We have **NUMBERS** in our DNA

Student Prospectus
Academic Year 2015-2016

www.accountingtechniciansireland.ie
We have NUMBERS in our DNA
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About us

Accounting Technicians Ireland is the leading national Accounting Technician body with over 10,000 members and students across the Island of Ireland.

Founded in 1983, Accounting Technicians Ireland prides itself on providing an internationally recognised accounting qualification and promoting the highest standards of excellence in education to both its students and members.

Our qualification combines professional examinations with practical work experience. As qualified members of Accounting Technicians Ireland, individuals are entitled to use the respected and valued MIATI designation after their name, seen by many employers as essential when hiring.

Accounting Technicians Ireland is a partner body with Chartered Accountants Ireland and an associate member of the International Federation of Accountants. We have offices located in Dublin and Belfast and links with local college networks throughout the country.

Our numbers speak for themselves.
Careers in Accountancy
What is an Accounting Technician?

Accounting Technicians are qualified accounting professionals employed throughout all levels of finance across the public sector, industry, commerce and private accountancy practices. They can perform a wide range of financial roles typically associated with fully trained accountants including:

- Financial Accounting and Budgeting
- Costing and Credit Control
- Payroll Administration and Tax Returns
- Senior Managerial Tasks
- Auditing and Assurance work
- Consulting
- Corporate Finance
- Tax Planning
- Insolvency

Accounting Technicians can be employed in a wide variety of finance roles including:

- Manufacturing
- Local and central government
- The health service
- Financial Services including banking and insurance
- Shared Services provision
- All sectors of commercial industry
- Private accountancy firms.

Self-employment is also a career possibility for qualified technicians with many members taking the option of opening their own accountancy services.

In addition, many individuals who qualify as accounting technicians enrol in further study, and use the qualification as a stepping stone to eventually become professional accountants.

As our economy begins to improve, the overall jobs market in the accountancy and finance sectors in Ireland remains very positive. A recent analysis of the labour market (National Skills Bulletin 2014 ROI) confirms continuing shortages for accounting technician skills, deeming it a niche area. In fact the overall outlook for job creation in business and financial occupations is favourable, with employment growth projected to be higher than average over the medium term.

There is also a strong demand for accounting skills in Northern Ireland. In the next decade it is predicted that over half of net new jobs will be in accounting and audit activities (UK Commissioner’s Employer Skills Survey 2011: Northern Ireland).
There are two qualifications available from Accounting Technicians Ireland.

- Certificate for Accounting Technicians (First Year)
- Diploma for Accounting Technicians (Second Year plus Work Experience)

The Certificate for Accounting Technicians is awarded upon completion of the First Year and the Diploma for Accounting Technicians is awarded upon successful completion of both the First and Second Year, plus the completion of the compulsory work experience component.
The Qualification

Both the Certificate and Diploma for Accounting Technicians are designed to address the strong market need in all Irish sectors for qualified Accounting Technician professionals, and to support the continuing development of those already in employment.

Our syllabus has been carefully designed to equip graduates with an array of transferable business skills and a technical knowledge of finance and accountancy practice. Ultimately the qualification increases employment opportunities for a broad range of accounting and finance roles and will enable progressive opportunities to senior financial management at a later stage of an Accounting Technician’s career. The course also serves as an opportunity for individuals in management positions who are not from an accountancy background to gain greater perspective and understanding of the subject for their own personal development and benefit.

Who it’s for

- Leaving Certificate or A-Level graduates who now wish to complete a professional qualification
- Those who have completed Leaving Certificate/A Levels in recent years but have chosen not to attend university
- Mature students who would like to go on to further study but who don’t know how to take that first step
- Students of Further Education courses in business or accounting who wish to progress to a professional qualification
- Those who currently work or have previously worked in a financial role such as book keeping, general administration, payroll, accounting assistance etc., but have not received any formal training to date
- Staff who hold a senior management or general management position and would like to gain a greater understanding of the accountancy process.
- The self-employed who would like to improve their business and financial management skills.

Whatever your background is, the Diploma for Accounting Technicians is tailored to fast track your career in accounting and finance.

I’d recommend the Accounting Technicians Ireland programme as it gives people a sense of what working in accounting and finance is like. It was really positive for me and gave me a self-confidence and inner pride that is one of the most valuable things I’ve taken into my career. 

Joe Bollard, Partner – Tax, Ernst & Young
Certificate and Diploma for Accounting Technicians

Certificate for Accounting Technicians
The Certificate for Accounting Technicians (First Year) offers a progression pathway into the Diploma for Accounting Technicians and can be completed on a full-time or part-time basis.

The Certificate for Accounting Technicians is awarded on successful completion of the four First Year modules listed below. It is a Level 4 award in the UK and Northern Ireland and is aligned with Level 6 of the Irish National Framework of Qualifications (NFQ) in the Republic of Ireland.

In First Year students study:
- Financial Accounting
- Taxation
- Law & Ethics
- Business Management

This combination of subjects is specifically designed to provide students with a solid grounding in business as well as a strong foundation in accountancy.

Second Year
Second Year modules can also be taken on a part-time or full-time basis. These subjects are:
- Advanced Financial Accounting
- Advanced Taxation
- Management Accounting
- Integrated Accounting Systems (IAS)

On successful completion of Second Year, students may become Affiliate Members of Accounting Technicians Ireland thus allowing them to maintain their professional affiliation whilst they complete the work experience requirements of the Diploma qualification.

Diploma for Accounting Technicians
The Diploma for Accounting Technicians is a Level 5 award in the UK and Northern Ireland and is aligned with Level 6 of the Irish National Framework of Qualifications (NFQ) in the Republic of Ireland. It is awarded on the successful completion of all First and Second Year modules and two years relevant work experience.

