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## **\*Diploma for Accounting Technicians**

# **Essential Guidance Notes For Completing The Record of Work Experience**

**\*ATI Level 5 Diploma for Accounting Technicians (RQF) Qualification  
number 600/0170/0**

**This is a Level 5 Diploma award in Northern Ireland**

**The award is comparable to Level 6 on the Irish National Framework of  
Qualifications (NFQ).**



## The Qualification

The Accounting Technicians Ireland Diploma for Accounting Technicians [ATI Level 5 Diploma for Accounting Technicians (RQF) Qualification number 600/0170/0) – comparable to an award at Level 6 on the Irish National Framework of Qualifications (NFQ)] has been developed to provide accounting technicians with a recognised qualification which relates directly to their job role.

## What is required to achieve the qualification?

There are two aspects to the assessment for this qualification

1. The successful completion of the relevant examinations (1<sup>st</sup> Year x 4 exams & 2<sup>nd</sup> Year x 4 exams)\*
2. The successful completion of the Work experience requirements



## Why do you need to provide evidence of work experience?

Students need to develop '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 have the skills for the job.

## What is required for my work experience?

Work experience requirements are based on the Learning Outcomes and Assessment Criteria of the units which make up the Accounting Technicians Ireland Diploma for Accounting Technicians.

Students should gain experiential learning through two year's full-time employment in a role relevant to the qualification (or the equivalent part-time). Experience can be gained at any point prior to submission of their record and supporting information. This could include relevant work experience from a previous job, unpaid work experience or voluntary activity for a group or society.

If in doubt you should contact Accounting Technicians Ireland to ensure they will recognise any evidence you wish to submit prior to the submission.

To begin achieving your work experience, you will need to:

- Find a workplace mentor(s)
  - A mentor can be your line manager, employer or the company qualified accountant who is in a position to oversee your work, is willing to assist with the planning and review of your activities and sign off on your work experience.
  - In the case of using multiple employments to gain your work experience, multiple mentors will be required.
- Identify accounting or finance tasks and opportunities through which you can gain experience and provide explanations relating to the learning outcomes criteria during your work placements over two years.
- Fill in the record of work experience as you gain sufficient experience and can complete each learning outcome and have signed off by your mentor.
- Agree with your mentor(s) that you have gained sufficient experience and ask them to provide a confirmation statement that is signed and dated.
- Once you are satisfied that you have completed all the requirements submit your signed completed 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.)***

### What areas should I be gaining experience in?

You must confirm and provide information that you have achieved the learning outcomes of nine units. There are six mandatory units with a further three units from those available as optional. The titles of the mandatory and optional units are set out below.

*The **mandatory** work experience units*

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| <ol style="list-style-type: none"> <li>1. Essential Accounting Skills</li> <li>2. Advanced Accounting Skills</li> <li>3. Personal Development for Accounting Technicians</li> <li>4. Using information Technology</li> <li>5. Maintaining Accounting Systems</li> <li>6. Maintaining Statutory Compliance</li> </ol> |
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*The **optional** work experience units*

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| <ol style="list-style-type: none"> <li>7. Essential Taxation Skills<br/>Or<br/>Management and Cost Accounting</li> </ol>     |
| <ol style="list-style-type: none"> <li>8. Advanced Taxation Skills<br/>Or<br/>Budget Preparation and Controls</li> </ol>     |
| <ol style="list-style-type: none"> <li>9. Auditing Processes<br/>Or<br/>Law in Business<br/>Or<br/>Payroll Skills</li> </ol> |

## When do you start recording evidence?

If you are in employment, please start to record your Work Experience as and from the date of your registration as a student of Accounting Technicians Ireland.

- If you are not yet in employment, please retain this record. You should start to complete it as and from the date your employment begins. You can use experience from voluntary activities for groups or societies but you must identify your evidence as such.
- If you are using previous or historical relevant employment/work experience please complete the record and ensure the relevant employer signs the appropriate areas and completes the mentor statement. The assessment panel may require further information or clarification and this will be advised on a case by case basis.

## Your Record of Work Experience – step by step

This document has been prepared by Accounting Technicians Ireland to assist students and their mentor(s) in the planning and review of experience gained during their period of employment or voluntary activity.

1. It is important that you discuss the learning outcomes with your mentor and **identify those areas that are not naturally occurring in your job role.** Having identified these areas it is important to **discuss gaining experience in these areas with your mentor and/or your line manager.**
2. It is important that you record details of your experience on a regular basis and review the details with your mentor at agreed intervals.

**Note:** - *If you have completed your work experience under more than one mentor, then **each mentor** will be required to sign off this document*

3. Having identified the learning outcomes that match or relate to the work you are undertaking you should discuss with your mentor and agree what experience or examples you will record.
4. You should arrange with your mentor for this record to be completed and reviewed at least every six months. Such reviews will enable your mentor and yourself to discuss your progress, to identify any areas for improvement or further training and to plan for your continuing development. This will facilitate the planning of how you will gain relevant experience and set the target dates for review on a regular basis.

