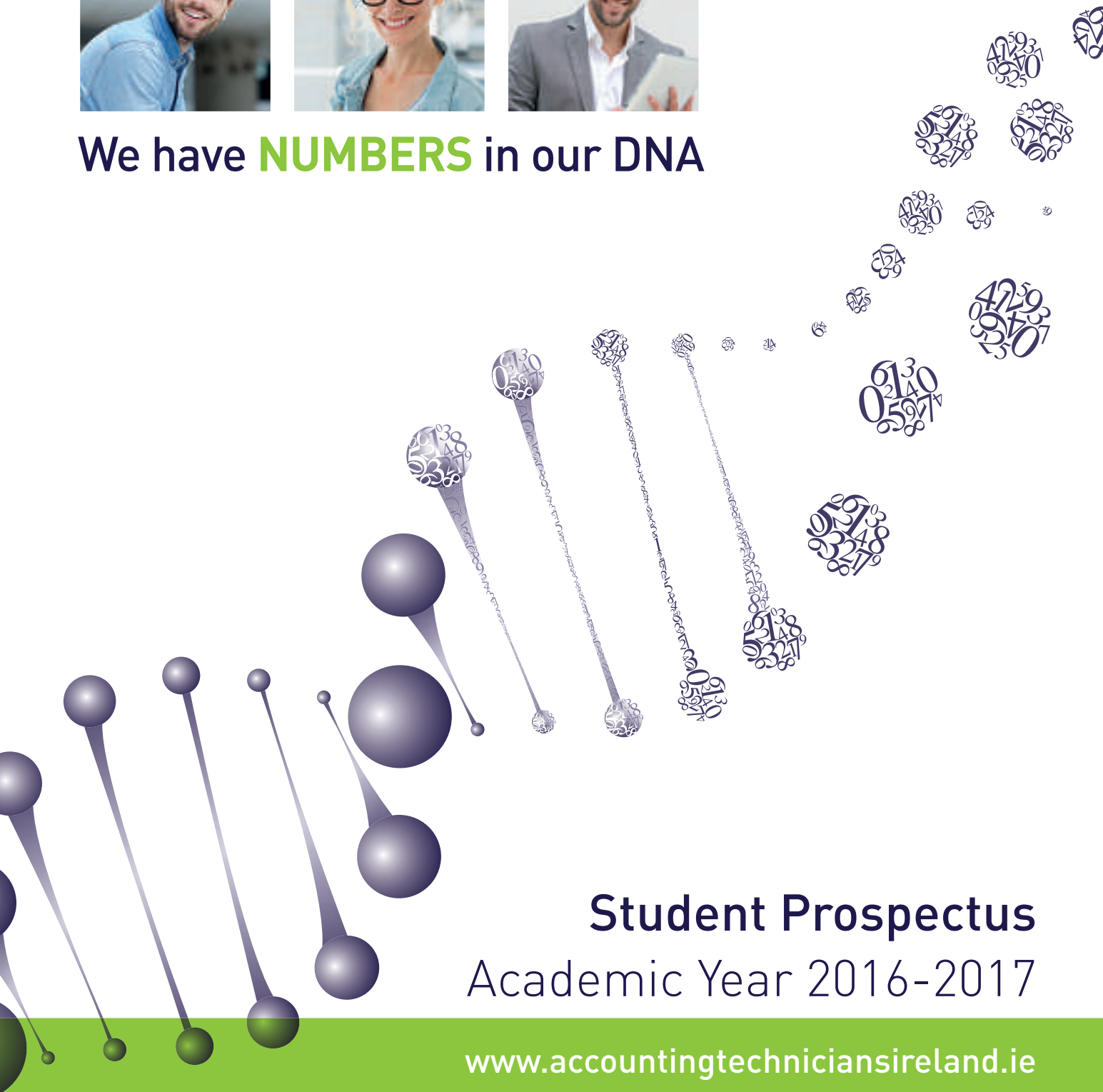




Accounting
Technicians
Ireland



We have **NUMBERS** in our DNA



Student Prospectus
Academic Year 2016-2017

www.accountingtechniciansireland.ie

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Accounting
Technicians
Ireland

21A



We have **NUMBERS** in our DNA



DIPLOMA
ATI
x 2 years =


The possibilities are infinite.

About us

Accounting Technicians Ireland is the leading professional Accounting Technicians body, with more than 10,000 members and students across the Island of Ireland. We promote the highest standards of excellence in education to our students and our members.

Founded in 1983, Accounting Technicians Ireland provides a nationally and internationally recognised accounting qualification. Our graduates are employed in industry, commerce, private practice and the public sector.

Our innovative qualification combines professional examinations with practical work experience, to ensure our graduates bring real value to the jobs market. Students develop skills in cutting-edge accounting software used by business today. As qualified members of Accounting Technicians Ireland, graduates are entitled to use the respected and valued MIATI designation after their name. Many employers see this 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. Graduates can further progress their career in accounting by going on to study with Chartered Accountants Ireland, or a range of other professional accounting bodies and higher education institutes.

We have offices located in Dublin and Belfast and we have strong links with local college networks throughout the Island of Ireland.

We have numbers in our DNA. Do you?