“The Accounting Technicians Ireland Qualification gives a very strong foundation in accounting. It equips you for business life allowing you to manage and run a business at national and international level.”

Mark Fagan, Header of Operations & Financial Controller at Topcon Ireland
Accounting Technicians Ireland offers a number of study options. Whichever option you choose, your learning will involve a combination of academic study and work experience.

**Full-Time Programme**

Full-time courses are available through a number of Approved Partner colleges and these are usually run over four weekdays or on a day release basis (Apprenticeship). For those studying full-time, it may take longer to gain the required work experience to complete the Diploma for Accounting Technicians. However once you have passed your exams you will become an affiliate member and the Member Services Team will offer guidance on how to access work experience. You will also gain access to the associated member benefits regardless of your mode of study. See our college list for more details.

Full-time state-funded courses are also provided to job seekers in a number of Approved Partner Training Centres in ROI. Certificate (First Year) and often Diploma (Second Year) courses are available and the programme is run across a 35 week period. The training courses are free to job seekers so please contact your local Employment Services Office (Intreo) to register and discuss the training options available. Alternatively contact the Student Services team on 01 6498180 or email register@accountingtechniciansireland.ie.

**Higher Apprenticeship in Accountancy**

Accounting Technicians Ireland is delighted to announce the new full-time Higher Apprenticeship in Accountancy which is available from September 2015 across the province of Northern Ireland. The programme is supported by Chartered Accountants Ireland, Colleges NI and many leading accountancy employers in Northern Ireland.

A Higher Apprenticeship in Accountancy is a fully funded full-time work-based programme which enables you to earn while you learn and gain a nationally recognised professional qualification. You will be employed for example in an accountancy practice or an organization with a suitable accounts department for 2 years. The programme provides an alternative entrance route to starting your career in the accountancy and finance profession. It is also equivalent to a Foundation Degree programme and is recognized by leading accountancy bodies.

You will gain lots of valuable knowledge, practical skills and work experience as well as an internationally recognised qualification studied on a day release basis – the Diploma for Accounting Technicians, a Level 5 qualification. The combination of knowledge and practical skills gained really helps increase your future employability.
Upon completion of the programme, you may be eligible to progress to full chartered accountancy status through the Chartered Accountants Ireland professional Level 7 programme. For further details please email register@accountingtechniciansireland.ie.

The Apprenticeship successfully combined the required assessment elements of external examinations and work based learning to award me with an industry-recognised qualification in the field of accountancy, all within a period of just two years.

Lara Salmon, 1st year Higher Level Apprentice at Belfast Metropolitan College

Part-Time Programme
Part-time study normally involves evening lectures twice weekly, although some Approved Partner colleges may deliver day-time options. Students choosing to study part-time can opt to work during the day while they are studying at night, and gain valuable experience towards their qualification. See our college list for more details.

Online Programme
Accounting Technicians Ireland’s part time online option is a 26 week part-time programme which offers you the chance to achieve a professional qualification, without the need to leave home. Online students registered with us are provided with Course Materials at a fee for each module they undertake and also access to a vast array of online resource materials. For each module you undertake, you are allocated an online tutor.

Online students receive support in a number of ways:
- ‘Live’ orientation session at the beginning of term
- Dedicated tutor support
- Online tutorial support via Moodle, a virtual learning environment
- Weekly recorded online lectures with class notes
- Three classroom based tutorials during the year
- Regular online assessment and mock exams
- Regular Virtual interactive tutorials

The programme provides a supportive online learning environment. As an online student you will need to weigh up the advantages and disadvantages to this type of learning e.g. you can study at your own pace, and you can combine study with domestic and work commitments. On the other hand you need to be disciplined and allocate appropriate time to your studies as there is less “live” social contact.

Online study suits students whose personal commitments mean they don’t have time to attend classes or lectures. Often students live too far away and don’t have transport to get to classes or lectures. An online programme provides new opportunities to access our qualifications.

Online Programme Timetable
Commencing 19th September (Orientation Day), lectures are released Monday mornings at 9.00am and run for a total of 26 weeks. There are 3 weekend face-to-face sessions in November, January and March. For further information please contact our Online Programme Manager on 01 649 8180 or email register@accountingtechniciansireland.ie

I am now a huge fan of online learning, not just the recorded lectures, but the Moodle format with forums, tutor contact and information repository. It made returning to study after 20 years as painless as possible and the overall support from ATI has been brilliant.

Sophie Hayley MIATI, former online student
Student Supports

Our students are provided with a range of support services to assist them in their study and their working lives. These are divided into two broad categories; academic supports and guidance.

Academic Supports

Core Academics Supports

- Approved Partner Tuition
  - Full-time, Part-time or Online Learning
- Course Materials
  - Textbooks
  - MyRevision
  - Online Tutorials
    - KnowledgePoint

Academic Guidance

- Exemptions from Further Study
- Career Advice and Recruitment Service
- Dedicated Student Services Team
- Website
- Newsletter
- Touchpoint Student Portal

knowledgepoint
Course Materials

Textbooks
In addition to weekly classroom or online lectures, students are provided with blended course materials. The Accounting Technicians Ireland textbook is the best place to begin your studies. When planning your studies, make sure you revise each chapter using the questions at the end.

MyRevision
Test your knowledge at the end of each chapter by accessing our ‘MyRevision’ online resource.

There are over 100 practice questions available including self-assessment questions featured in your textbook, additional exam standard multiple choice questions and short computational ones. ‘MyRevision’ is accessible throughout the academic year by logging on to the online student portal Touchpoint.

Knowledgepoint
You also get full access to the entire range of Knowledgepoint online tutorials with your course materials package. Viewing an online tutorial is virtually the same as being in the room with the lecturer. All our online resources may be viewed on your PC, tablet or smart phone.

