



## Eligibility Guidelines:

**Eligibility Guidelines for Applications for the Accounting Technician Apprenticeship 2020.** This reference guide is designed to help you complete the application process fully and accurately while providing us with all the relevant detail we need.

**Before commencing with completion of your application please check that you meet the minimum academic requirements and other applicable entry criteria outlined below:**



### CAO POINTS

The main entry criteria are 300 CAO (or equivalent) points with a pass 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.



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### 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 are entitled to direct entry into 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.

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

LEVEL OF QUALIFICATIONS	NON-ACCOUNTING RELATED QUALIFICATIONS	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



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### 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.

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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.

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## 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.

(Please note if you have completed a non-EEA qualification you will need to provide a comparability statement from QQI.)  
Incomplete applications cannot be processed.

**CREDIT YOURSELF**

MAKE A CAREER WITH YOUR TALENT FOR NUMBERS