

## FAQ's

Outlined below are some questions you may have when you wish to complete the qualification, submit the Record of Work Experience for assessment and become a Full Member.

1. What do I need to complete the qualification and become a Full member?

- **To have passed all of the Accounting Technicians Ireland examinations**
- **To have completed two years full time\* relevant work experience or the part time equivalent**
- **To complete the Record of Work Experience and Application to Membership form and submit it for assessment along with your assessment fee**

\*Based on **35** hour week and **48** week year. Minimum requirement of **3,360** hours overall.

Please note **ALL documents should be completed by you**, the applicant, and must be reviewed, initialled, signed and dated by your current or most recent employer(s) (Mentor). The individual who validates your Record of Work Experience should ideally be the same person who completes the Recommendation Section of your Membership Application Form. It is not appropriate for documents to be signed/validated by a family member/relative/spouse or by the applicant themselves.

2. Where can I get the required documents?

**Forms can be downloaded here. Alternatively contact the Member Services Department on 01 649 8182 or email**

<http://www.accountingtechniciansireland.ie/members/become-a-member/affiliate-membership>

1. **Application to Membership**
2. **Record of Work Experience**
3. **Guidance Notes**
4. **FAQ's**

3. Can I apply for Full Membership at any point during the year?

**You may submit your paperwork at any point in the year however, membership applications are only processed each spring and autumn after the assessment of Records of Work Experience are complete.**

4. What is the closing date for submitting a Record of Work Experience for assessment?

**There are three closing dates. This year these dates are 3<sup>rd</sup> April, 21<sup>st</sup> August and 9<sup>th</sup> October 2020.**

5. What is the difference between these deadlines?

**There is no difference. All successful assessments submitted in April, August or October will be invited to graduate in Dublin/Belfast in December.**

6. How long before I find out whether I have passed the Record of Work Experience Assessment and am now a Full Member?

**Once your assessment fee has been processed by our Accounts Department, the Member Services team will process your Record of Work Experience forms for the assessment. Due to the volumes received this process can take up to 5 weeks, at which point all are presented before the assessment panel. Once the assessment is passed you will be invited to become a Full Member and attend a graduation ceremony in December, where you will be presented with a Certificate of Membership and Diploma.**

7. I cannot attend the graduation ceremony; can I have my certificate now?

**No, membership certificates are not processed until you have passed the Record of Work Experience assessment. In the event you are unable to attend a graduation ceremony your certificate of membership can be forwarded to the address of your choosing, after the graduation has been held in December.**

8. How often are graduation ceremonies held?

**The Graduations are held every December in Dublin and Belfast.**

9. I need to book accommodation. How soon will you confirm the date and venue for each graduation?

**The Dublin Conferring Ceremony will be held at the Talbot Hotel Stillorgan on Wednesday 9<sup>th</sup> December 2020 and the Belfast Ceremony at Titanic Belfast on Wednesday 16<sup>th</sup> December 2020.**

10. Does work experience gained prior to commencing the course count?

**Yes, Accounting Technicians Ireland recognises all relevant work experience (Accountancy, Information Technology, Taxation, Business Management and Law) whether you completed it before, during or after the completion of our examination. The relevant employer/manager at the time of employment should review and sign off on your record.**

11. Who validates my Record of Work Experience?

**Your current or most recent Employer(s) (Mentor) may validate your Record of Work Experience.**

12. Who can act as my mentor?

**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.**

13. I am self-employed, who validates my Record of Work Experience?

**In the case of self-employed applicants, the Record may be validated by an independent Accountant/Auditor who is familiar with your work.**

14. I work in a family business and my employer is a family member/family member "in law", who validates my Record of Work Experience?

**It is not appropriate for documents to be signed/validated by a family member/relative/spouse. In this case the record may be validated/signed or counter-signed by an independent Accountant who is familiar with your work.**

15. How much information should I include?

**The assessment panel is looking for 2-3 sentences or bullet points describing how you apply the learning outcome in your daily, weekly or monthly tasks. They want to see that you can perform the tasks required of an accounting technician. Please see the detailed Guidance Notes for an example answer. We recommend you also use the Assessment Criteria as a guideline only. (Note you are not answering each Assessment Criteria, this is a guide. You are to focus on explain/describing the Learning Outcome).**

16. The boxes provided for my answers are small, can I provide additional paperwork?

**The assessment panel is looking for 2-3 short clear sentences to explain how you have achieved the learning outcome. This may be hand written or typed if you have the facility to do so. If you are providing additional paperwork please ensure to clearly outline the Section, the Unit & the Learning Outcome you are answering. Your Mentor is required to sign any additional paperwork you may be including.**

17. Is it okay to include work experience that is not relevant to the qualification in order to build up my 2 years' experience?

**No, your 2 year's work experience should be made up of employment that is relevant to the qualification.**

18. I am unable to complete a Section as I do not cover the Learning Outcomes in my role, what should I do?

**You must complete each Section in full. If you do not have the required experience you should meet with your mentor to discuss gaining experience in these areas before you submit your paperwork for assessment.**

19. I am unable to complete some Learning Outcomes in the mandatory and optional units. Can I leave them blank and submit my paperwork for assessment?

**The Assessment Panel is unable to pass a record of work experience that is incomplete. All learning outcomes should be completed. If you do not have the required experience in any learning outcome you should meet with your mentor to discuss gaining experience in these areas before you submit your paperwork for assessment.**

20. How should my mentor sign off on the document?

**Your Mentor(s) should review your entire record of work experience. If they are in agreement with what you have written they should initial/date/company name EACH learning outcome. They should then complete Appendix I and sign it. Finally if you are including Appendix II they should sign this OR any additional pages you are submitting. If**

**your documents are not correctly signed by your mentor(s) the assessment panel may not pass them.**

**21.** I have more than one Mentor what to do I need to do?

**If you have more than one Mentor signing your Work Experience please ensure to clearly outline in the Employment Section their details. Each Mentor who signs off on Work Experience is required to complete a copy of the Appendix I. You may need to photocopy this if you have more than one Mentor.**