“KnowledgePoint has been an invaluable learning tool that has enhanced and improved my lectures. I would highly recommend this superb resource to all students and lecturers.”

John Healy, Course Coordinator, Mallow College of Further Education
Exams

Students are required to sit an examination for each subject in both First and Second Year. There are two examination sessions each year, the first in May and the second in August. Most students sit all their exams in May and use the August examinations as a repeat session if required. In Second Year students take Integrated Accounting Systems which is assessed by computer examination. This exam takes place in April.

There is a maximum timeframe of ten years* for successful completion of all examinations which means students can take them at their own pace. However, most students will complete the exams over a two year period. Students will be credited with a pass in individual papers if they obtain 50% or higher. There are 16 exam centres nationally for students to choose from.

For further details contact our Examinations Officer, on 01 649 8181 or email register@accountingtechniciansireland.ie.

*All First Year exams must be successfully completed within six years of registration.
Entry Requirements

There is a variety of entry routes available to our students.

**Mature learners** who have reached 21 years of age but do not possess the minimum educational requirements may still apply to do the course based on age and experience.

School leavers in the **Republic of Ireland** should have a Leaving Certificate with pass grades in:
- 5 Ordinary level subjects (including English and Maths/Accountancy)
- 2 Ordinary and 2 Higher level subjects (including English and Maths or Accountancy)
- Applied Leaving Certificate applicants should contact the Student Services Team on Tel: 01 649 8180 for further information.

School leavers in **Northern Ireland** should have obtained 1 A Level or 2 AS Levels. Students should also have grades in English and at least one subject from Maths or Accountancy not lower than grade C at GCSE level.

**Prior Learning** may provide an entry route for applicants who do not meet any of the above criteria. Those who have successfully completed a nationally recognised qualification such as HETAC and FETAC in the Republic of Ireland or QCA and BTEC National Diploma in Northern Ireland may be eligible to register.
Exemptions

In some cases students may gain exemptions from particular exam subjects. You may apply for exemptions from some or all First Year subjects if you have completed other relevant qualifications within the last 6 years. Relevant qualifications must be FETAC Level 6 in the Republic of Ireland or Level 4 in Northern Ireland (or higher) in order to be considered for exemptions. Please note that exemptions are not available for Second Year subjects.

There is a charge of €50/£40 to accept exemptions that have been offered. The closing date to apply for exemptions is 2nd October 2015 and the application form, along with further information on Accounting Technicians Ireland’s exemption policy, is available on www.accountingtechniciansireland.ie/exemptions or email register@accountingtechniciansireland.ie

Registration

If you would like to register as a new student, the easiest way is to register online at www.accountingtechniciansireland.ie/register

The closing date for registration is 30th October 2015. However, to ensure that you receive your Course Materials* in good time for class, it is best to register in the summer before classes start in September. By registering online students can also avail of our stepped payment facility. This lets you spread your professional fees over three payments throughout the year – see Fees and Financial Assistance for further details. You can also register by completing the Student Registration Form that is attached to this prospectus. Please send your completed form and payment to the address listed on the back cover.

Should you need any further help, please feel free to contact us on 01 649 8180 Alternatively you can email register@accountingtechniciansireland.ie. We will be happy to guide you through the registration process and advise you on your nearest college and the course of study that is right for you.

*Delivery of Course Materials will commence from the 1st September 2015 and will be free of charge until 16th October 2015.
Getting Started

Apply for Exemptions

If you have completed a relevant qualification in the last 6 years you may be eligible for some exemptions. You should apply for these first as exemptions can’t be granted after you register.

**WHEN:** Apply from early May until 2nd October 2015.

Choose a study option

You can study full-time or part-time. Once you decide on an option you should pick a college in your area from the list on pages 30-31.

**WHEN:** Decide this as soon as possible.

Enrol with an Approved Partner College

You will need to enrol with your chosen college for tuition. Enrolment dates and procedures vary so you should contact your chosen college for further information.

**WHEN:** Contact the college from early 2015.

Register with Accounting Technicians Ireland

In addition to enrolling for tuition all students must register directly with Accounting Technicians Ireland. During the registration process you can accept any exemptions you have been offered, apply for exams and order your course materials.

**WHEN:** Register from early May.
Accounting Technicians Ireland approves academic providers who successfully support students through our qualifications. Our courses, both full-time and part-time, are available at over 70 Approved Partner colleges and training centres throughout the Republic of Ireland and Northern Ireland. These currently include Education and Training Boards (ETBs), Institutes of Technology, Colleges NI and leading private colleges.

The full list of Approved Partner colleges can be found on pages 30-31. As of the 2015/16 academic year, Accounting Technicians Ireland is delighted to partner with a number of new colleges. These include Drogheda Institute of Further Education, Ormonde College Kilkenny and Community & Training Education Centre Wexford.
The Academy

You may be interested in studying directly with Accounting Technicians Ireland in our Academy at our head office in Dublin City Centre.

The state-of-the-art campus developed by our partner body, Chartered Accountants Ireland, is located at our head office on Pearse Street, Dublin 2. Chartered Accountants House is within a short walking distance of all public transport hubs and provides some of the most modern facilities and teaching tools to support students during their studies and enhance their learning experience.

Features of the Academy Programme
- State of the art teaching facilities
- Highly experienced lecturers
- Course Materials including textbooks, online tutorials and MyRevision online support
- Revision Workshops
- Online Moodle platform
- Lecture notes and class materials
- Lecture recordings
- Study Skills
- Assignments and mock exams
- Free Wi-Fi
- Canteen facilities
- City centre location
- Dedicated Programme Manager

Academy Lecture Timetable
Commencing 15th September 2015, lectures take place two evenings a week and run for a total of 26 weeks.

