

POL016

Accounting Technicians Ireland

Exemption Policy

Academic Year 2023/2024

1. APPLYING FOR EXEMPTIONS

- 1.1 Accounting Technicians Ireland are not able to confirm your eligibility for exemptions until you have submitted a formal Exemption Application via our Online Registration Facility.
- 1.2 Exemption Applications must be submitted before you complete the registration process. The deadline to submit your documentation for consideration is **13th October 2023**. It is not possible for us to award any exemption(s) after you have registered.
- 1.3 Exemptions are only offered to those who have never previously registered with Accounting Technicians Ireland.
- 1.4 Copies of official transcripts/marksheets for all years of study must be provided; you may also be requested to provide syllabus information from your previous qualification. Please ensure to upload all documentation in Step 3 of Online Registration so that we can process your application in a timely manner.
- 1.5 Please do not post original documents to our offices as we cannot guarantee their safe return.
- 1.6 No fee is required to apply for exemptions.

2. OUR ASSESSMENT PROCESS

- 2.1 Exemptions will be offered solely to students who have completed the named programme or exams listed within the last 6 years.
- 2.2 All qualifications must be comparable to at least to Level 6 or higher on the NQF (ROI) and Level 4 on the QCF (NI) to be considered for any exemptions; where a qualification does not reach that standard, it is not possible for us to offer any exemptions.
- 2.3 Exemptions are offered for First Year subjects only. We do not award exemptions from any Second-Year subjects or from our Work-based units.
- 2.4 Exemptions are a concession and are only offered at the discretion of Accounting Technicians Ireland: there is no automatic entitlement to exemptions. Where we find that a qualification does not contain sufficient relevant coverage, we will not be in a position to offer any exemptions.

- 2.5 You must have achieved a mark of at least 50% in each relevant exam to qualify for an exemption offer.
- 2.6 Exemptions cannot be offered on the basis of professional/work experience.
- 2.7 We cannot offer exemptions based on other exemptions you may have been awarded by other bodies; if you have been given credit for prior learning (i.e., received an exemption), you must also submit copies of the educational documents relating to that exemption.
- 2.8 Accounting Technicians Ireland reserves the right to contact the awarding institution to verify students' qualifications.

IMPORTANT NOTE

Applicants for the **Accounting Technician Apprenticeship** may apply for up to **Two** Exemptions from Stage 1 Examinations based on prior learning, prior to completing enrolment with ATI.

Prior qualification should be at least the equivalent of NFQ Level 6.

Exemptions from Stage 1 can only be awarded for the following modules: Business Law and Taxation. **No exemptions are granted for Financial Accounting or Business Management as both modules comprise mandatory Work Based Assessments.**

We do not award exemptions from any Stage 2 modules or from any on the job Work Based Assessment Task. Exemptions are available for Stage 1 examinations only.

We do not award Exemptions based on prior work experience as this is assessed as part of the qualification.

3. EXEMPTION OFFER

- 3.1 We will assess each application on an individual basis and respond, by email, within 10 working days with confirmation of any exemption(s) that we can offer you.
- 3.2 Where exemptions are offered, a fee of €70/£65 per exemption must be paid in order to formally accept the offer.

- 3.3 Your offer email will include a link which will take you back into your original registration application. In step 3, you will be presented with the exemptions that you have been offered and will be required to select each exemption you wish to accept.
- 3.4 Your exemption will **not** be valid until you formally accept the offer during the registration process as outlined above. Please note that other correspondence such as by phone or email doesn't constitute acceptance of the offer.
- 3.5 Should you later decide to attempt the Examination in any subject where you accepted an exemption, this will void your exemption and the Examination result will stand in all cases.

IMPORTANT NOTE

Second Year subject(s) assume prior knowledge of First Year subjects. By accepting an exemption, you are stating that you have this knowledge and are up-to-date with the subject(s) material. To prevent you falling behind your peers in Second Year, we recommend you revise the subject before you commence study. You can still opt to enrol for classes if you wish to refresh your knowledge of a subject from which you are exempt.

It is not possible to obtain an overall "Merit Pass" or "Distinction" in First Year if you have accepted any Exemption(s).

You should note that most awarding bodies will only grant an Exemption on the basis of completing our exams and not on the basis of any exemption offered by us. This means that if you are considering going on to further study, it is likely that other awarding bodies will not grant an exemption based on an exemption that you obtained from us.

4. INTERNATIONAL QUALIFICATIONS

- 4.1 If your documents were not issued in English, then certified translations of all documents will be required along with copies of the original language documents.
- 4.2 Any documents which have been translated into English are required to be certified as an 'accurate translation of the original language documents' by someone who is fluent in both languages and to whom you are not related.
- 4.3 Exemptions cannot be offered where the qualification includes Taxation and/or Law that is not based on the Irish or UK legal system.
- 4.4 Where we are unfamiliar with an international qualification or the awarding institution, the level of the qualification must be verified by QQI (formerly NQAI). It is the applicant's responsibility to obtain this verification. For further information about this process, go to <http://www.qqi.ie/Articles/Pages/NARIC-Ireland.aspx>.