Five great reasons to choose Accounting Technicians Ireland

1

Leading professional body for Accounting Technicians on the Island of Ireland

2

Extensive network of college partners throughout the Island of Ireland

3

Excellent Recruitment Services focused on expanding Accounting Technicians jobs market

4

Wide range of Membership Services to help develop your career

5

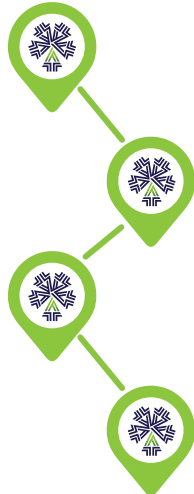
Strong links with professional accounting bodies and higher education institutes

Our Numbers Speak for Themselves



We were **ESTABLISHED** in **1983**

95%
of our members
are employed

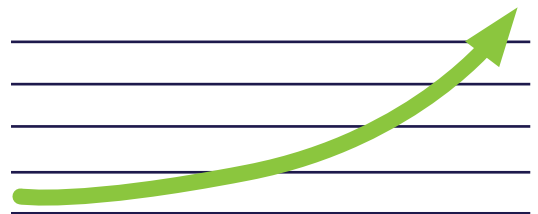


We have
**4 DISTRICT
SOCIETIES**
nationwide

We have more than
**70 COLLEGE
LOCATIONS** in
Ireland



We have more than
10,000 MEMBERS
and **STUDENTS**
across the Island
of Ireland



There was a **66% INCREASE** in demand for
Accounting Technicians last year



Our graduates enter the jobs market with **2 YEARS'**
experience under their belt

Our students can choose from
4 STUDY OPTIONS



- 1 Full-time**
- 2 Part-time**
- 3 Online**
- 4 Apprenticeship**



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. As our economy continues to improve, the overall jobs market in the accountancy and finance sectors in Ireland remains very positive.

- There was a 66% increase in demand for Accounting Technicians across the Island of Ireland in 2015
- A recent analysis of the labour market (National Skills Bulletin 2015 ROI) confirms continuing shortages for accounting technician skills, deeming it a niche area
- In Northern Ireland, it is predicted that over half of net new jobs in the next decade will be in accounting and audit activities (UK Commissioner's Employer Skills Survey 2011: Northern Ireland)

Accounting Technicians 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 sectors and industries 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 another career option for qualified Accounting Technicians, and many of our Members run their own successful accountancy practice. In addition, many Accounting Technician graduates enrol in further study, using the qualification and the exemptions it brings as a stepping stone as they work towards becoming a fully qualified accountant.



Qualification Overview

Accounting Technicians Ireland awards two nationally and internationally recognised qualifications:

- 🌱 Certificate for Accounting Technicians (One Year)
- 🌱 Diploma for Accounting Technicians (Two Years plus Work Experience)

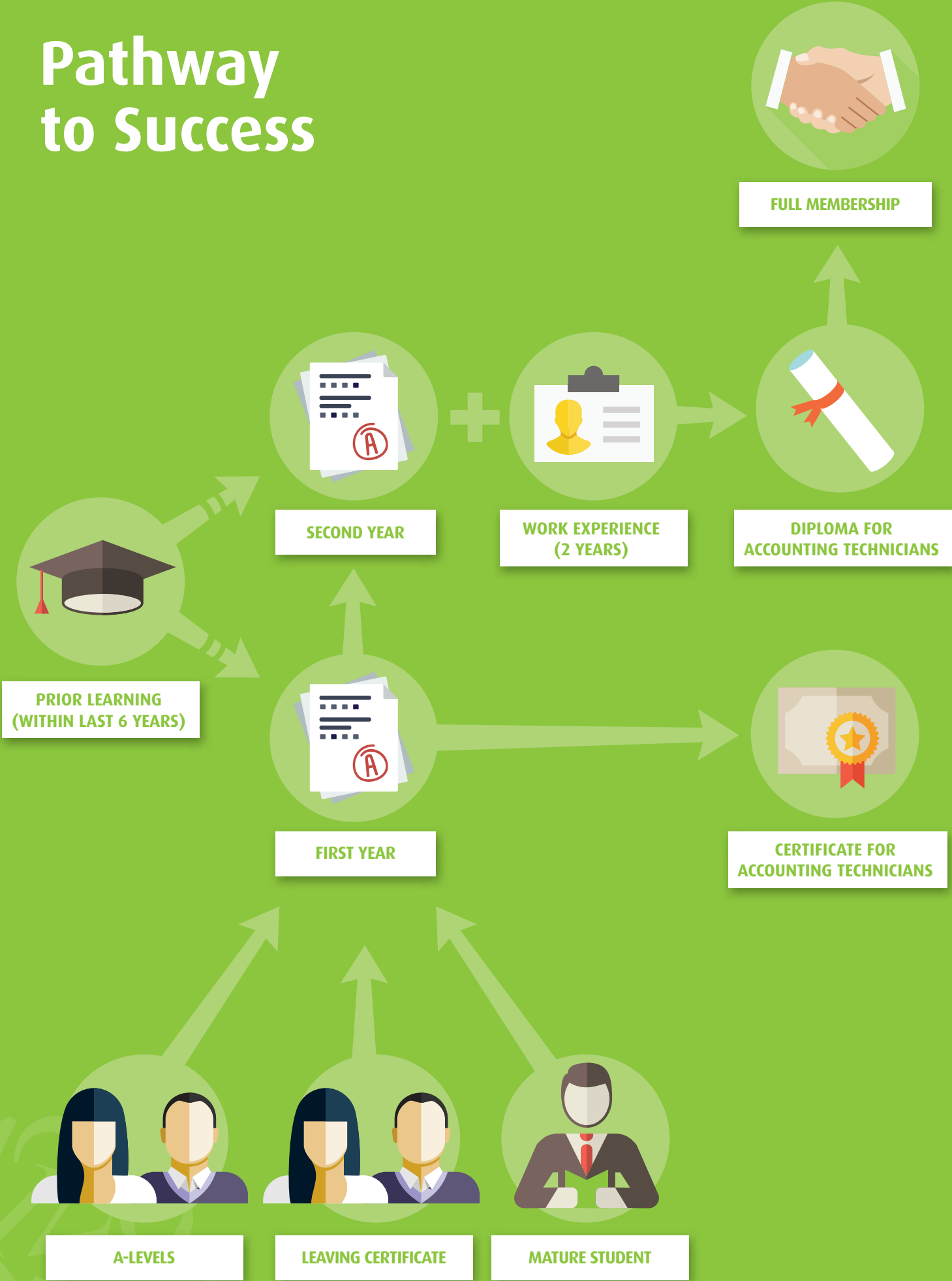
The Certificate for Accounting Technicians is awarded upon successful completion of the First Year and the Diploma for Accounting Technicians is awarded upon successful completion of both the First and Second Year, plus the completion of Work Experience requirements.