Tuesdays: 18.15 - 19.45 and 20.00 - 21.30
Wednesdays: 18.15 - 19.45 and 20.00 - 21.30

If you have any further questions in relation to the Accounting Technicians Academy at Chartered Accountants House, Pearse Street, Dublin 2, please contact our Programme Manager:

Tel: 01 649 8120
Email: register@AccountingTechniciansIreland.ie
Dublin Approved Partner Colleges

1. Accounting Technicians Academy
   Accounting Technicians Online Programme
   (Pearse Street, Dublin 2)

2. Ballyfermot College of Further Education
   (Ballyfermot, Dublin 10)

3. Blackrock Further Education Institute
   (BFEI) (formerly Senior College Dun Laoghaire)
   (Blackrock, Co. Dublin)

4. Blanchardstown Institute of Technology
   (Blanchardstown, Dublin 15)

5. Colaiste Ide
   (Finglas, Dublin 11)

6. Crumlin College of Further Education
   (Crumlin Road, Dublin 12)

7. Griffith College Dublin
   (South Circular Road, Dublin 8)

8. Institute of Finance Training
   (Sandyford, Dublin 18)

9. Institute of Technology Tallaght
   (Tallaght, Dublin 24)

10. Plunket College
    (Whitehall, Dublin 9)

11. Rathmines College of Further Education
    (Rathmines, Dublin 6)
Fees and Financial Assistance

Students pay both professional fees to Accounting Technicians Ireland and tuition fees to the college where they choose to study. Professional fees cover student registration, exam fees, course materials and other student supports. Please note that tuition fees can vary depending on the college chosen.

**First Year Fees**

<table>
<thead>
<tr>
<th></th>
<th>1 Subject</th>
<th>2 Subjects</th>
<th>3 Subjects</th>
<th>4 Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>€170/£140</td>
<td>€170/£140</td>
<td>€170/£140</td>
<td>€170/£140</td>
</tr>
<tr>
<td>Exam Fee</td>
<td>€75/€65</td>
<td>€150/£130</td>
<td>€225/£195</td>
<td>€300/£260</td>
</tr>
<tr>
<td>Course Material Fee</td>
<td>€65/£55</td>
<td>€130/£110</td>
<td>€195/£165</td>
<td>€260/£220</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>€310/£260</strong></td>
<td><strong>€450/£380</strong></td>
<td><strong>€590/£500</strong></td>
<td><strong>€730/£620</strong></td>
</tr>
</tbody>
</table>

Course textbooks will be delivered free of charge by courier up to 16th October 2015. After this date, a delivery charge of €12/£11 will apply to all orders. Stepped payments will be adjusted accordingly to incorporate this charge.

**Second Year Fees**

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<tr>
<th></th>
<th>1 Subject</th>
<th>2 Subjects</th>
<th>3 Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>€85/£70</td>
<td>€85/£70</td>
<td>€85/£70</td>
</tr>
<tr>
<td>Exam Fee</td>
<td>€75/€65</td>
<td>€150/£130</td>
<td>€225/£195</td>
</tr>
<tr>
<td>Course Material Fee</td>
<td>€65/£55</td>
<td>€130/£110</td>
<td>€195/£165</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>€225/€190</strong></td>
<td><strong>€365/£310</strong></td>
<td><strong>€505/£430</strong></td>
</tr>
</tbody>
</table>

**NOTE:**

IAS Exam €120 / £105
Course Material €65 / £55

Typically a student progressing to second year and studying all four subjects will pay €690.
Stepped Payments

Accounting Technicians Ireland offers a stepped payment facility, thereby allowing students to spread the cost of their payments over three instalments during the course of the academic year. This facility is only available to students who register online before 30th October 2015 at www.accountingtechniciansireland.ie/register.

First Year Stepped Payments

<table>
<thead>
<tr>
<th></th>
<th>1 Subject</th>
<th>2 Subjects</th>
<th>3 Subjects</th>
<th>4 Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Registration</td>
<td>€112.64 / £94.48</td>
<td>€163.50 / £138.08</td>
<td>€214.38 / £181.68</td>
<td>€265.24 / £225.28</td>
</tr>
<tr>
<td>27th November 2015</td>
<td>€103.33 / £86.66</td>
<td>€150 / £126.66</td>
<td>€196.66 / £166.66</td>
<td>€243.33 / £206.66</td>
</tr>
<tr>
<td>29th January 2016</td>
<td>€103.33 / £86.66</td>
<td>€150 / £126.66</td>
<td>€196.66 / £166.66</td>
<td>€243.33 / £206.66</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>€319.30 / £267.80</strong></td>
<td><strong>€463.50 / £391.40</strong></td>
<td><strong>€607.70 / £515.00</strong></td>
<td><strong>€751.90 / £638.60</strong></td>
</tr>
</tbody>
</table>

* An administration fee of 3% applies.

Second Year Stepped Payments

<table>
<thead>
<tr>
<th></th>
<th>1 Subject</th>
<th>2 Subjects</th>
<th>3 Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>€81.75 / £69.04</td>
<td>€132.61 / £112.64</td>
<td>€183.49 / £156.24</td>
</tr>
<tr>
<td>27th November 2015</td>
<td>€75.00 / £63.33</td>
<td>€121.67 / £103.33</td>
<td>€168.33 / £143.33</td>
</tr>
<tr>
<td>29th January 2016</td>
<td>€75.00 / £63.33</td>
<td>€121.67 / £103.33</td>
<td>€168.33 / £143.33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>€231.75 / £195.70</strong></td>
<td><strong>€375.95 / £319.30</strong></td>
<td><strong>€520.15 / £442.90</strong></td>
</tr>
</tbody>
</table>

* An administration fee of 3% applies.

