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# **Diploma for Accounting Technicians**

## **Record of Work Experience**



## PERSONAL DETAILS

Candidate's Name:

Registration No:

## CURRENT/MOST RECENT RELEVANT EMPLOYMENT DETAILS

Period of Employment: *From:* \_\_\_\_/\_\_\_\_/\_\_\_\_ *To:* \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Employment:

Employment Address:

Job Title:

How long in that position:

Full Time ☐  
Part Time ☐ @ \_\_\_\_ Hours per week

## CURRENT/MOST RECENT MENTOR DETAILS

Mentor's Name:

Mentor's Job Title:

Mentor's contact number:

## PREVIOUS RELEVANT EMPLOYMENT HISTORY

*(ONLY COMPLETE IF APPLICABLE TO YOUR APPLICATION)*

Period of Employment: *From:* \_\_\_\_/\_\_\_\_/\_\_\_\_ *To:* \_\_\_\_/\_\_\_\_/\_\_\_\_

Company Name:

Address:

Job Title:

Duties:

Mentor Name:

Full Time ☐  
Part Time ☐ @ \_\_\_\_ Hours per week

*Continue overleaf if required*

**Period of Employment:** *From:* \_\_\_\_/\_\_\_\_/\_\_\_\_ *To:* \_\_\_\_/\_\_\_\_/\_\_\_\_

**Company Name:**

**Address:**

**Job Title:**

**Duties:**

**Mentor:**

Full Time ☐

Part Time ☐ @ \_\_\_\_ Hours per week

**Period of Employment:** *From:* \_\_\_\_/\_\_\_\_/\_\_\_\_ *To:* \_\_\_\_/\_\_\_\_/\_\_\_\_

**Company Name:**

**Address:**

**Job Title:**

**Duties:**

**Mentor:**

Full Time ☐

Part Time ☐ @ \_\_\_\_ Hours per week

**Period of Employment:** *From:* \_\_\_\_/\_\_\_\_/\_\_\_\_ *To:* \_\_\_\_/\_\_\_\_/\_\_\_\_

**Company Name:**

**Address:**

**Job Title:**

**Duties:**

**Mentor:**

Full Time ☐

Part Time ☐ @ \_\_\_\_ Hours per week

**Office use only**

Name:

Number:

Ref:

**Assessment Fee Payment Details**☐ **Postal Order**☐ **Draft/Cheque**☐ **Debit Card**☐ **Credit Card**I enclose my remittance for the amount of: **€200.00** **£155.00***Please make cheques payable to Accounting Technicians Ireland.***If paying by Card, complete below:**☐ **VISA**☐ **MasterCard**☐ **Laser**☐ **Delta**☐ **Maestro**☐ **Electron**☐ **Switch/SOLO**☐ **Visa Debit**☐ **MasterCard Debit*****Please note that all credit card transactions are subject to a €4.50 /£4.00 handling charge. There is no charge for the use of debit cards.*****CARD NUMBER:**

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**CVV No.**

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**EXPIRY DATE:**

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CARDHOLDER'S SIGNATURE: \_\_\_\_\_

CARDHOLDER PRINT NAME: \_\_\_\_\_

***Please note that all credit card transactions are subject to a €4.50/£4.00 handling charge. There is no charge for the use of Visa debit cards.*****Data Protection Notice**

Accounting Technicians Ireland confirms that it is fully compliant with the General Data Protection Regulation (GDPR) and undertakes to maintain personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data held about you will be disclosed to relevant staff and other relevant parties on a need-to-know basis within Accounting Technicians Ireland. All staff are made aware of the procedures they must follow to ensure that your data is appropriately protected.

**Your Queries**

If you have any queries about this notice or how your data is being processed please contact the Data Protection Advisor by email on [dp@accountingtechniciansireland.ie](mailto:dp@accountingtechniciansireland.ie) or by post Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2.

