them to organise their application to become an Apprenticeship employer.

# ONLINE ACCOUNTING TECHNICIAN APPRENTICESHIP

## APPLICATION FORM FORMAT

Sections for completion in the application and required documents to upload are as follows:

### SECTION 1: PERSONAL DETAILS:

Please provide up to date contact details that ATI and employers can reach you on.

You will be required to upload a copy of your birth cert or passport.

### SECTION 2: EDUCATION DETAILS:

Please provide relevant qualifications in chronological order, including grades or overall result where completed.

Make sure to provide your leaving cert results points total and grades if completed Leaving Certificate this year.

If a course hasn't been completed it is recommended that this is outlined in your application and that a reason is provided as to why it wasn't if you are not currently completing.

You will be required to upload copies of relevant educational transcripts. For example where applicable:

- Leaving Certificate transcript
- NFQ Level 5 or above transcript
- Other suitable qualification transcript.

(Please note if you have completed a non-EEA qualification you will need to provide a comparability statement from QQI which you can access [here](#)).

### SECTION 3: WORK EXPERIENCE:

Make sure you list your three most-recent jobs, starting with your current or last role.

Any accounting duties that you have performed should be detailed - but are not a prerequisite for this programme!

### SECTION 4: PROGRAMME UNDERSTANDING AND MOTIVATION

You'll be asked three questions so that we can gain an understanding of your knowledge of the programme, your interest in accounting and your motivation to become an Accounting Technician.

Be sure to carefully consider your answers here, and make sure they stand out, as this could influence an employer's decision to call you for an interview!

### SECTION 5: DATA PROTECTION STATEMENT AND SIGNATURE:

You must complete this section so that personal data you provide on your application may be processed and so ATI, Employers and all need-to-know parties for the programme can follow up with you as required.



# ELIGIBILITY GUIDELINES

## Eligibility Guidelines for Applications for the Accounting Technician Apprenticeship.

Before starting your online application on the Accounting Technician's Ireland website please check that you meet the minimum academic requirements and other applicable entry criteria as outlined below:



### CAO POINTS

The main entry criteria are 300 CAO (or equivalent) points with a pass (06) in Leaving Certificate English and either Leaving Certificate Mathematics or Accounting (within the last 5 years). A pass in Accounting is not a requirement. For those who sat the Leaving Certificate in the past five years, the main entry criteria are 300 CAO (or equivalent) points with a 06 in Ordinary Level English and Maths or Accountancy.



### ENGLISH LANGUAGE PROFICIENCY

If an applicant does not have a pass in Leaving Certificate English or equivalent they must have evidence of competency in written and spoken English.



### PLC STUDENTS OR OTHER PREVIOUS QUALIFICATION HOLDERS

PLC students or other previous qualification holders are also eligible if the qualification is in a different discipline and is a NFQ Level 5 or above. Alternatively the CAO points and subjects requirements noted above will apply.



### MATURE STUDENTS

Mature candidates (23 years of age or older) are eligible to apply if they meet the academic or alternative qualification requirements noted. Evidence of this will be required.

## APPLICANTS WITH NO PREVIOUS QUALIFICATION – ELIGIBILITY:

Where an applicant has no (formal) qualification, eligibility will be determined through a series of questions. Generally, these will be carried out by phone, but it can be done in person where appropriate.

## APPLICANTS WITH PREVIOUS QUALIFICATION - ELIGIBILITY GRID:

Eligibility is determined based on previous qualifications attained by the applicant in the last 5 years.

The Levels listed below refer to the National Framework of Qualifications (NFQ) in the Republic of Ireland.

LEVEL OF QUALIFICATION	NON-ACCOUNTING RELATED QUALIFICATION	ACCOUNTING-RELATED QUALIFICATION
Level 4 or lower	Not Eligible	Not Eligible
Level 5	Eligible	Eligible
Level 6	Eligible	Not Eligible
Level 7	Eligible	Not Eligible





### ROLE CHANGERS

Existing employees of participating companies are also eligible to apply.

### EMPLOYER DISCRETION

Individual employers have the discretion to enhance the entrance criteria beyond the minimum academic standards.

Applicants must be Irish or European Economic Area (EEA) citizens or have resided within these regions for the past three consecutive years.

A person from outside the EEA is eligible to apply for the Programme if he/she has Stamp 4 Visa. Evidence of this will be required at the application stage.