**NOTE:**

- IAS Exam: €120 / £105
- Course Material: €65 / £55
  This can be added into the Steps

Financial Assistance

Financial education assistance is available for eligible students in the Republic of Ireland and Northern Ireland.

**Republic of Ireland**

- Student Grants (full time only) www.grantsonline.ie
- Back to Education Allowance (BTEA). Enquires should be directed to your Local Social Welfare Office
- Vocational Training Opportunities Scheme (VTOS). Enquires should be directed to the Local Further Education College (ETB)
- Fully funded programmes available at our Approved Partner Training Centres (ETB)
- Funding may be available from employers

**Northern Ireland**

- Student Grants are available from your local Student Finance NI Office www.studentfinanceni.co.uk
- Funding may be available from employers.
- Higher Apprenticeship in Accountancy. Enquiries should be directed to your local Further Education College.

In the event that you have applied or been approved for funding of any type, please contact us directly in advance of registration on (0)1 649 8180 for further information.
Affiliate Membership

Affiliate membership is the next step along your journey after you have passed your Accounting Technicians Ireland examinations. This is an interim class of membership between student and full membership which allows you to maintain your links with Accounting Technicians Ireland and receive support while working toward your practical experience requirements.

As an Affiliate Member, you can access services that previously were not available to you as a student. This can be a significant advantage while you are working toward completing your work experience assessment and becoming a Full Member who is entitled to use the professional letters MIATI after your name.

There is no limit to the amount of time you have to gain your work experience so you can remain at affiliate membership level for as little or as much time as needed. Some students may already have the required two years’ experience when they finish their exams and so progress from affiliate to full membership after a few months. Others who have no previous experience might remain an affiliate member for a few years, in particular if they choose to work part-time.

Benefits

Affiliate members enjoy many benefits including:

Support in Securing Work Experience
Accounting Technicians Recruitment is a specialist recruitment agency that caters to accounting professionals at all levels. The can provide you with the support you need to gain work experience and progress to full membership.

CPD Training
Accounting Technicians Ireland offers a wide range of online Continuous Professional Development courses throughout the year to help you realise your potential, enhance your skills and work more effectively.

Affinity and discount schemes
Accounting Technicians Ireland offers Affiliate Members a number of discount schemes such as hotel breaks and travel insurance.

District Society Networking and Events
As an Affiliate member you will automatically join your local district society. You can attend a selection of social and educational events and meet members to network, learn new skills or simply to socialise. For further information please contact our Member Services team at members@accountingtechniciansireland.ie.
In order to be awarded the Diploma for Accounting Technicians you are required to gain two years full-time work experience (or the equivalent part-time).

Work Experience requirements are based on Learning Outcomes and Assessment Criteria of the units which make up the Accounting Technicians Ireland Diploma for Accounting Technicians. Students participate in work based learning throughout their studies. Registered employers appoint a work-place mentor to you at the beginning of the programme. This mentor identifies accounting or finance tasks and learning opportunities through which you can gain experience and demonstrate your academic learning.

For students not currently employed in an accounting function, relevant work experience may count from a previous job or voluntary activity for a group or society. Experience can also be gained at any time, before, during or after formal studies.

Students must achieve the learning outcomes of six mandatory and three elective units during or after their studies.

For further details email members@accountingtechniciansireland.ie
The Diploma for Accounting Technicians Ireland is a benchmark qualification in accounting technician education. It is awarded upon completion of the required exams and relevant work experience.

Accounting Technicians Ireland graduates are qualified to become full members of the professional body. The MIATI designation is a guarantee to employers of your professional standing and ability and tells them you are fully qualified and have the relevant “on-the-job” skills. You become part of Accounting Technicians Ireland’s Member network where you can share your professional experience with your fellow colleagues.

**Benefits**

Full members of Accounting Technicians Ireland have access to a wide range of services and benefits including:

- CPD training
- Career advice and recruitment
- Technical Enquiry Service
- Networking and events
- Exemptions for further study
- Member newsletters
- Free Subscription to Accountancy Ireland
- Travel and Leisure Discounts

Further details about full membership are available on [www.accountingtechniciansireland.ie/members](http://www.accountingtechniciansireland.ie/members)
Fellow Membership

Fellow membership is awarded to our most experienced members.

Fellow members are entitled to use the professional letters FIATI to differentiate their senior experience and expertise within the accounting profession. They also continue to receive our wide range of member services in addition to some new benefits which are exclusive to this group.

We offer a series of online CPD courses to help fellow members advance professionally, in addition to a wide selection of affinity schemes. Fellows can also attend select social and educational events to network, learn new skills or simply socialise.

Fellow membership is open to anyone who has been a Full member of Accounting Technicians Ireland for 8 continuous years and has at least 5 years’ experience of working in a senior position within their employment. Invitations to apply for fellow membership are issued each year to all qualifying members.

For further information please contact Phil McDonald, Marketing & Member Services Manager on (01) 649 8116 or email members@accountingtechniciansireland.ie
Recruitment Services

Accounting Technicians Ireland’s Recruitment Services offer exclusive career advice and placement services to members and students of Accounting Technicians Ireland.

Whether you’re looking for your first job in the field of accountancy, or have a wealth of experience and want a more senior position, help is at hand. This service is completely free and offers the following:

- Full-time, part-time, contract and permanent job opportunities
- Advice on CV preparation
- Interview preparation
- Salary Guidance

Our Recruitment Services work with a wide range of employers including large accountancy practices, SMEs and multinational operations. We place accounting technicians in roles with some of the most respected names in both Irish and multinational business.

To access further information or to apply for any of the latest job vacancies on offer, please go to www.accountingtechniciansrecruitment.ie.

If you would like to find out more information about any of the roles available, you can also get in touch by email at info@accountingtechniciansrecruitment.ie or by calling 01 649 8126.