## Compulsory Units

### SECTION A (Mandatory)

You are required to complete **ALL SIX** Units in this Section

*You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.*

| <b>Essential Accounting Skills</b>                                   |                                                                                                                                                                                                                                                                                              | <b>Outline how Learning Outcome was achieved</b> | <b>Date/ Company/ Mentor initials</b> |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <b>Learning Outcomes</b>                                             | <b>Assessment Criteria</b>                                                                                                                                                                                                                                                                   |                                                  |                                       |
| <b>1. Perform Bank and other key control account reconciliations</b> | 1.1 Reconcile bank statement(s) with nominal ledger<br>1.2 Critically assess the differences between bank statement(s) and nominal ledger<br>1.3 Accurately treat unrecorded and outstanding items<br>1.4 Present corrected bank control account and reconciliation to appropriate personnel |                                                  |                                       |
| <b>2. Apply accounting concepts and principles</b>                   | 2.1 Ability to correctly identify and account for accruals and prepayments<br>2.2 Apply depreciation techniques appropriately<br>2.3 Understand, select and apply appropriate accounting policies                                                                                            |                                                  |                                       |
| <b>3. Perform double entry transactions</b>                          | 3.1 Accurately record cash transactions consistently over a period of time<br>3.2 Accurately record credit transactions consistently over a period of time<br>3.3 Produce a reconciled trial balance<br>3.4 Ability to identify and correct errors                                           |                                                  |                                       |

*You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.*

| <b>Advanced Accounting Skills</b>                                                                             |                                                                                                                                                                                                                                                                                                 | <b>Outline how Learning Outcome was achieved</b> | <b>Date/ Company/ Mentor initials</b> |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <b>Learning Outcomes</b>                                                                                      | <b>Assessment Criteria</b>                                                                                                                                                                                                                                                                      |                                                  |                                       |
| <b>1. Prepare work place accounts for internal and external purposes</b>                                      | 1.1 Accurately prepare a set of accounts for a limited company and/or sole trader and/or not-for-profit organisation and/or a business division to include an income statement, statement of financial position and cash flow statement                                                         |                                                  |                                       |
| <b>2. Interpret financial statements using ratio analysis</b>                                                 | 2.1 Calculate and interpret appropriate ratios<br>2.2 Critically analyse ratio information for decision making purposes<br>2.3 Present findings in a clear and concise manner                                                                                                                   |                                                  |                                       |
| <b>3. Apply appropriate accounting standards</b>                                                              | 3.1 Correctly identify standard(s) required<br>3.2 Apply framework for the preparation of financial statements<br>3.3 Present financial statements in an acceptable format                                                                                                                      |                                                  |                                       |
| <b>4. Prepare Accounts from incomplete records and/or using judgment and calculating accounting estimates</b> | 4.1 Critically analyse financial information<br>4.2 Identify transactions to be accounted for and use professional judgment to prepare appropriate accounting estimates<br>4.3 Produce revised financial statements taking account of correcting journal entries                                |                                                  |                                       |
| <b>5. Prepare cash flow forecasts and projections</b>                                                         | 5.1 Prepare cash flows on a periodic basis<br>5.2 Identify potential cash surpluses and deficits<br>5.3 Advise management of any significant surpluses and deficits arising in the cash flow forecast that need to be addressed<br>5.4 Present recommendations to address the issues identified |                                                  |                                       |

***You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.***

| <b><i>Personal Development for<br/>Accounting Technicians</i></b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Outline how<br/>Learning Outcome<br/>was achieved</b> | <b>Date/<br/>Company/<br/>Mentor<br/>initials</b> |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------|
| <b><i>Learning<br/>Outcomes</i></b>                                                                     | <b><i>Assessment Criteria</i></b>                                                                                                                                                                                                                                                                                                                                                               |                                                          |                                                   |
| <b>1. Monitor and evaluate own performance and learning</b>                                             | 1.1 Critically evaluate and agree goals and learning outcomes with Mentor<br>1.2 Meet regularly with Mentor to discuss progress and actively contribute to the feedback process<br>1.3 Actively participate in agreeing levels of progress towards identified goals<br>1.4 Engage with mentor to effectively maintain a reflective work journal documenting progress and status of agreed goals |                                                          |                                                   |
| <b>2. Develop own learning and performance to ensure work based skills and knowledge are up to date</b> | 2.1 Develop a detailed learning and development action plan that takes account of the learning goals that have been agreed with workplace mentor<br>2.2 Attend training course(s) and/or undertake suitable learning and development in line with learning and development plan<br>2.3 Maintain awareness of developments in the accounting industry through self study                         |                                                          |                                                   |