5. Please ensure that this record is thoroughly reviewed, initialed and signed by your mentor(s) before submission. **A Record of Work Experience not validated in this manner cannot be accepted.** Each learning outcome must be initialed in hand by pen and appendix 1 must be completed in full and signed (signature must be in hand by pen).
6. If your occupation does not involve working directly for an employer e.g. if you are running your own business, doing contract work etc., you should still maintain this record. Please note it is not acceptable to sign off on your own experience. In such a case we ask that an independent accountant/auditor who is familiar with your work signs off on your learning outcomes and completes appendix I. **They should include in appendix I details of their relationship with the company or outline this in a separate signed letter.**
7. It is not appropriate for the record of work experience to be signed / validated by a family member / spouse/ relative /in law. In the case of a family run business or where the employer falls into this category we ask that an independent accountant/auditor who is familiar with your work signs off on your learning outcomes and completes appendix I. **They should include in appendix I details of their relationship with the company or outline this in a separate signed letter.**
8. In each unit you must outline how each learning outcome was achieved. This can be completed by giving examples of your daily/weekly/monthly tasks in which you displayed the ability to conduct these tasks.  
**Example 1:** in the Essential Accounting Skills section, learning Outcome 1 is, Perform Bank and other Key control accounts reconciliations. This *could* be achieved by: 1) Downloading daily bank statements and booking appropriate entries in accounts package. 2) Analysing un-posted items and timing differences as per month end procedures. 3) Post month end and post all un-posted items within agreed timeframe. 4) Highlight corrected figures to Finance Director monthly.  
**Example 2:** in the Advanced Accounting Skills section, learning Outcome 5 is, Prepare cash flow forecasts and projections. This *could* be achieved by: 1) Produce daily cash flow and identify trends based on the time of the month. 2) Identify trends in direct debit payments. 3) Highlight significant information or trends to management team.
9. Relevant work experience requirements are based on full-time employment. If any element of your work experience is based on part-time employment you are required to detail this on your record. Failure to comply with this requirement is likely to delay the review of your documentation. The 2 year requirement is based on a **35** hour week and **48** week year.

10. If any element of your work experience is based on a voluntary activity for a group or society you are required to highlight this on your record. Failure to comply with this requirement is likely to delay the review of your documentation.
11. Do not leave any learning outcome blank unless a clear choice is offered. Do not write "as above" or any other follow on statement. **Each learning outcome must be completed in full.** Failure to comply with this requirement is likely to delay the review of your documentation.

### What you need to submit

12. You must submit one fully completed record of Work Experience. All learning outcomes must be supported by a mentor and the mentors contact details must be included to ensure that Accounting Technicians Ireland can test and confirm the details provided in your documentation. All required learning outcomes must be completed in order to pass the assessment.
13. Return the completed Application form (mentioned in point 15 below), Record of Work Experience and Assessment Fee to:

**Accounting Technicians Ireland  
47-49 Pearse Street  
Dublin 2**

**Please also email a full copy to  
members@accountingtechniciansireland.ie**

14. You must submit the original copy to us, please ensure you have retained a copy for your own records. We cannot return original records once they have been submitted to us. **Only the original document will be accepted.** All signatures in the document must be in the original, in pen by hand.
15. Please submit the following: Record of Work Experience + Assessment Fee + Membership Application Form (mentioned in point 15 below).

*Note:* there is no membership fee due at the time of submission. **Only one fee – the assessment fee is to be paid at time of submission.**

16. On submission of your record of work experience, it is first validated by an Accounting Technicians Ireland member of staff, before being processed and submitted to the assessment panel. This process can take a number of weeks so please be patient. At **any** stage during this process you may be asked to provide further clarification, additional information or further proof of your work experience. This is standard procedure.

## Become a Full Member of Accounting Technicians Ireland

**17.** Once you have successfully passed the assessment of your work experience and relevant exams, you will have achieved the Diploma for Accounting Technicians Ireland qualification.

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

Please complete and return the Application for Membership Form along with your Record of Work Experience and Assessment Fee.

### ***IMPORTANT NOTE***

All students who first registered FROM September 2011 onwards are eligible to receive the Diploma for Accounting Technicians [ATI Level 5 Diploma for Accounting Technicians (RQF) Qualification number 600/0170/0 – comparable to an award at Level 6 on the Irish National Framework of Qualifications (NFQ)] in addition to their Certificate of Membership.

Students who first registered PRIOR to September 2011 will be issued with an Accounting Technicians Ireland Diploma parchment to acknowledge completion of the programme requirements, in addition to their Certificate of Membership.