Accounting Technicians are in Demand

In line with the recent upswing in the economy the Recruitment Team at Accounting Technicians Ireland has seen a significant increase in the demand for qualified Accounting Technicians.

“Our clients are looking for the skills associated with the Accounting Technicians course and feel confident that when employing an Accounting Technician they are getting a person who can hit the ground running.”

We are seeing demand from both Practice and Industry across all market sectors. Of particular interest is the demand from the Small to Medium sized Practice sector that was heavily affected in the downturn. Most have seen growth in their sectors and are feeling confident in employing staff once again. Salaries are also slowly edging up as demand for good applicants starts to outstrip supply.

“In an emerging and positive market it is now more important than ever to have the correct skills to match future company needs. The Accounting Technicians qualification gives our members the edge over other qualifications as it is a tried and tested model of producing applicants that can achieve the desired level of expertise.”

Robert Cogill, Recruitment Consultant at Accounting Technicians Ireland
Progression to Further Study

Accounting Technicians Ireland’s qualification provides a distinct advantage in the market place. It is seen by many employers as essential when they are hiring.

Further Study

Around 30% of our graduates decide to continue studying and will use the Accounting Technicians Ireland qualification as a stepping stone into professional accounting, taxation or degree programmes.

All the main professional accountancy bodies offer Accounting Technicians Ireland graduates significant exemptions from their programmes.

Chartered Accountants Ireland

After completing Accounting Technicians examinations, many students choose to go on to study with our partner body, Chartered Accountants Ireland. Students who successfully complete second year with the minimum required mark are offered 3 exemptions from CAP 1.

Other Professional Bodies

A number of other professional bodies also offer exemptions to those who successfully complete our qualification. Graduates can progress towards obtaining a full qualification in Accountancy with the following professional bodies:

- Chartered Accountants Ireland
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Institute of Certified Public Accountants in Ireland (CPA)
- Institute of Incorporated Public Accountants (IIPA)
- Institute of Financial Accountants (IFA)

Additionally exemptions are offered by the Association of Tax Technicians for those who wish to specialise in this area. Further information is available on our website at www.accountingtechniciansireland.ie

The Accounting Technicians qualification gave me the drive and ambition to progress to Chartered Accountancy and has helped me become a partner in practice.

Johnny McElhinney, Partner,
John McElhinney & Co Chartered Accountants

Higher Education

There are also a range of Higher Education exemptions available upon successful completion of our Second Year qualification. We maintain formal exemption arrangements whereby students may transfer to the penultimate or final year of Bachelors degrees in Business, Accounting, and Finance in the following higher education Institutes:

- Athlone Institute of Technology
- Cork Institute of Technology
- Dublin Business School
- Galway-Mayo Institute of Technology
- Institute of Public Administration
- Institute of Technology Tallaght
- Swansea Metropolitan University
- Waterford IT

Other colleges may also consider our qualification for entry to their programme at their own discretion and on a case by case basis.
## Northern Ireland Colleges

### ANTRIM
- **Northern Regional College**
  - Full & Part-time
  - Ballylenna Campus
  - Trostan Avenue, Ballylenna, Co. Antrim, BT43 7BN.
  - Coordinator: Clive McIntosh
  - Tel: 028 2565 2871
  - www.nrc.ac.uk

### ARMAGH
- **Southern Regional College**
  - Part-time
  - Armagh Campus, Lonsdale Building, College Hill, Armagh, Co. Armagh, BT63 5BL
  - Coordinator: Jeff Lawson
  - Tel: 028 2565 2871
  - www.serc.ac.uk

### BELFAST
- **Belfast Metropolitan College**
  - Full & Part-time
  - 400 Shore Road, Newtownabbey, Co. Antrim, BT37 9RS
  - Coordinator: Florence Megaw
  - Tel: 028 9026 5121
  - www.belfastmet.ac.uk

### DOWN
- **South Eastern Regional College**
  - Part-time
  - Portadown Campus, 36 Lurgan Road, Portadown, Co. Armagh, BT63 5BR
  - Coordinator: Siobhan Breen
  - Tel: 028 9127 6600
  - www.serc.ac.uk

### DERRY/LONDONDERRY
- **Northern Regional College**
  - Part-time
  - Londonderry Campus
  - Strand Road, Londonderry, BT47 6AL
  - Coordinator: Ann McCallum
  - Tel: 028 6632 2431
  - www.src.ac.uk

### DONEGAL
- **Northwest Regional College**
  - Part-time
  - Donegal IT Centre
  - 22 Moneymore Road, Magherafelt, Co. Londonderry, BT45 6AE
  - Coordinator: Ann McCallum
  - Tel: 028 7918 2420
  - www.nwrc.ac.uk

### DUBLIN
- **Accounting Technicians Academy**
  - Part-time
  - 47-49 Pearse Street, Dublin 2
  - Coordinator: Snaobhe Bolger or Linda Mooney
  - Tel: 01 701 2743
  - www.accountingtechnicians.ie

### REPUBLIC OF IRELAND COLLEGES

### CAVAN
- **Cavan Institute**
  - Full-time
  - Cathedral Road, Cavan
  - Coordinator: Bernadette Bannor
  - Tel: 049 433 2683
  - www.cavaninstitute.ie

### CLARE
- **Ennis Community College**
  - Full-time
  - Harmony Row, Ennis, Co. Clare
  - Coordinator: Evelyn Darcy
  - Tel: 065 682 9432
  - www.enniscommunitycollege.com

### CORK
- **College of Commerce**
  - Full & Part-time
  - Morrison’s Island, Cork
  - Co. Cork
  - Coordinator: Annemarie Twomey
  - Tel: 021 432 6100
  - www.cit.ie