*You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.*

| <b>Using Information Technology</b>                     |                                                                                                                                                                                                              | <b>Outline how Learning Outcome was achieved</b> | <b>Date/ Company/ Mentor initials</b> |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <b>Learning Outcomes</b>                                | <b>Assessment Criteria</b>                                                                                                                                                                                   |                                                  |                                       |
| <b>1. Operate a word processing package competently</b> | 1.1 Produce documents in appropriate formats e.g. letters/memos/reports<br>1.2 Edit and reformat existing document templates                                                                                 |                                                  |                                       |
| <b>2. Use a spreadsheet package competently</b>         | 2.1 Create formulae within the spreadsheets<br>2.2 Manipulate spreadsheet data as required<br>2.3 Format data and spreadsheets for presentation<br>2.4 Export/import figures to/from other accounting system |                                                  |                                       |
| <b>3. Use online systems effectively</b>                | 3.1 File and pay tax returns online<br>3.2 Use online banking systems                                                                                                                                        |                                                  |                                       |

| <b>Maintaining Accounting Systems</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Outline how Learning Outcome was achieved</b> | <b>Date/ Company/ Mentor initials</b> |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <b>Learning Outcomes</b>                                        | <b>Assessment Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                  |                                       |
| <b>1. Operate and maintain a computerised accounting system</b> | 1.1 Demonstrate an advanced understanding of double entry bookkeeping in order to maintain an integrated accounting system<br>1.2 Identify and accurately produce key financial reports to meet the needs of users<br>1.3 Present reports to management with critical analysis and commentary to facilitate understanding and decision making<br>1.4 Maintain accounting system in a secure manner to ensure data integrity and confidentiality |                                                  |                                       |



***You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.***

| <b><i>Maintaining Statutory Compliance</i></b>                                     |                                                                                                                                                                                                                                                                                                                                                         | <b>Outline how Learning Outcome was achieved</b> | <b>Date/<br/>Company/<br/>Mentor<br/>initials</b> |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <b><i>Learning Outcomes</i></b>                                                    | <b><i>Assessment Criteria</i></b>                                                                                                                                                                                                                                                                                                                       |                                                  |                                                   |
| <b>1. Apply statutory accounting requirements to workplace practices</b>           | 1.1 Accurately prepare and submit relevant tax returns in line with statutory requirements<br>1.2 Accurately prepare annual and other statutory returns and minutes<br>1.3 Accurately maintain accounting books and records in accordance with company and/or taxation law<br>1.4 Structure information to facilitate the audit/taxation return process |                                                  |                                                   |
| <b>2. Apply health and safety requirements to workplace practices</b>              | 2.1 Apply health and safety regulations in the work place                                                                                                                                                                                                                                                                                               |                                                  |                                                   |
| <b>3. Apply data protection legislation to workplace practices</b>                 | 3.1 Maintain data securely<br>3.2 Collect and release data in line with legislative requirements                                                                                                                                                                                                                                                        |                                                  |                                                   |
| <b>4. Understand and comply with Accounting Technicians Ireland Code of Ethics</b> | 4.1 Apply Code of Ethics to all work practices                                                                                                                                                                                                                                                                                                          |                                                  |                                                   |

## Optional Units

### SECTION B

You are required to complete **ONLY ONE** Unit in this Section

#### **EITHER**

**Essential Taxation Skills OR Management and Cost Accounting**

*You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.*

| <b>Essential Taxation Skills</b>                                                                   |                                                                                                                                                                                                                                                                                                          | <b>Outline how Learning Outcome was achieved</b> | <b>Date/<br/>Company/<br/>Mentor<br/>initials</b> |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <b>Learning Outcomes</b>                                                                           | <b>Assessment Criteria</b>                                                                                                                                                                                                                                                                               |                                                  |                                                   |
| <b>1. Identify the appropriate taxation system applicable to the business entity or individual</b> | 1.1 Apply income tax rules accurately<br>1.2 Apply VAT rules accurately<br>1.3 Apply NIC/PAYE accurately                                                                                                                                                                                                 |                                                  |                                                   |
| <b>2. Know how to keep accurate records to facilitate the completion of tax returns</b>            | 2.1 Accurately compile the documents required for income tax and/or VAT and NIC/PAYE returns in line with relevant HMRC/Revenue Commissioners rules and regulations<br>2.2 Critically evaluate information pertaining to returns<br>2.3 Present findings and/or recommendations to appropriate personnel |                                                  |                                                   |

**OR**

***You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.***

| <b>Management and Cost Accounting</b>                                           |                                                                                                                                                                                                                   | <b>Outline how Learning Outcome was achieved</b> | <b>Date/ Company/ Mentor initials</b> |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <b>Learning Outcomes</b>                                                        | <b>Assessment Criteria</b>                                                                                                                                                                                        |                                                  |                                       |
| <b>1. Know how to apply costing techniques</b>                                  | 1.1 Accurately identify why costs occur and accumulate<br>1.2 Critically analyse the differences between fixed and variable costs<br>1.3 Apply relevant costing techniques to material, labour and overhead costs |                                                  |                                       |
| <b>2. Record information for costing systems within the working environment</b> | 2.1 Calculate standard costs using appropriate costing techniques<br>2.2 Apply calculated costs to produce a standard cost card or similar application                                                            |                                                  |                                       |
| <b>3. Generate appropriate product and service costs</b>                        | 3.1 Apply marginal, absorption and activity based costing techniques as appropriate<br>3.2 Prepare and present appropriate reports                                                                                |                                                  |                                       |
| <b>4. Assist with decision making processes</b>                                 | 4.1 Identify relevant, opportunity and sunk costs and their applicability for decision making projects<br>4.2 Accurately prepare cost estimates for short term decision making and pricing decisions              |                                                  |                                       |