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.

Employers at home and abroad know that Accounting Technicians Ireland graduates have this real and relevant experience, which adds to the strength of our qualification over other 'class-only' courses.

Our graduates can go straight into an interview and discuss strengths which were developed 'on-the-job' as well as in the classroom.

Pathway to Success



The Qualification

Whatever your background is, our qualification is designed to fast-track your career in accounting and finance.

Whether you choose to study the Certificate or the Diploma for Accounting Technicians, our qualification will put you on the fast track to success in your accounting career. Both qualifications are designed to meet the strong and specific demand for qualified Accounting Technician professionals in all Irish sectors, 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. The Work Experience component on the Diploma ensures graduates further increase their chances on the jobs market by bringing real, 'on-the-job' experience to interviews.

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. Moreover, it opens doors to further accounting studies via exemptions with professional bodies and higher education institutes.

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 not yet pursued a professional qualification
- 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 finance role such as bookkeeping, 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



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, EY



Work Experience

One of our Diploma's greatest attractions is the two years' full-time work experience (or the equivalent part-time) that students get under their belt before graduation.

Employers know that Accounting Technicians Ireland graduates have this real and relevant experience, and this adds to the strength of our qualification over other 'class-only' courses. Our graduates can go straight into an interview and discuss strengths which were developed 'on-the-job' as well as in the classroom.

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.

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 comparable to a Level 6 qualification on the National Framework of Qualifications (NFQ) in the Republic of Ireland and is a Level 4 award in the UK and Northern 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 while they complete the Work Experience requirements of the Diploma qualification.

CERTIFICATE + 2ND YEAR + WORK EXPERIENCE

Diploma for Accounting Technicians

The Diploma for Accounting Technicians is comparable to a Level 6 qualification on the National Framework of Qualifications (NFQ) in the Republic of Ireland and is a Level 5 award in the UK and Northern 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, Head of Operations & Financial Controller at Topcon Ireland & Northern Ireland





Study Options

Accounting Technicians Ireland offers four study options. Whichever option you choose, your learning will involve a combination of academic study and work experience. For further details on any of these options, please contact Student Services on 01 6498180 or email register@accountingtechniciansireland.ie

Full-Time Study

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). 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 **Approved Partner Colleges** on **Pages 34-35** for details on where you can study.

Full-time state-funded courses are also provided to jobseekers in a number of Approved Partner Training Centres in the Republic of Ireland. Certificate (One Year) and often Diploma (Two Year) courses are available, and the training courses are free to eligible jobseekers. Please contact your local Employment Services Office (Intreo) to check your eligibility and discuss the training options available.

Part-Time Study

Part-time study normally involves evening lectures twice weekly, although some Approved Partner Colleges may deliver day-time options. Students choosing the part-time programme can opt to work during the day while they are studying at night, and gain valuable experience towards their qualification. Students can also choose to study online.

See our **Approved Partner Colleges** on **Pages 34-35** for details on where you can study.

Higher-Level Apprenticeship in Accountancy & Finance (Northern Ireland)

Our Higher-Level Apprenticeship in Accountancy & Finance is a fully funded full-time work-based programme which enables you to earn while you learn and gain a nationally and internationally recognised professional qualification.

You will be employed in an accountancy practice or an organisation with a suitable accounts department for two years. The programme provides an alternative entrance route to starting your career in accountancy and finance. It is also equivalent to a Foundation Degree programme and is recognised by leading accountancy bodies.

You will gain lots of valuable knowledge, practical skills and work experience as well as an internationally recognised qualification gained on a day release basis – the Diploma for Accounting Technicians, a Level 5 qualification. The programme is supported by Chartered Accountants Ireland, Colleges NI and many leading accountancy and industry employers in Northern Ireland.

Upon completion of the programme, you may be eligible to progress to full chartered accountancy status through Chartered Accountants Ireland's professional Level 7 programme.

“ 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, Higher Level Apprentice at Belfast Metropolitan College



Accounting Technician Apprenticeship (Republic of Ireland)

Following the success of the Apprenticeship programme in Northern Ireland, prospective students in the Republic of Ireland now have the opportunity to take up this innovative, earn-as-you-learn route into professional accountancy.

The Accounting Technician Apprenticeship commences in September 2016 and will be delivered in the following colleges:

- Blackrock Further Education Institute
- Rathmines College of Further Education
- Bray Institute of Further Education
- Monaghan Institute
- Cork College of Commerce

It is the only Apprenticeship Council-approved programme of its kind in the Republic of Ireland. Apprentices will be awarded the Diploma for Accounting Technicians upon successful completion of the programme.

For further information, visit www.accountingtechnicianapprenticeship.ie or contact Accounting Technicians Ireland's Dublin office on (01) 649 8100.