### DERRY/LONDONDERRY
- **Donegal Enterprise Centre**
  - Part-time
  - Donegal Enterprise Centre, Lurganboy, Donegal Town, Co Donegal
  - Coordinator: Sarah Sweeney
  - Tel: 074 927 2934
  - www.donegalexcentre.com

### DUBLIN
- **Accounting Technicians Academy**
  - Part-time
  - 47-49 Pearse Street, Dublin 2
  - Coordinator: Snaobhe Bolger or Linda Mooney
  - Tel: 01 701 2743
  - www.accountingtechnicians.ie

### Plunkett College
- **Plunkett College**
  - Full & Part-time
  - Swords Road, Whitehall, Dublin 9
  - Coordinators: Elaine O’Sullivan (F/T); Eithne Harrold (P/T)
  - Tel: 01 857 1869
  - www.plunketcollege.ie

### Rathmines College of Further Education
- **Rathmines College of Further Education**
  - Full-time
  - Town Hall, Rathmines, Dublin 6
  - Coordinators: Kieran Alcock
  - Tel: 01 497 5334
  - www.rathminescollege.ie

### INSTITUTE OF TECHNOLOGY TALLAGH
- **Institute of Technology Tallaght**
  - Part-time
  - Tallaght, Dublin 24
  - Coordinator: Patricia Morris
  - Tel: 01 404 2000
  - www.it-tallaght.ie

### Plunkett College
- **Plunkett College**
  - Full & Part-time
  - Swords Road, Whitehall, Dublin 9
  - Coordinators: Elaine O’Sullivan (F/T); Eithne Harrold (P/T)
  - Tel: 01 857 1869
  - www.plunketcollege.ie

### Rathmines College of Further Education
- **Rathmines College of Further Education**
  - Full-time
  - Town Hall, Rathmines, Dublin 6
  - Coordinators: Kieran Alcock
  - Tel: 01 497 5334
  - www.rathminescollege.ie
Our programme is also delivered in the Republic of Ireland free of charge for job seekers through training centres. For full details contact your local Employment Service Office or Training Centres 2015/2016.

Online Learning

Online study offers 24/7 accessibility and improved convenience where you can carry out learning at a time that suits you. This 26 week programme features the opportunity to gain a professional qualification from home. Students are assigned an online tutor and provided course materials and a vast range of online learning resources.

For further information contact our Online Programme Manager on 01 6498180 or email students@accountingtechniciansireland.ie
How do I Register?

If you would like to register as a new student, the easiest way is to register online at www.AccountingTechniciansIreland.ie/register

By registering online, students can also avail of our stepped payment facility. This lets you spread your professional fees over three payments throughout the year – see Fees and Financial Assistance for further details.

We will be happy to guide you through the registration process, and advise you on your nearest college and the course of study that is right for you.

So what are you waiting for? Take the first steps to a rewarding career as an Accounting Technician. After that, how far you go is up to you!

**Academic Calendar 2015 - 2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th May – October 2015</td>
<td>Registration period</td>
</tr>
<tr>
<td>1st September – 18th December</td>
<td>Term One (Weeks 1-12)*</td>
</tr>
<tr>
<td>2nd October 2015</td>
<td>Deadline for applying for exemptions</td>
</tr>
<tr>
<td>30th October 2015</td>
<td>Registration deadline</td>
</tr>
<tr>
<td>20th November 2015</td>
<td>Reasonable Adjustments application deadline</td>
</tr>
<tr>
<td>27th November 2015</td>
<td>IAS Exam [Summer] application deadline</td>
</tr>
<tr>
<td>27th November 2015</td>
<td>Second stepped payment deadline</td>
</tr>
<tr>
<td>4th January – 22nd April 2016</td>
<td>Term Two (Weeks 13-26)*</td>
</tr>
<tr>
<td>29th January 2016</td>
<td>Summer [May] Exam application deadline</td>
</tr>
<tr>
<td>29th January 2016</td>
<td>Third stepped payment deadline</td>
</tr>
<tr>
<td>11th – 16th April 2016</td>
<td>IAS Exam [Summer] period</td>
</tr>
<tr>
<td>9th – 18th May 2016</td>
<td>Summer Exam period</td>
</tr>
<tr>
<td>4th July 2016</td>
<td>Publication of Summer Exam results</td>
</tr>
<tr>
<td>15th July 2016</td>
<td>Autumn Exam application deadline (all subjects)</td>
</tr>
<tr>
<td>8th – 17th August 2016</td>
<td>Autumn Exam period</td>
</tr>
<tr>
<td>22nd – 27th August 2016</td>
<td>Autumn IAS Exam period</td>
</tr>
<tr>
<td>19th September 2016</td>
<td>Publication of Autumn Exam results</td>
</tr>
</tbody>
</table>

*Term dates are indicative only. Please check with your college for the exact start and end of term dates.

**Practical Work Experience Calendar 2015-2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>31st March 2016</td>
<td>Deadline for submission of Record of Work Experience (Spring Round)</td>
</tr>
<tr>
<td>5th August 2016</td>
<td>Deadline for submission of Record of Work Experience (Summer Round)</td>
</tr>
<tr>
<td>7th October 2016</td>
<td>Deadline for submission of Record of Work Experience (Autumn Round)</td>
</tr>
</tbody>
</table>
This form should be completed by new students only. If you have previously registered, you DO NOT NEED TO SUBMIT THIS FORM. Please read our prospectus carefully before filling in this form. Please use BLOCK CAPITALS throughout. The deadline for receipt of Student Registration Forms is 30th October 2015.

1. PERSONAL DETAILS

**Mr.** Mrs. Ms.  Male  Female
Surname  Date of Birth  D D M M Y Y Y
Firstname(s)  Address for Correspondence
County  Postcode
Home Tel  Office  Mobile
Email

Please note it is essential you provide us with a valid email address.