## SECTION C

You are required to complete **ONLY ONE** Unit in this Section

**EITHER**

**Advanced Taxation Skills OR Budget Preparation & Controls**

*You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.*

| <b>Advanced Taxation Skills</b>                                                     |                                                                                                                                                                                                                                                                                              | <b>Outline how Learning Outcome was achieved</b> | <b>Date/ Company/ Mentor initials</b> |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <b>Learning Outcomes</b>                                                            | <b>Assessment Criteria</b>                                                                                                                                                                                                                                                                   |                                                  |                                       |
| <b>1. Accurately calculate and advise on personal and corporate taxation issues</b> | 1.1 Identify different sources of income<br>1.2 Apply and calculate appropriate charges and reliefs to income<br>1.3 Effectively communicate reports on tax computations to client and/or HMRC/Revenue Commissioners                                                                         |                                                  |                                       |
| <b>2. Calculate relevant tax computations accurately</b>                            | 2.1 Accurately prepare and complete computations for VAT and/or corporation tax and NIC/PAYE systems and/or subcontractor's certificates                                                                                                                                                     |                                                  |                                       |
| <b>3. Accurately complete tax returns</b>                                           | 3.1 Accurately complete returns for VAT and/or corporation tax and/or NIC/PAYE<br>3.2 Demonstrate an awareness of deadlines and possible penalties and interest for late filing that may apply when completing tax returns<br>3.3 Accurately reconcile tax returns with financial statements |                                                  |                                       |
| <b>4. Communicate effectively with interested parties on taxation issues</b>        | 4.1 Present tax findings in a clear and comprehensive manner<br>4.2 Make recommendations for future tax planning to interested parties<br>4.3 Engage with HMRC/Revenue Commissioners on compliance issues or queries                                                                         |                                                  |                                       |

**OR**

*You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.*

| <b><i>Budget Preparation &amp; Controls</i></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Outline how Learning Outcome was achieved</b> | <b>Date/<br/>Company/<br/>Mentor<br/>initials</b> |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <b>Learning Outcomes</b>                        | <b>Assessment Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |                                                   |
| <b>1. Apply budgetary planning</b>              | 1.1 Critically analyse appropriate budgetary techniques such as incremental and zero based budgeting, to be applied in the work place<br>1.2 Apply selected budgetary technique to the work place budget<br>1.3 Interpret impacts of changes in individual budgets on the master budget and apply corrective action<br>1.4 Understand and apply behavioural and motivational aspects of budgeting to the work place budgets                                                 |                                                  |                                                   |
| <b>2. Implement budgetary control</b>           | 2.1 Prepare budgets effectively in line with key assumptions and requirements<br>2.2 Set and communicate clear targets and performance indicators for budgets to be monitored against<br>2.3 Identify and critically analyse variances between budget and actual income and/or expenditure<br>2.4 Inform appropriate personnel of significant issues arising from budgetary control<br>2.5 Present recommendations and rationale in a clear manner to appropriate personnel |                                                  |                                                   |

## SECTION D

You are required to complete **ONLY ONE** Unit in this Section

**EITHER**

**Auditing Processes OR Law in Business OR Payroll Skills**

*You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.*

| <b>Auditing Processes</b>                                                                                               |                                                                                                                                                                                                                                                 | <b>Outline how Learning Outcome was achieved</b> | <b>Date/<br/>Company/<br/>Mentor<br/>initials</b> |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <b>Learning Outcomes</b>                                                                                                | <b>Assessment Criteria</b>                                                                                                                                                                                                                      |                                                  |                                                   |
| 1. <b>Contribute to a financial and/or other audit</b>                                                                  | 1.1 Effectively contribute to an audit by understanding the audit process and by providing appropriate information in a timely manner<br>1.2 Accurately prepare relevant reports and/or documentation for audit purposes                        |                                                  |                                                   |
| 2. <b>Implement key recommendations resulting from a financial and/or other audit</b>                                   | 2.1 Critically analyse audit report<br>2.2 Identify recommendations for non conformances in the report<br>2.3 Design systems and/or policies and procedures to address non conformances<br>2.4 Implement systems and/or policies and procedures |                                                  |                                                   |
| 3. <b>Evaluate newly implemented systems and/or policies and procedures arising from a financial and/or other audit</b> | 3.1 Evaluate the success or otherwise of newly implemented systems and/or policies and procedures<br>3.2 Produce a report detailing key findings<br>3.3 Present findings and recommendations to key personnel                                   |                                                  |                                                   |