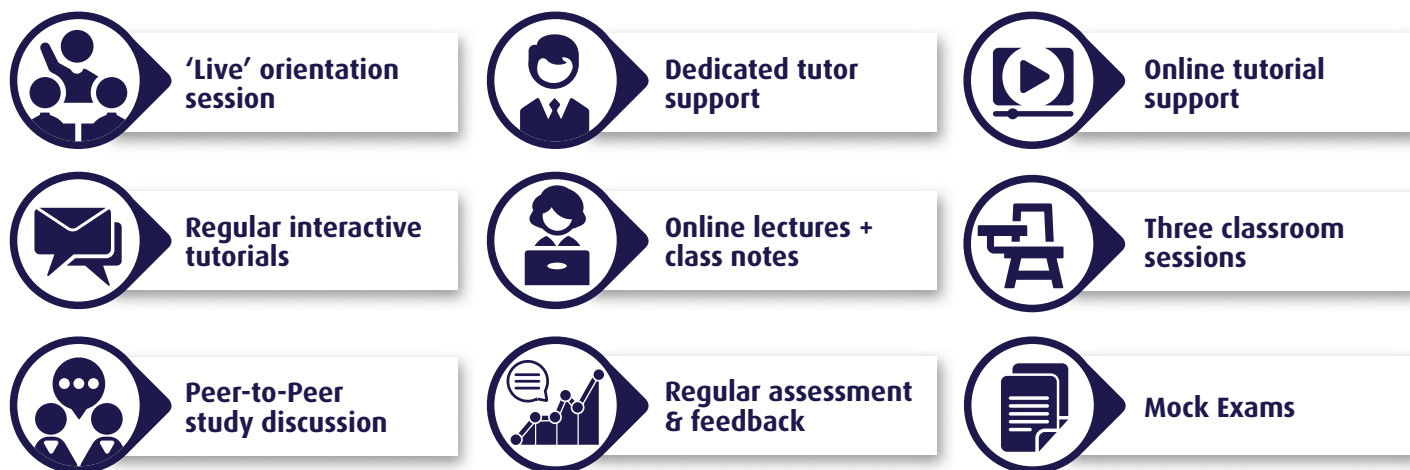


Study Accounting Technicians Ireland Online

We have taken the high standards we have set in course content and tutor support, and combined them with the finest online learning resources. Our Accounting Technicians Part-time Online Programme offers our in-demand qualification, delivered in a modern and flexible way.

Studying online allows you to set your own pace but you are not learning alone. In addition to a recorded lecture in every subject each week, you have the ongoing support of our dedicated online tutors. There are also virtual classes, face-to-face weekends, subject and student forums and subject assessments throughout the year.

The programme provides a supportive online learning environment in the following ways:



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

Sophie Hayley MIATI, former online student

As an online student, you can study at your own pace, and you can combine study with work and other commitments. Our online programme is a popular option among busy professionals who work at home, or prefer to study at home, as well as those whose personal commitments mean they don't have time to get to classes or lectures.

Online Programme Timetable

Commencing September 17th 2016 (Orientation Day), lectures are released on Mondays and run for a total of 26 weeks. There are three weekend face-to-face sessions in November, January and March.



Visit our website to access a free sample session. **To register for online study with Accounting Technicians Ireland, please email register@accountingtechniciansireland.ie or phone (01) 649 8181.**



Funded Online Training for Jobseekers at Tallaght Training Centre

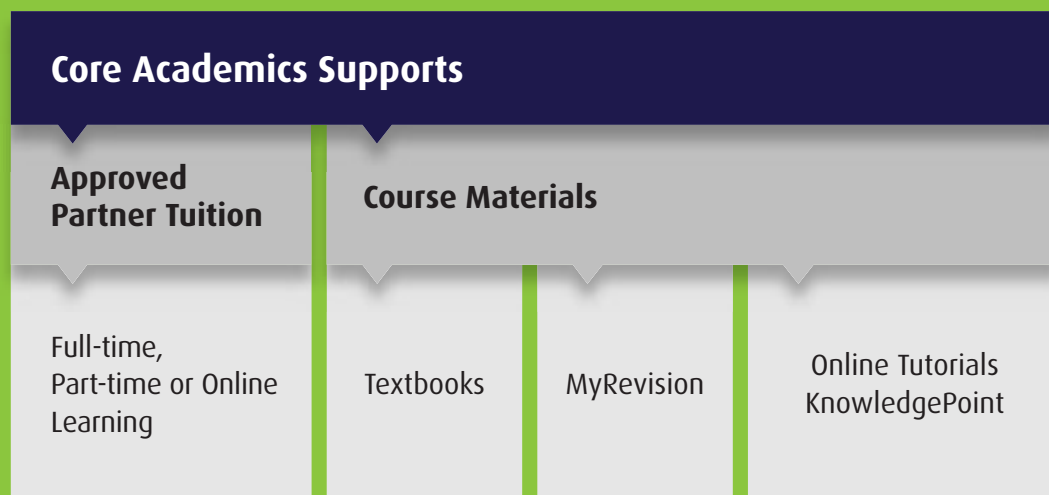
Tallaght Online Training Centre will also provide the Certificate and Diploma for Accounting Technicians online. The programme is available **free to qualifying job seekers and those wishing to reskill**. Please see www.dublintrainingcentres.ie/courses/accounting-technician-year-1 for further information.

Registration is now taking place for both Year 1 and Year 2, for more information, please contact Rosaleen O'Rourke at DDLETB Training Centre, Tallaght, on (01) 427 5468.

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



Academic & Career Guidance

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

knowledgepoint





Course Materials

Our perfect blend of textbook and online-based learning resources equips you with everything you need to excel in your exams and in the jobs that will follow.

Textbooks

Accounting Technicians Ireland's textbooks are the best place to begin your studies. When preparing for your exams, make sure to 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. You'll find more than 100 practice questions, including self-assessment questions featured in your textbooks, additional exam-standard multiple-choice questions and short computational ones. You'll also find a range of past and sample papers, to help you prepare for your exams.

You can access 'MyRevision' at any time by logging on to the online student portal TouchPoint.

KnowledgePoint

Your course materials package also includes full access to the entire range of KnowledgePoint online tutorials. Viewing an online tutorial is virtually the same as being in the room with the lecturer. All our online resources can be viewed on your PC, tablet or smartphone.

“ 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

Examinations for both first and second year students are held in May. There is a supplementary session in August where a repeat or a resit is required. Second year students also have a computer-based examination on Integrated Accounting Systems, which takes place in April.

Students have a maximum timeframe of 10 years* to successfully complete all exams, which means they have great flexibility if their circumstances demand it. However, most students will successfully complete the exams over a two-year period.

Students can sit their exams in 16 exam centres nationwide, and they will be credited with a pass in individual papers if they obtain 50% or higher.

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:

- Five ordinary level subjects (including English and Maths/Accountancy at either level.)
or
- Two ordinary level and two higher level subjects (including English and Maths/Accountancy at either level.)
or
- Applied Leaving Certificate applicants should contact the Student Services Team on 01 649 8180 for further information.