2. Educational Qualifications
   (Applicants under the age of 21 ONLY)

All applicants under 21 years of age must enclose certified copies of educational certificates.

**Leaving Cert**  **A-Level / AS Level Year**
Year  Y Y Y Y  Year  Y Y Y Y
Cert No.  Cert No.

3. College

Please give details of the college where you will be studying.

Name  Location
Full-Time  Part-Time  Online  Correspondence

4. EMPLOYMENT DETAILS
   (Tick all that apply)

- I am self-employed
- I am working in a finance-related area
- I am in full-time study
- I am working, but not in a finance-related area
- I am currently seeking employment
- Other (please specify) ..................................................................................................................................................................

Company Name  Job Title
Company Address
Company Tel  Name of Manager
Email address of Manager

Please tick the nature of business in which you are employed.

- Industry  Public Sector  Practice  Other (please specify) ..................................................................................................
Number of employees in the company:  1-10  11-50  51-100  101-500  500+
Is your company paying your professional fees?  Yes  No

5. ACCOUNTING TECHNICIANS IRELAND

How did you first learn about Accounting Technicians Ireland?

- Careers Teacher  Family, friends etc
- Local College  Advert  Advert in (please specify) ..................................................................................................
- Employer  Internet  Other (please specify) ..................................................................................................
- Previous student with IPASS
### 6. FEES 2015/2016

#### Mandatory Fees

- **Registration fee** €170/£140.  

#### Course Materials fee

- (€65/£55 PER SUBJECT).  

Please tick the relevant box(es) for the subject(s) you are studying in the 2015/2016 Academic Year:

##### First Year

- Financial Accounting
- Taxation (ROI)
- Taxation (NI)
- Business Management
- Law & Ethics (ROI)
- Law & Ethics (NI)

**Total**

##### Second Year

- Advanced Financial Accounting
- Advanced Taxation (ROI)
- Advanced Taxation (NI)
- Management Accounting
- Integrated Accounting Systems

**Total**

Exemption fee

- Subjects at (€50/£45 per subject).

**Total**

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1. Fees effective until 7th April 2016.
2. This includes your annual Student fee.
3. Students are required to purchase Course Materials for all subjects they are studying in the 2015/16 academic year with the exception of subjects for which they have been awarded exemptions. Course Materials include your subject textbook and solutions as well as access to the entire range of KnowledgePoint Online Tutorials. Your ordered textbooks will be delivered during office hours (Mon-Fri) and will require a signature upon receipt. Please tick your preferred address for delivery:
   - Address for correspondence
   - Company address

4. It is only possible to take Second Year subjects where you have successfully passed, or are exempt from, at least three First Year subjects, including both Taxation and Financial Accounting.

5. If you were awarded exemptions by Accounting Technicians Ireland, a copy of the exemption letter you received from us must accompany this Student Registration Form.

### 7. DECLARATION

**Please Note:** This registration does not constitute a legally binding agreement until Accounting Technicians Ireland issues you with confirmation to that effect.

I hereby apply for registration as a student of Accounting Technicians Ireland and understand that if I do not meet the entry requirements as set out by Accounting Technicians Ireland any fees paid by me to Accounting Technicians Ireland will be refunded in full and I will not be eligible to undertake a recognised course of study or sit examinations. I undertake if registered and so long as I remain so, to observe and abide by the Rules & Regulations, and Code of Professional Ethics of Accounting Technicians Ireland as published on their website. I understand that I must complete a course in an approved partner college recognised by Accounting Technicians Ireland before presenting for Examination, and that I may receive emails and SMS messages from time to time from Accounting Technicians Ireland. I understand and accept that passing all Second Year Examinations does not automatically entitle me to the Accounting Technicians Ireland qualification unless I satisfy the other conditions for completing the work experience requirements as set out by Accounting Technicians Ireland. I am aware that I must submit a separate examination application form and appropriate fee. Enclosed are certified copies of the certificates required in section 2 of this form (if relevant), together with payment. I accept that the information given by me will only be used for its intended purpose and will not be passed to any third party without my consent. I consent to Accounting Technicians Ireland collecting, using and disclosing my examination results to my current College/Training Centre for their records.

Signed .......................................................... Date __________/________/______

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### 8. PAYMENT DETAILS

Stepped Payments are available to students who register online at: [www.AccountingTechniciansIreland.ie/register](http://www.AccountingTechniciansIreland.ie/register)

Alternatively, please select one of the following payment options:

- Postal Order
- Draft/cheque
- Debit Card
- Credit Card

Please make cheques payable to Accounting Technicians Ireland.

If paying by card, complete below:

- VISA Credit
- MasterCard
- LASER
- VISA Debit
- DELTA
- MAESTRO
- ELECTRON
- Switch/SOLO

Please charge my account with the final total amount shown. I am aware that a handling charge of (€4.50/stg£4) applies to all credit card payments.

Card No. ____________________________ CCV __________

Cardholder Name .......................................................... Expiry Date __________/________/______

Cardholder signature ......................................................... Final Total __________

Please send the completed form, along with any necessary supporting documentation, to: Student Registrar, Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2. Should you require a Student Card, please send a passport-sized photograph to: Student Registrar, Accounting Technicians Ireland.
Dublin
47–49 Pearse Street
Dublin 2
Contact: Leda Egri
Tel: 01 649 8100
Fax: 01 633 6846

Belfast
The Linenhall
32-38 Linenhall Street
Belfast BT2 8BG
Contact: Mary Armstrong
Tel: 028 90 435 840
Fax: 028 90 230 071

info@accountingtechniciansireland.ie

www.accountingtechniciansireland.ie