



Accounting
Technicians
Ireland



**GENERATION
APPRENTICESHIP**
www.apprenticeship.ie

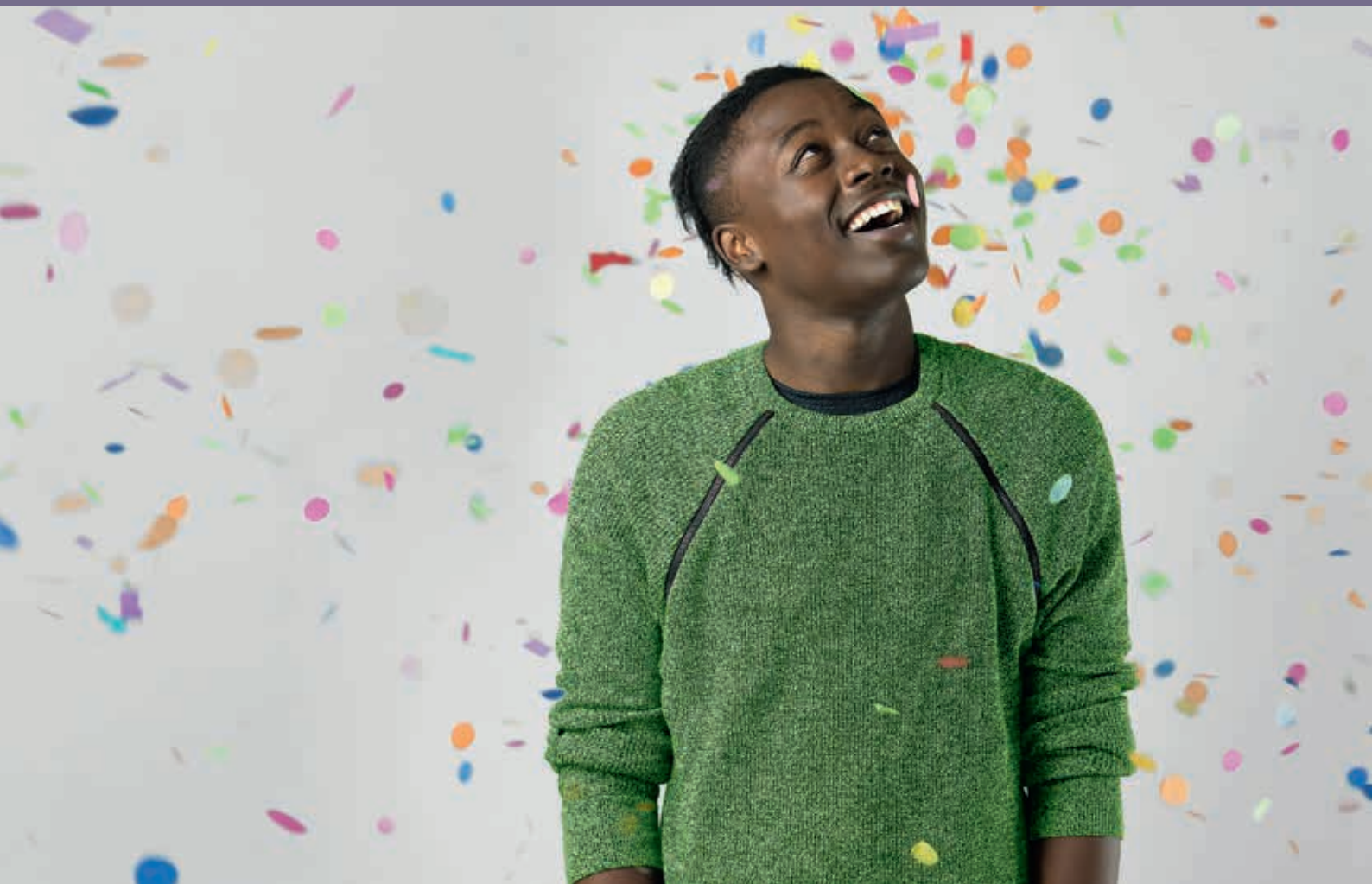


QQI AWARD

Level 6
Advanced Certificate
in Accounting

Accounting Technician Apprenticeship

Applicant Guide



CREDIT YOURSELF Make a career with your talent for numbers

www.accountingtechniciansireland.ie

The New National Accounting Technician Apprenticeship

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 €19,890 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 career in Accounting.

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



“ Whether you are starting out your career after secondary school or embarking on a career change, the Accounting Technician Apprenticeship programme presents a fantastic opportunity to enter the field of accountancy and finance.

As I am someone who was keen on a career change, the apprenticeship programme has given me the opportunity to work and study at the same time.

The programme itself involves consistency, hard work and dedication right from the very start. It is already starting to show the benefits as personally I have learned so much and gained valuable experience since starting the course in September 2018. **”**

**Michelle Durney,
Black Raven Credit Union, Bray Institute,
Accounting Technician Apprentice (Year Two)**

A modern programme for today's business demands

Accounting Technicians are continuously in demand as an evolving role and transferable skillset. Accounting Technicians Ireland graduates are working in all sectors: practice, public sector, financial services and industry.

Accounting Technicians Ireland graduates have the 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 colleges, Accounting Technician Apprentices will develop critical accounting knowledge and theory and then put this into practice in the work environment.