School-leavers in **Northern Ireland** should have obtained one A-Level or two 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 QQI/FETAC award in the Republic of Ireland or QCA and BTEC National Diploma in Northern Ireland may be eligible to register.

The Certificate and Diploma for
Accounting Technicians

Exemptions

If you have completed relevant qualifications within the last six years, you may be eligible for exemptions from certain first-year exams.

To be considered for exemptions, these relevant qualifications must be a minimum of QQI Level 6 in the Republic of Ireland or Level 4 in Northern Ireland (or higher). Please note that exemptions are not available for second-year exams.

You can apply for exemptions free of charge, though there is a charge of €50/£40 to accept any exemptions that are offered. The closing date to apply for exemptions is October 3, 2016.

The application form, along with further information on Accounting Technicians Ireland's exemption policy, is available on www.accountingtechniciansireland.ie/exemptions

For further information on exemptions, please 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

Registration opens in March and the closing date for registration is October 28, 2016. However, to ensure that you receive your Course Materials* in good time for class, it is advisable to register in the summer before classes start in September.

If you register online, you can also avail of our stepped payment facility, which 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 or 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 commences on September 1, 2016 and will be free of charge until October 16, 2016.



Getting Started

Apply for Exemptions

If you have completed a relevant qualification in the last six 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 3rd October 2016.

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 34-35**.

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 2016.

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 March 2016.



Course Delivery



Approved Partner Colleges

Accounting Technicians Ireland approves education providers who support students as they work towards our qualifications. Our courses, both full-time and part-time, are available at more than 70 Approved Partner colleges and training centres throughout the Republic of Ireland and Northern Ireland.

These currently include Education & Training Boards (ETBs), Institutes of Technology, Colleges NI and leading private colleges. The full list of **Approved Partner Colleges** can be found on **Pages 34-35**.

Tuition is provided by the Approved Partner College, and exams take place in 16 exam centres around the country.

The Diploma for Accounting Technicians qualification is awarded by Accounting Technicians Ireland and is recognised both nationally and internationally.

Study at the Accounting Technicians Academy

You can also choose to study at our state-of-the-art campus here in the heart of Dublin City. The Academy has the most modern facilities and teaching tools to support students during their studies and enhance their learning experience.

The campus is located at CA House, Pearse Street, Dublin 2. It is within a short walking distance of all public transport hubs.

Features of the Academy Programme include:



“ Lecture halls and amenities are second to none: bright, modern and comfortable and great for evening studying. All lecturers have been very helpful from day one, exam preparation has been great and the additional Saturday seminars have proven to be a great revision tool. ”

Dennis Werian, former Academy student




Academy Lecture Timetable

Commencing 13th September 2016, 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.

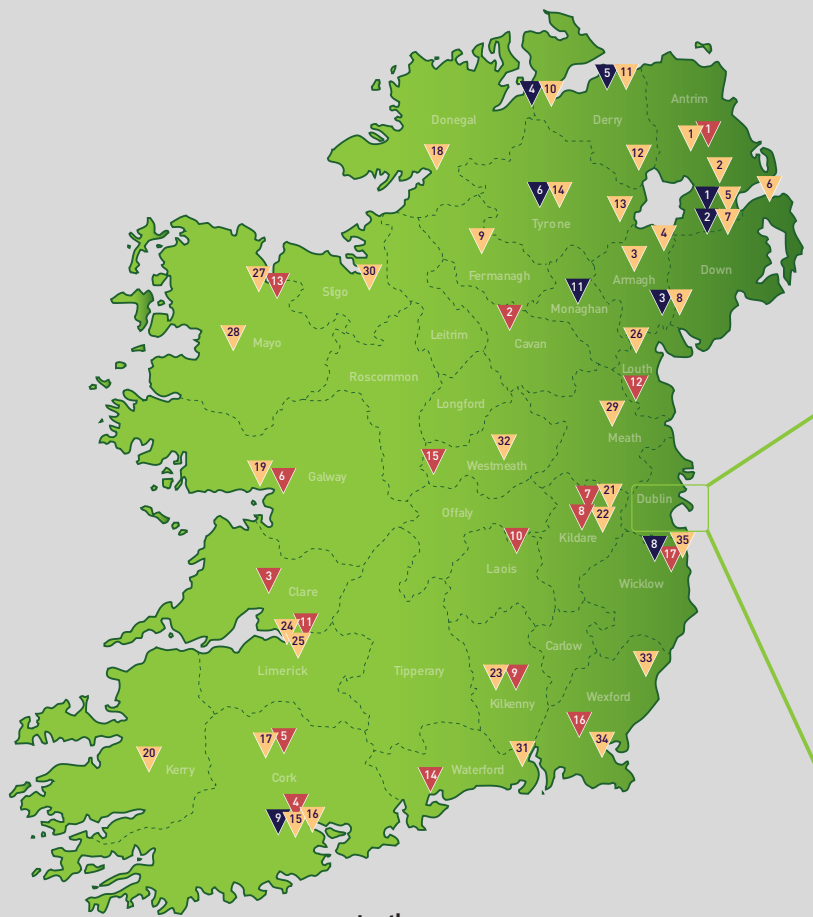


To learn more about the Accounting Technicians Academy, visit www.accountingtechniciansireland.ie/academy or contact Leda Egri, Programme Manager, on (01) 649 8120 or register@AccountingTechniciansIreland.ie




Map of Approved Partner Colleges

-  Part-time courses
-  Full-time courses
-  Apprenticeship



Full contact details for all colleges are available on Pages 34-35



Antrim

-  1  1 Northern Regional College (Ballymena Campus)
-  2 Northern Regional College (Newtownabbey Campus)


Armagh

-  3 Southern Regional College (Armagh Campus)
-  4 Southern Regional College (Portadown Campus)

Belfast

-  5  Belfast Metropolitan College




Down

-  6 South Eastern Regional College (Bangor Campus)
-  7  2 South Eastern Regional College (Lisburn Campus)
-  8  3 Southern Regional College (Newry Campus)