## REQUIRED DOCUMENTS FOR APPLICATION:

1. Copy of Birth Cert or Passport.
2. Copies of relevant educational transcripts. For example where applicable:
  - Leaving Certificate transcript.
  - NFQ Level 5 or above transcript.
  - Other suitable qualification transcript.
3. Copy of CV.

(Please note if you have completed a non-EEA qualification you will need to provide a comparability statement from QQI.)

## TOP TIPS TO NOTE FOR THE RECRUITMENT PROCESS:



Research the apprenticeship programme to ensure you have a strong understanding of the programme and ensure that you would be able to commit to before applying.



Make sure that when you apply you do not exceed the 30-minute time limit as your application will become inactive and it will be sent to ATI as incomplete.



Check your CV meets the basic requirements such as text size, clear font, spacing, spelling, grammar and it must be kept in black. We recommend that your CV has a bullet point style and not resemble an essay.



Before you submit your application, ensure you have checked all of your details are correct, as you are unable to return to the previous page when applying.



When you pass the first stage of your application meeting minimum programme entry requirements, you will then be invited to complete a pre-recorded video interview, which you may need to check your email spam or junk box and complete your video interview within three weeks from the date you received the invitation.



Test your technology to ensure you're ready for success. Check your internet connectivity, and that your camera and microphone are functioning correctly for your video interview.



When you are ready to complete your video interview, review the room which you are recording in is clean, tidy, quiet, professional and does not hold any distractions.



Ensure you have a comfortable seat for your video interview where you are sitting upright, and the camera is at eye level.



You will have four questions to respond to during the video interview and three attempts per question. We recommend taking your time, review your response and keep in mind if you use all three attempts, you must keep your third response.



If you are using a second or third attempt during your video interview, don't rush into it, take some extra time and care to decide what your response will consist of.



It is important to look at the camera at all times when responding to each question, employers will be checking your eye contact and that you are not reading a scripted answer.



Not everyone will attain an interview or an offer within the first few weeks or months of applying. We recommend that you remain patient as some applicants attain an offer near the end of August / early September.



If you do not receive an offer by the end of the January, you have not been successful for this apprenticeship intake, however you could review starting the Online, Part-time or evening programme which ATI also deliver.

# EMPLOYER INTERVIEW PREPARATION

## ETIQUETTE EXPECTATION AND INTEGRAL ADVICE:



**DRESS APPROPRIATELY**



**ARRIVE IN GOOD TIME**



**BODY LANGUAGE**



**EXPECT THE UNEXPECTED**



**ASK QUESTIONS**

### DRESS THE PART:

An interview may be the only shot you have to impress a company so make sure you're dressed impeccably even if it takes place online. Dress professionally, it's best advised to always wear a suit to an interview. Overdress rather than underdress.

### ARRIVE ON TIME:

Never be late for an interview as it only indicates you are disorganised and can't manage your time. Plan your route to the company whose interview you will be attending at least the day before and ensure you know where you need to go and assess how long it takes to get there. Allocate enough time to arrive ten minutes early.

### AVOID WASTING INTERVIEWER'S TIME:

Don't commit to attending an interview with a company unless you are certain it is a company you aspire to work with for this programme and intend to go to their interview.

### PROVIDE SUFFICIENT NOTICE:

Once you have committed to attending an interview the onus is on you to ensure and update an interviewer with adequate time if you are unable to attend the interview with a genuine explanation. You can contact the company reception to inform them or reach out directly to the interviewer if you have their contact details.

## IMPORTANT TO KNOW

Be sure to make the effort in advance to learn what is relevant to know for your interview. Review all the details you provided on your application form, CV, research about the company who you are interviewing for, review all information provided to you about the Accounting Technician Apprenticeship programme and know why you want a career specifically in Accounting.

## IMPORTANT TO KNOW

Responses to interview questions: Listen carefully to questions, take time to phrase your responses, and ask the interviewer to repeat the question if you're not sure what they are asking. Be brief and don't ramble when you respond. However, do be sure that your responses answer the questions, are focused, and highlight your capability. Remember that your responses are your sales pitch.

### ASK QUESTIONS:

Keep in mind that the job interview is a two-way street. It's a chance for you to sell yourself to the company, but also to learn more about the workplace to see if the position and environment are the right fit for you. You could ask about the type of work that you would be completing, the corporate culture and who would be your mentor. Don't be afraid to speak up. Not asking questions could signal that you are uninformed or not interested. This is also a good opportunity to ask the interviewer what the next steps are in the process and when you can expect to hear from them.