Accounting Technician Apprentices are mentored throughout the two year programme in both the workplace and the college as they work towards achieving an in-demand qualification.

Accounting Technician Skills



BOOKKEEPING AND ACCOUNTING SYSTEMS



ACCOUNTS PREPARATION



CONCEPTUAL AND REGULATORY FRAMEWORKS



FINANCIAL STATEMENTS



BUSINESS FUNCTIONS AND MANAGEMENT



BUSINESS ETHICS, CSR, LAW AND CORPORATE GOVERNANCE



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



PAYROLL, SPREADSHEETS AND BUDGETING

Five reasons why Ireland's budding accountants are signing up for this programme...



1

The Accounting Technician Apprenticeship is a practical, fully funded programme that pays a minimum of €19,890 as you work to achieve a Level 6 QQI Advanced Certificate Award in Accounting over two years

2

Developing a career 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

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

5

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

“ Instead of going to college I chose another pathway of combined on the job training with an employer and studying with Cork College of Commerce. My employer Crowley and McCarthy Chartered Accountants were really helpful and gave experience and insights of how the accountancy world works.

I would recommend this course to anyone. I am now working for Moore Accountants (an Accountancy firm ranked in the top 10 in Ireland) as part of a four year Chartered Training Contract as an Audit Associate.

Matthew Casey,
Accounting Technician Apprentice
Graduate 2019

”

“ 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

”

Coláiste Ide
COLLEGE OF FURTHER EDUCATION

Recruitment Phases

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



01 | 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 eligibility requirements to proceed to the next stage.



02 | ATI TELEPHONE INTERVIEW:

If your application meets eligibility requirements, Accounting Technicians Ireland will schedule a telephone interview with you. The call will be for 10-15 minutes approximately.

Questions for this telephone interview will typically focus on the following:

1. What you know about the programme.
2. Why you have decided to apply.
3. Why you would like a career in accounting.
4. How you intend to manage programme requirements.
5. How you intend to prepare for an interview if selected by an employer.

If your telephone interview is successful, your application and telephone notes 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 some time preparing for the telephone interview.



03 | 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 and 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 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 then.

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.

Applicant's can contact any company with an account's 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 your 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.

The Apprenticeship Incentivisation Scheme can also be highlighted to the employer. The July Stimulus package 2020 announced by the government included provision for the introduction of financial support to enable employers to hire new apprentices before June 2021 with €2,000 provided in the first year and a further €1,000 in the second year of the apprenticeship.

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 during the 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.

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 (O6) 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 D3 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.

■ ACCOUNTING TECHNICIAN PRE-APPRENTICESHIP GRADUATES – ELIGIBILITY:

Applicants who have completed the Accounting Technician Pre-apprenticeship programme in Colaiste Ide or other similar pre-apprenticeship programmes developed under the PLC Pathways to Apprenticeship can access the apprenticeship provided they receive an offer of employment from a registered employer.

■ 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 or higher	Eligible	Not Eligible



ROLE CHANGERS

Existing employees of participating companies are also eligible to apply but must be changing to a new position in an accounting function. Evidence of this will be required.



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 on the application.

REQUIRED DOCUMENTS FOR APPLICATION:

1. Copy of Birth Cert or Passport.
2. Copies of relevant educational transcripts. For example where applicable:
 - Leaving Certificate transcript.
 - School Mock Results for current Leaving Certificate students.
 - 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.)

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 mock results points total and grades if completing 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:

- School Mock Results for current Leaving Certificate students
- 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.

Employer Interview Preparation

Etiquette expectation and integral advice:



DRESS
APPROPRIATELY

Preparation is the first essential step towards a successful interview. Interviewers are continually amazed at the number of applicants who drift into their offices without any apparent preparation and only the vaguest idea of what they are going to say. It is important to:

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



ARRIVE IN
GOOD TIME

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.



BODY
LANGUAGE

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.



EXPECT THE
UNEXPECTED

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.



ASK
QUESTIONS

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 the programme entail?



In advance of completing an 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 6.00pm. 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 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 a college mentor and their workplace mentor throughout the two years.

Applicants: How will your career benefit?

Accounting Technicians work in:



Manufacturing



Local and Central Government



The Health Service



Financial Services



Shared Services



Commercial Industry



Private Accountancy Firms



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 grow 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.
- 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,
Outsourcing Director





The Accounting Technician Apprenticeship is in partnership with the following colleges and at these locations:

- Accounting Technicians Ireland Academy (January intake Only)
- Blackrock Further Education Institute
- Bray Institute of Further Education
- Coláiste Íde College of Further Education, Finglas West
- Cork College of Commerce
- Monaghan Institute
- Rathmines College of Further Education
- Waterford College of Further Education
- Galway Technical Institute
- Limerick College of Further Education
- (Others to be confirmed)

Next step is to visit ATI's website and select Apprenticeship study option to complete the online Accounting Technician Apprenticeship application form:
<http://www.accountingtechniciansireland.ie/study-ati/accounting-technician-apprenticeship>

CONTACT US

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Accounting Technician Apprenticeship Career Pathway



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QQI AWARD

Accounting Technician Apprenticeship

The Accounting Technician Apprenticeship Programme leads to a Level 6 QQI Advanced Certificate Award.

For further information visit: www.accountingtechniciansireland.ie