Fermanagh

-  9 Southwest College (Enniskillen Campus)


Londonderry

-  10  4 North West Regional College (Londonderry Campus)
-  11  5 Northern Regional College (Coleraine Campus)
-  12 Northern Regional College (Magherafelt Campus)


Tyrone

-  13 Southwest College (Dungannon Campus)
-  14  6 Southwest College (Omagh Campus)


Cavan

-  2 Cavan Institute (Cavan)


Clare

-  3 Ennis Community College (Ennis)

Cork

-  15  4  9 College of Commerce (Cork)
-  16 Cork Institute of Technology (Cork)
-  17  5 Mallow College of Further Education (Mallow)


Donegal

-  18 Donegal ETB (Letterkenny)

Galway

-  19  6 Galway/Mayo Institute of Technology (Galway)



Kerry

-  20 Killarney Community College (Killarney)


Kildare

-  21 Cenit College (Naas)
-  7 Oiliona (Maynooth)
-  22 Piper's Hill College (Naas)
-  8 Leixlip Further Education & Training Centre (Leixlip)

Kilkenny

-  23  9 Ormonde College (Kilkenny)



Laois

-  10 Portarlington Adult Education Centre (Portarlington)

Limerick

-  24  11 Limerick College of Further Education (Limerick)
-  25 Griffith College Limerick (Limerick)

Louth

-  26 Dundalk Institute of Technology (Dundalk)
-  12 (Drogheda Institute of Further Education)


Mayo

-  27  13 Further Education Centre (Ballina)
-  28 Davitt College (Mayo Adult Education Centre) (Castlebar)


Meath

-  29 Beaufort College (Meath VEC) (Navan)

Monaghan

-  11 Monaghan Institute (Monaghan Town)



Sligo

-  30 CMD Group (Collooney)

Waterford

-  14 Colaiste Chathail Naofa (Dungarvan)
-  31 Waterford College of Further Education (Waterford)

Westmeath

-  15 Athlone Institute of Technology (Athlone)
-  32 Mullingar Community College (Westmeath VEC) (Mullingar)

Wexford

-  16 Colaiste Abbain (Adamstown)
-  33 Gorey Community School (Gorey)
-  34 Wexford, CTEC (Community Training & Education Centre)

Wicklow

-  35  17  8 Bray Institute of Further Education (Bray)

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 **1** **7** Blackrock Further Education Institute
(BFEI)
(Blackrock, Co. Dublin)

4 Blanchardstown Institute of
Technology
(Blanchardstown, Dublin 15)

5 **2** Colaiste Ide
(Finglas, Dublin 11)

6 **3** Crumlin College of Further Education
(Crumlin Road, Dublin 12)

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

8 **4** Institute of Finance Training
(Sandyford, Dublin 18)

9 Institute of Technology Tallaght
(Tallaght, Dublin 24)

10 **5** Plunket College
(Whitehall, Dublin 9)

6 **10** Rathmines College of Further
Education
(Rathmines, Dublin 6)

Fees and Financial Assistance

Students pay professional fees to Accounting Technicians Ireland. Professional fees cover student registration, exam fees, course materials and other student supports.

First Year Professional Fees

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

Course textbooks will be delivered free of charge by courier up to 16th October 2016. 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 Professional Fees

	1 Subject	2 Subjects	3 Subjects
Registration	€85/£70	€85/£70	€85/£70
Exam Fee	€75/£65	€150/£130	€225/£195
Course Material Fee	€65/£55	€130/£110	€195/£165
Total	€225/£190	€365/£310	€505/£430

NOTE:

IAS Exam €120/£105

Course Material €65/£55

Typically a student progressing to second year and studying all four subjects will pay professional fees of €690/£590.

Tuition Fees

In addition to these professional fees, students pay tuition fees to the colleges where they choose to study. Please note that tuition fees can vary depending on the college chosen.

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 2016 at www.accountingtechniciansireland.ie/register

First Year Stepped Payments

	1 Subject	2 Subjects	3 Subjects	4 Subjects
At Registration	€112.64 / £94.48	€163.50 / £138.08	€214.38 / £181.68	€265.24 / £225.28
25th November 2016	€103.33 / £86.66	€150 / £126.66	€196.66 / £166.66	€243.33 / £206.66
27th January 2017	€103.33 / £86.66	€150 / £126.66	€196.66 / £166.66	€243.33 / £206.66
Total	€319.30 / £267.80	€463.50 / £391.40	€607.70 / £515.00	€751.90 / £638.60

* An administration fee of 3% applies.

Second Year Stepped Payments

	1 Subject	2 Subjects	3 Subjects
Registration	€81.75 / £69.04	€132.61 / £112.64	€183.49 / £156.24
25th November 2016	€75.00 / £63.33	€121.67 / £103.33	€168.33 / £143.33
27th January 2017	€75.00 / £63.33	€121.67 / £103.33	€168.33 / £143.33
Total	€231.75 / £195.70	€375.95 / £319.30	€520.15 / £442.90

* An administration fee of 3% applies.

NOTE:

IAS Exam €120/£105

Course Material €65/£55

This can be added into the Steps. Exemption fees and tuition fees for Academy and the Online Programme are included during the registration process. Fees are applied when you input the exemption code and select your college option.

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
- Accounting Technician Apprenticeship. Enquiries should be directed to Accounting Technicians Ireland.

Northern Ireland

- Student Grants are available from your local Student Finance NI Office www.studentfinancenl.co.uk
- Funding may be available from employers
- Higher-Level Apprenticeship in Accountancy & Finance. 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 (01) 649 8180 for further information.

Affiliate Membership

When you have passed your Accounting Technicians Ireland examinations, Affiliate Membership is the next step along your journey. 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 Work Experience requirements.



Work Experience requirements are based on Learning Outcomes and Assessment Criteria, and this is a really valuable facet of our qualification: our graduates have taken what they learnt in the classroom and applied it in a work environment. There is no limit to the amount of time you have to gain your work experience so you can remain an Affiliate Member for as little or as much time as is needed.