### THANK THE INTERVIEWER:

After the interview ends be sure to thank the interviewer for the opportunity and their time. You can also remind them of your keen interest in attaining the role and working for their company.

### BE REACHABLE:

Ensure that the interviewer has your up to date contact details so they can update you afterwards to let you know the outcome of your interview. If any of your details have changed update them once your interview ends before you leave. If you are unavailable at a time they call it is a good courtesy to ensure to call them back immediately when you can.

### ACCEPTANCE OF AN OFFER:

If you are extended an offer ensure you obtain all relevant details about your placement. Review your employment contract before signing to ensure the salary and study leave are right as well as other important programme details. Confirm with the employer your start date, who you will report to on your first day, your pay rate and when you can expect to attain the contract.

### NEXT OPPORTUNITY:

If you are unsuccessful in obtaining a job offer don't let it dishearten you. You will have learned from the experience, made a good business contact and by requesting feedback and self-development tips from the interviewer will excel at your next opportunity.

# WHAT DOES THIS PROGRAMME ENTAIL?

**In advance of completing the online application for the Accounting Technician Apprenticeship it is important to understand the commitment you will need to provide to this programme.**

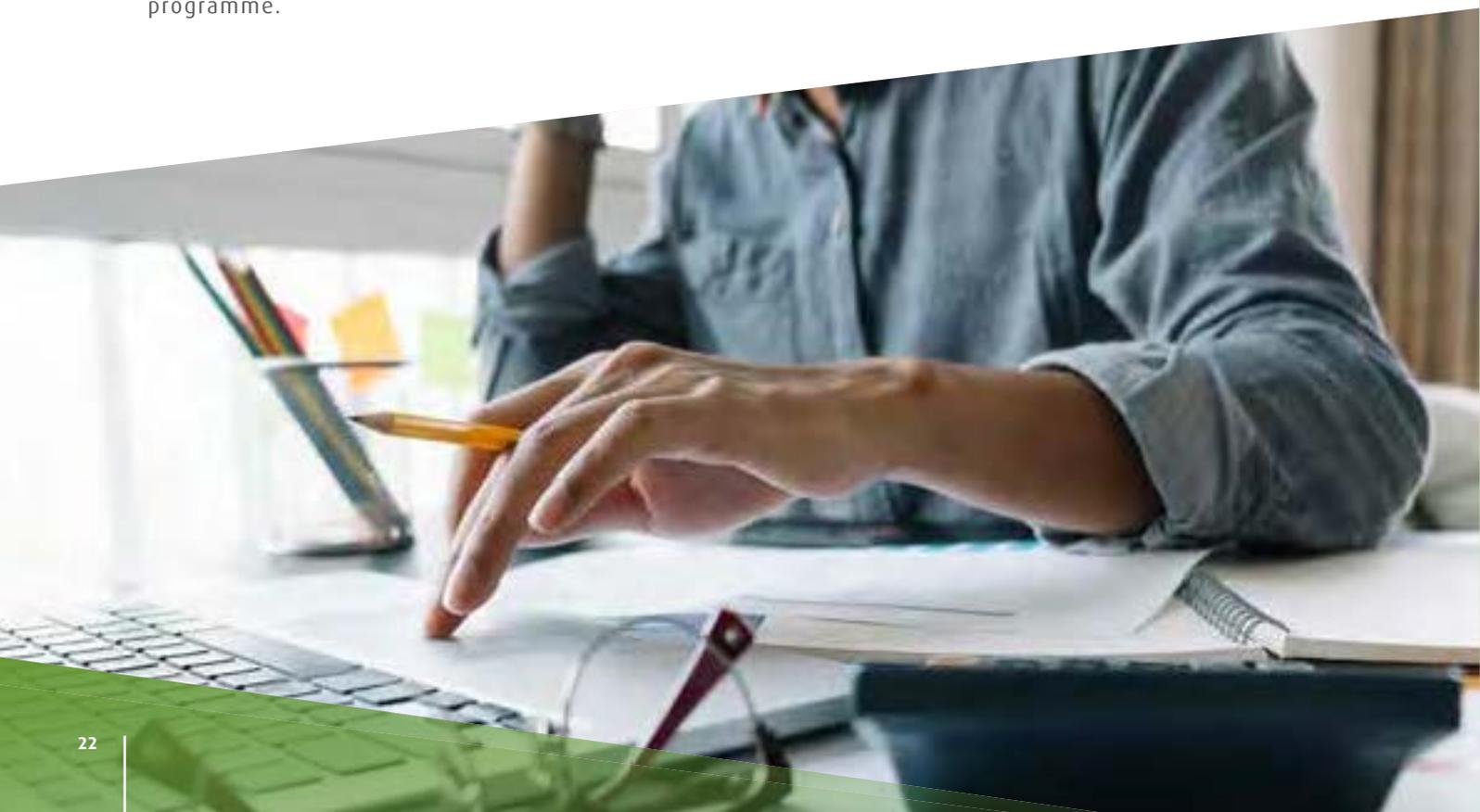
The duration of this programme is two years from programme commencement date. You should be able to commit to completing the programme syllabus while working in full-time employment over the two years.