**OR**

***You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.***

| <b>Law in Business</b>                               |                                                                                                                                                                                                                     | <b>Outline how Learning Outcome was achieved</b> | <b>Date/<br/>Company/<br/>Mentor<br/>initials</b> |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <b>Learning Outcomes</b>                             | <b>Assessment Criteria</b>                                                                                                                                                                                          |                                                  |                                                   |
| <b>1. Apply the requirements of employment law</b>   | 1.1 Critically assess requirements of employment law in light of work place policies and procedures<br>1.2 Present key recommendations to appropriate personnel<br>1.3 Implement recommendations in a timely manner |                                                  |                                                   |
| <b>2. Apply the requirements of contract law</b>     | 2.1 Critically analyse the terms of contract<br>2.2 Identify potential breaches of contract law and suggest improvements to remedy potential breaches                                                               |                                                  |                                                   |
| <b>3. Understand the requirements of company law</b> | 3.1 Ensure that statutory requirements pertaining to financial statements, reports and returns are complied within the working environment<br>3.2 Prepare reports for presentation at company meetings              |                                                  |                                                   |

**OR**

***You are assessed on the Learning Outcomes and must provide clarification on how you completed each. Please copy Appendix II for any additional detail you wish to provide in respect of any Learning Outcome. Do not leave any Learning Outcome blank.***

| <b>Payroll Skills</b>                                     |                                                                                                                                                                                                       | <b>Outline how Learning Outcome was achieved</b> | <b>Date/ Company/ Mentor initials</b> |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <b>Learning Outcomes</b>                                  | <b>Assessment Criteria</b>                                                                                                                                                                            |                                                  |                                       |
| <b>1. Use a payroll system effectively</b>                | 1.1 Operate and maintain a manual and/or computerised payroll system in a confidential manner                                                                                                         |                                                  |                                       |
| <b>2. Apply employment law from a payroll perspective</b> | 2.1 Understand and apply appropriate legislation e.g. minimum wage, maternity, paternity, parental leave, holiday pay                                                                                 |                                                  |                                       |
| <b>3. Accurately calculate pay</b>                        | 3.1 Accurately calculate payroll from gross to net<br>3.2 Accurately apply taxable and non-taxable additions and deductions<br>3.3 Post payroll journals and reconcile payroll to financial accounts  |                                                  |                                       |
| <b>4. Produce payroll reports</b>                         | 4.1 Produce reports in a timely manner for all relevant parties                                                                                                                                       |                                                  |                                       |
| <b>5. Demonstrate an awareness of employer duties</b>     | 5.1 Accurately calculate monthly and yearly taxation returns<br>5.2 Produce and distribute reports required by legislation<br>5.3 Implement policies for the commencement and cessation of employment |                                                  |                                       |



**APPENDIX I**

**This Section MUST be completed by each Mentor who has reviewed  
and initialed your Record of Work Experience**

**Please outline the learning outcomes and how they were achieved by the  
candidate under your mentorship.**

**I confirm that I have reviewed this record of work experience and that it  
gives a true and fair view of the candidates' experience achieved under my  
mentorship and I accept that records are subject to a random audit.**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

***Copy this page for each Mentor signing off your evidence and supporting  
information***

**APPENDIX II****This section to be completed if required by the Student**

**You can use this sheet to provide additional clarification relating to how you have met particular assessment criteria and the related learning outcomes.**

**Candidate Signature:** \_\_\_\_\_

**Mentor Initial:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**APPENDIX III****DECLARATION BY CANDIDATE**

**I confirm to the best of my knowledge and belief, that the information supplied in this Record of Work Experience is a true and accurate reflection of my practical experience.**

**Candidate's Signature:** .....

**Date:** .....

**DECLARATION BY CURRENT MENTOR**

**I confirm to the best of my knowledge and belief, that the information supplied in this Record of Work Experience is a true and accurate reflection of the candidate's practical experience and ability.**

**Mentors Name:** .....

**Signature:** .....

**Date:** .....