As an Affiliate Member, you can access a vast range of new services which can help you while you are working toward completing your Work Experience assessment:

Support in Securing Work Experience

Accounting Technicians Recruitment is a specialist recruitment service that caters to accounting professionals at all levels. They 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 (CPD) 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. These are formal networking groups run by Members, for Members. You can attend a selection of social and educational events and meet Members to network, learn new skills or simply to socialise.

Once you have completed your Work Experience component, you are eligible to become a Full Member who is entitled to use the professional letters MIATI after your name.

Find out more about Affiliate Membership by visiting www.accountingtechniciansireland.ie/Affiliates. You can also contact Phil McDonald, Member Services Manager, on (01) 649 8116 or email members@accountingtechniciansireland.ie



Full Membership

Full Membership of Accounting Technicians Ireland allows you to join a professional accounting body that will assist and support your career development throughout your working life.

Once you pass your exams and obtain two years' relevant work experience, you are eligible to become a Full Member and to use the professional letters MIATI.

The MIATI designation is a guarantee to employers of your professional standing and ability. It tells them you are a fully qualified Accounting Technician who has the "on-the-job" skills they need.

You become part of Accounting Technicians Ireland's Member network where you can share your professional experience with your fellow colleagues.

Benefits

For an annual membership subscription of only €160/£140, you get:

- Discounts on CPD training
- Free career advice and recruitment services
- Free Technical Enquiry Service
- Invitations to networking activities and events
- Exemptions for further study
- Free member newsletters
- Free Subscription to *Accountancy Ireland*, the Island's leading professional accountancy magazine, and access to its free app
- Discounts on travel and leisure
- A wide range of technical resources and benefits from our partner body Chartered Accountants Ireland

Find out more about Full Membership by visiting www.accountingtechniciansireland.ie/members. You can also contact Phil McDonald, Member Services Manager, on (01) 649 8116 or email members@accountingtechniciansireland.ie

Fellow Membership

Fellows are highly experienced Members of Accounting Technicians Ireland, who are entitled to use the professional letters FIATI to differentiate their senior experience and expertise within the accounting profession.

For an annual subscription fee of only €165/£145, you continue to receive our wide range of member benefits, as well as exclusive fellow benefits such as:

- Further affinity benefits
- Further discounts on CPD courses
- Invitations to select social and educational events

Fellow Membership is open to anyone who has been a Full Member of Accounting Technicians Ireland for eight continuous years and has at least five years' experience in a senior accounting role.

Invitations to apply for Fellow Membership are issued each year to all qualifying Members.

Find out more about Fellow Membership by visiting www.accountingtechniciansireland.ie/members. You can also contact Phil McDonald, 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 you:

- Full-time, part-time, contract and permanent job opportunities
- Advice on preparing your CV
- Advice on preparing for your interview
- 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 find out more about Accounting Technicians Ireland Recruitment Services or apply for any of the latest job vacancies on offer, contact Recruitment Services on (01) 649 8126 or email info@accountingtechniciansrecruitment.ie



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 qualification 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 SME Practice sector that was heavily affected in the downturn. Most have seen growth in their business 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

Explore new horizons, reach new levels, open new doors

Many of our graduates use their Accounting Technicians Ireland qualification as a stepping stone into higher-level professional accounting, taxation or degree programmes.

Our graduates enjoy significant exemptions from programmes offered by all of the main professional accountancy bodies, including our partner body, Chartered Accountants Ireland.

Chartered Accountants Ireland

Chartered Accountants Ireland is a professional accountancy body representing more than 25,000 members around the world. Many of our students progress to Chartered Accountants Ireland, where they are offered three exemptions from CAP 1 (Chartered Accountants Proficiency 1).

Other Professional Bodies

Our graduates also enjoy exemptions from programmes offered by the following professional bodies, as they work to become a fully qualified accountant:

- 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)

Further exemptions are offered by the Association of Tax Technicians for those who wish to specialise in this area. Learn more about this option 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

Students who complete our Second Year programme may transfer to the penultimate or final years of Bachelor's 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
Ballymena Campus
Trostan Avenue, Ballymena,
Co. Antrim, BT43 7BN.
Coordinators: Claire Lowry /
Roisin McAlinden
Tel: 028 2565 2871
www.nrc.ac.uk

Northern Regional College
Part-time
Newtownabbey Campus
400 Shore Road, Newtownabbey,
Co. Antrim, BT37 9RS
Coordinators: Raymond Robinson /
Claire Lowry
Tel: 028 9085 5000
www.nrc.ac.uk

ARMAGH

Southern Regional College
Part-time
Armagh Campus, Lonsdale Building,
College Hill, Armagh,
Co. Armagh, BT61 7HN
Coordinator: Florence Megaw
Tel: 028 3752 2205
www.src.ac.uk

Southern Regional College
Part-time
Portadown Campus,
36 Lurgan Road, Portadown,
Co. Armagh, BT63 5BL
Coordinator: Joan McAfee
Tel: 028 3839 7777
www.src.ac.uk

BELFAST

Belfast Metropolitan College
Part-time
7 Queens Road, Belfast, BT3 9DT
Coordinator: Leonie Power
Tel: 028 9026 5121
www.belfastmet.ac.uk

DOWN

South Eastern Regional College
(Part-time)
Bangor Campus
Castle Park Road, Bangor,
Co. Down, BT20 4TD.
Coordinator: Jeni McConnell
Tel: 028 9127 6600
www.serc.ac.uk

South Eastern Regional College
Part-time
Lisburn Campus
39 Castle Street, Lisburn,
Co. Down, BT27 4SU
Coordinator: Sandra Roleston
Tel: 028 9267 7225
www.serc.ac.uk

Southern Regional College
Part-time
Newry Campus, Model Building,
Catherine Street, Newry,
Co. Down, BT34 6JG
Coordinator: Claire Byrne
Tel: 028 3026 1071
www.src.ac.uk