For the Accounting Technician Apprenticeship Programme an apprentice will be attending (off-the-job training) at college one day and working with an employer four days during college term time (on-the-job training) on a weekly basis.

Outside of college term an apprentice will attend work five days a week.

The (off-the-job training) day is set by the college and will be typically a Monday, for the September intake, or a **Tuesday for the January intake**, from 9.00am to 5.00pm. An employer will allocate appropriate work hours for the four days (on-the-job training) during the academic year and for the full week outside the academic term required to be completed by the apprentice for the programme and their employment contract.

Additional home study is required in the evenings or at weekends to ensure success in the programme.





## FOR THE FIRST YEAR IN COLLEGE

The Stage 1 modules are:

Financial Accounting  
Taxation  
Business Law  
Business Management



## FOR THE SECOND YEAR IN COLLEGE

The Stage 2 modules are:

Advanced Financial Accounting  
Advanced Taxation  
Management Accounting  
Financial Data Management

## ASSESSMENT IS CARRIED OUT BY A COMBINATION OF TWO STRATEGIES:

### 1. EXAMS

For each module exams will take place online in June or August depending on intake joined.

Apprentices will be entitled to paid study leave of three weeks per year which includes exam dates.

All the tuition and first exam attempts are funded for by SOLAS.

For any repeat exams appropriate fees need to be paid by the apprentice.

### 2. WORK BASED SUBMISSIONS

For two modules in each year there will be two graded work based submissions to complete - a total of four per year.

For the work based submissions the apprentice performs identified, practical tasks for each module and produces evidence of achievement from their on the job training within their workplace, according to a defined standard, a set of criteria and a marking scheme.

APPRENTICES WILL HAVE SUPPORT FROM THEIR PEERS AND BOTH A DEDICATED COLLEGE MENTOR AND THEIR WORKPLACE MENTOR THROUGHOUT THE TWO YEARS.

# APPLICANTS: HOW WILL YOUR CAREER BENEFIT?

## ACCOUNTING TECHNICIANS WORK IN:



Manufacturing



Shared Services



Local and Central Government



Commercial Industry



The Health Service



Private Accountancy Firms



Financial Services



The Revenue Commissioners

## AS A QUALIFIED ACCOUNTING TECHNICIAN, YOU CAN:

- Use the industry recognised professional designation MIATI (Member of the Institute of Accounting Technicians Ireland) after your name.
- Join a 10,000-strong Community of Accounting Technicians and extend your skills and network base through our District Societies.
- Access life-long learning opportunities that will enhance your accounting career and enjoy excellent support as a Member of Accounting Technicians Ireland.
- With exemptions, follow a pathway to full qualification in accountancy or degree courses.



“ The apprenticeship is a logical fit for Mazars as Accounting Technicians are an essential part of our team. The combination of classroom learning with practical workplace training ensures that, when qualified, the apprentice will be equipped with all the necessary skills to progress as far as they want to within our team. ”

**Jennifer Kelly, Director - Accounting and Outsourcing**



## THE ACCOUNTING TECHNICIAN APPRENTICESHIP IS IN PARTNERSHIP WITH THE FOLLOWING COLLEGES AND AT THESE LOCATIONS:

- Accounting Technicians Ireland Academy - Dublin (January Intake only)
- Cork College of Further Education (January and September Intake)
- Blackrock Further Education Institute (September Intake only)
- Bray Institute of Further Education (September Intake only)
- Coláiste Íde College of Further Education (September Intake only)
- Monaghan Institute (September Intake only)
- Rathmines College of Further Education (September Intake only)
- Waterford College of Further Education (September Intake only)
- Galway Technical Institute (September Intake only)
- Limerick College of Further Education (September Intake only)

**NEXT STEP IS TO VISIT ATI'S WEBSITE AND SELECT APPRENTICESHIP STUDY OPTION TO COMPLETE THE ONLINE ACCOUNTING TECHNICIAN APPRENTICESHIP APPLICATION FORM FOR JANUARY INTAKE 2023:**

**<http://www.accountingtechniciansireland.ie/study-ati/accounting-technician-apprenticeship>**

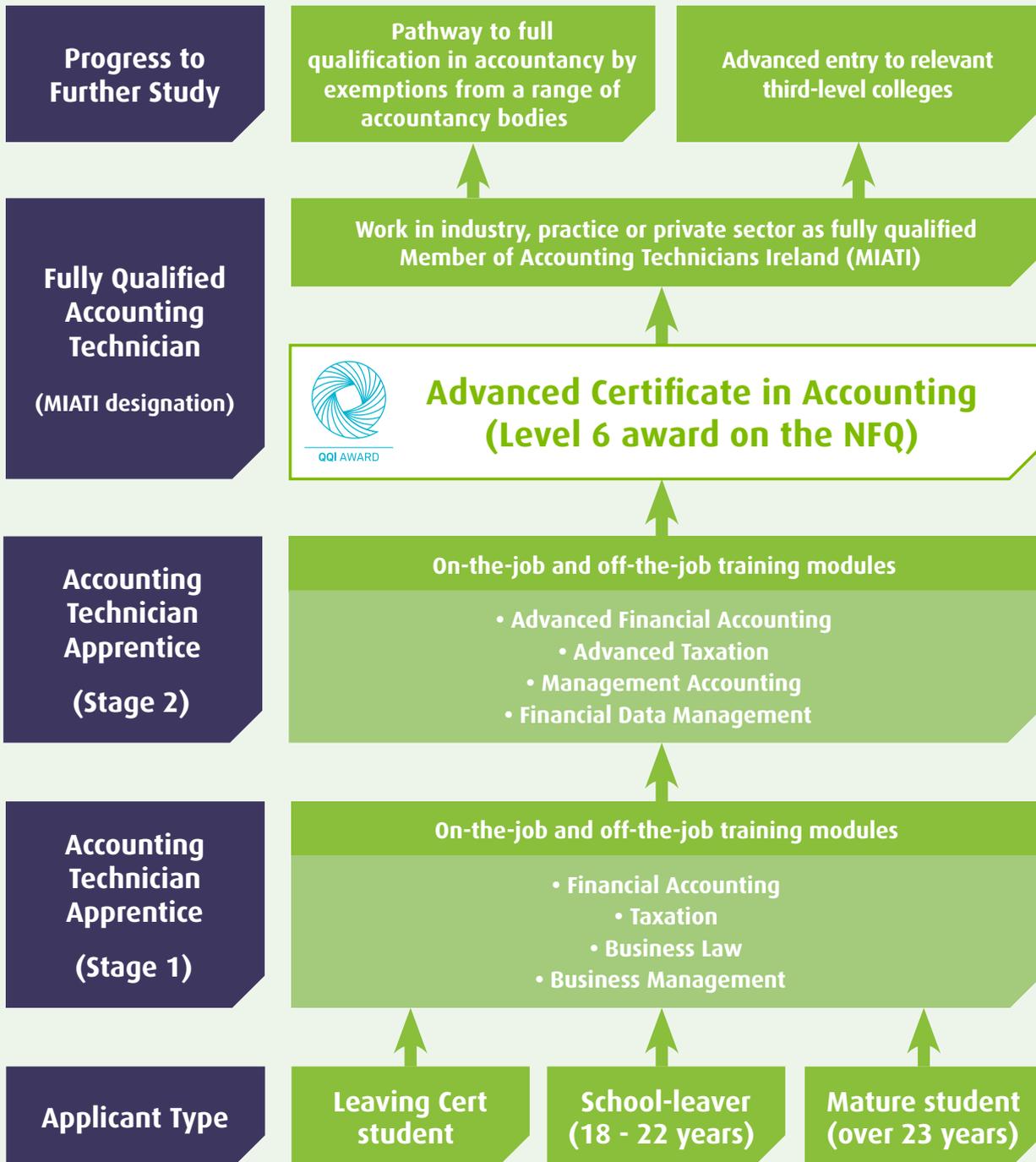
## CONTACT US

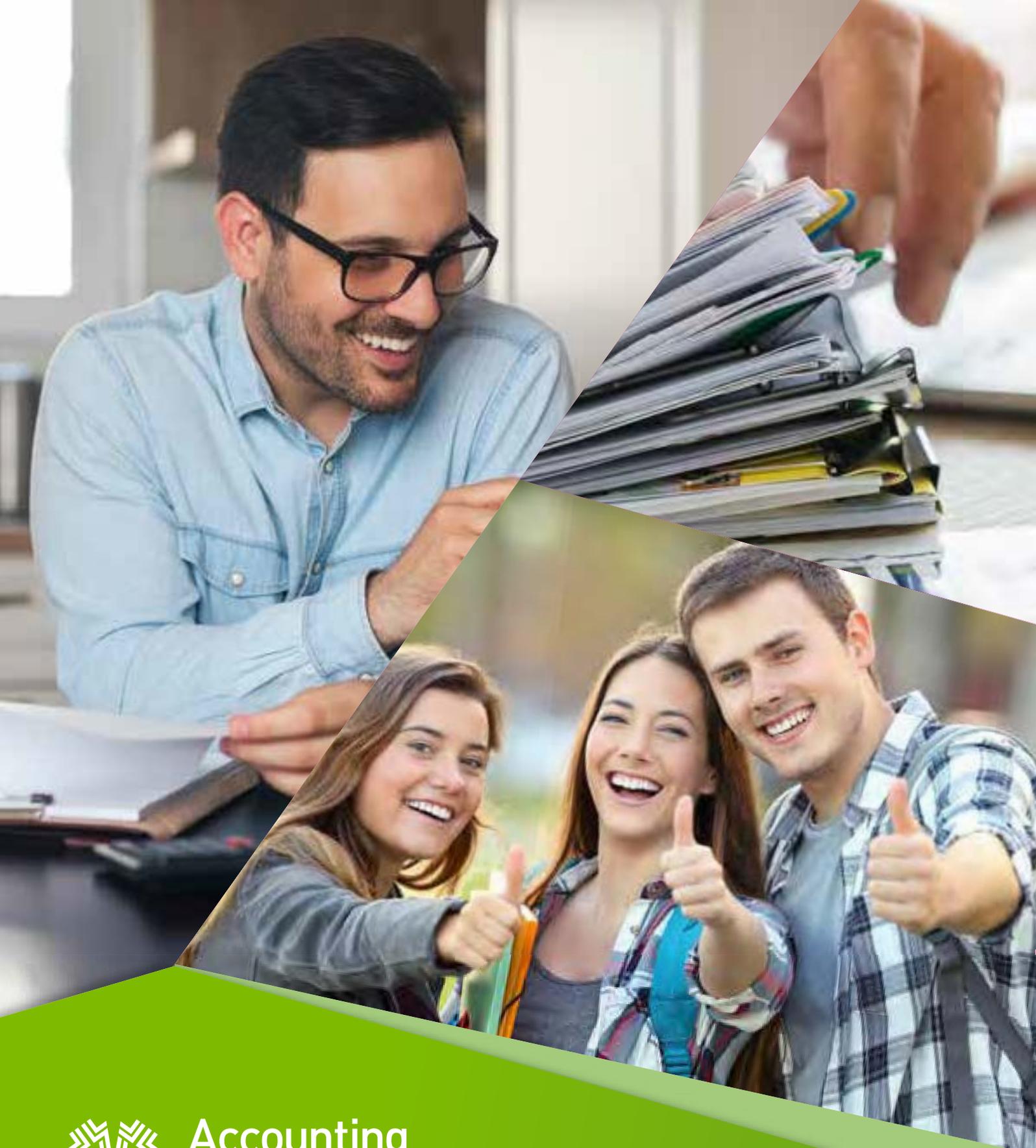
 [www.accountingtechniciansireland.ie](http://www.accountingtechniciansireland.ie)

 01 649 8191

 [apprenticeship@accountingtechniciansireland.ie](mailto:apprenticeship@accountingtechniciansireland.ie)

# ACCOUNTING TECHNICIAN APPRENTICESHIP PROFESSIONAL CAREER PATHWAY





# Accounting Technicians Ireland

## DUBLIN OFFICE

47-49 Pearse Street,  
Dublin 2  
Tel: 01 649 8100

## BELFAST OFFICE

The Linenhall, 32-38 Linenhall Street,  
Belfast BT2 8BGT  
Tel: 028 20 462165

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