FERMANAGH

Southwest College
Part-time
Enniskillen Campus, Dublin Road,
Enniskillen,
Co. Fermanagh, BT74 6AE.
Coordinator: Rhoda Farrelly
Tel: 028 6632 2431
www.swc.ac.uk

DERRY / LONDONDERRY

North West Regional College
Part-time
Londonderry Campus
Strand Road, Londonderry,
BT48 7AL
Coordinator: Gregory Gorman
Tel: 028 7127 6000
www.nwrc.ac.uk

Northern Regional College
Part-time
Coleraine Campus
Union Street, Coleraine,
Co. Londonderry, BT52 1QA
Coordinator: Anne McCallum
Tel: 028 7035 4717
www.nrc.ac.uk

Northern Regional College
Part-time
Magherafelt Campus
22 Moneymore Road, Magherafelt,
Co. Londonderry, BT45 6AE
Coordinator: Jonathan Conkey
Tel: 028 7963 2462
www.nrc.ac.uk

TYRONE

Southwest College
Part-time
Dungannon Campus
Circular Road, Dungannon,
Co. Tyrone, BT71 6BQ
Tel: 028 8772 2323
www.swc.ac.uk

Southwest College
Omagh Campus
Part-time
2 Mountjoy Road, Omagh,
Co. Tyrone, BT79 7AH
Coordinator: Siobhan Breen
Tel: 028 8224 5433
www.swc.ac.uk

Republic of Ireland Colleges

CAVAN

Cavan Institute
Full-time
Cathedral Road, Cavan
Coordinator: Bernadette Bannon
Tel: 049 433 2633
www.cavaninstitute.ie

CLARE

Ennis Community College
Full-time
Harmony Row, Ennis, Co. Clare
Coordinator: Marie O'Callaghan
Tel: 065 682 9432
www.enniscommunitycollege.com

CORK

College of Commerce
Full & Part-time
Morrison's Island, Cork
Coordinators: Nick O'Callaghan (F/T);
Ann Corcoran (P/T)
Tel: 021 422 2100
www.corkcollegeofcommerce.ie

Cork Institute of Technology
Part-time
Rossa Avenue, Bishopstown,
Co. Cork
Coordinator: Annemarie Twomey
Tel: 021 432 6100
www.cit.ie

Mallow College of Further Education
Full & Part-time
Annabella, Mallow, Co. Cork
Coordinator: John Healy & Catherine Mc
Carthy
Tel: 022 433 09
www.mallowcollege.ie

DONEGAL

Donegal ETB
Full-time
Ballyraine,
Letterkenny,
Co. Donegal
Coordinator: Rory Rushe
Tel: 074 912 0591
www.donegaletb.ie

DUBLIN

Accounting Technicians Academy
Part-time
47-49 Pearse Street,
Dublin 2
Coordinator: Leda Egri
Tel: 01 649 8180
www.accountingtechniciansireland.ie

**Ballyfermot College of
Further Education**
Part-time
Ballyfermot Road,
Ballyfermot, Dublin 10
Coordinator: Caroline McKenna
Tel: 01 626 9421
www.bcf.eie

**Blackrock Further Education Institute
(BFEI)**
Full & Part-time
Main Street, Blackrock, Co. Dublin
Coordinators: Ed Jennings (F/T); Paddy
Condon (P/T)
office@bfei.ie
www.bfei.ie

Blanchardstown Institute of Technology
Part-time
Blanchardstown Road North,
Dublin 15
Coordinator: Tom Mulvey
Tel: 01 885 1000
www.itb.ie

Colaiste Ide
Full & Part-time
Cardiffsbridge Road, Finglas West,
Dublin 11
Coordinator: Edel Bourke
Tel: 01 834 2333
www.colaiside.ie

Crumlin College of Further Education
Full & Part-time
Crumlin Road, Dublin 12
Coordinators: Mikie Smyth (F/T); Cathy
O'Neill (P/T)
Tel: 01 454 0662
www.crumlincollege.ie

Griffith College Dublin
Part-time
South Circular Road, Dublin 8
Coordinator: Ann Donegan
Tel: 01 415 0473
www.gcd.ie

Institute of Finance Training
Full & Part-time
Heather House, Heather Road,
Sandyford, Dublin 18
Coordinator: Cath Matthews
Tel: 01 206 9000
www.accountingtechnician.ie

Institute of Technology Tallaght
Part-time
Tallaght, Dublin 24
Coordinator: Patricia Morris
Tel: 01 404 2000
www.it-tallaght.ie

Plunket College
Full & Part-time
Swords Road, Whitehall, Dublin 9
Coordinators: Elaine O'Sullivan (F/T);
Enda Marren (P/T)
Tel: 01 837 1689
www.plunketcollege.ie

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

GALWAY

Galway/Mayo Institute of Technology
Part-time
Dublin Road, Galway
Coordinator: Coordinators: Carmel Brennan (F/T); David Palcic (P/T)
Tel: 091 753 161
www.gmit.ie

KERRY

Killarney Community College
Part-time
New Road, Killarney, Co. Kerry
Coordinator: Ann Hickey
Tel: 064 663 2164
www.killarneycommunitycollege.com

KILDARE

Cenit College
Part-time
Monread Shopping Centre,
Naas, Co. Kildare
Coordinator: Colm Foley
Tel: 01 901 2014
www.clanecollege.com

Piper's Hill College

Part-time
Killashee, Naas, Co. Kildare
Coordinator: Siobhan Dalton
Tel: 045 897 885
www.phcol.ie

Oiliuna

Full-time
Unit J2 Maynooth Business Campus,
Maynooth, Co. Kildare
Coordinator: Patricia Murphy
Tel: 01 651 0360
www.oiliuna.ie

Leixlip Further Education & Training Centre.

Full-time
2nd Floor, Riverforest Shopping Centre.
Leixlip, Co. Kildare
Coordinator: Fiona O'Sullivan
Tel: 01 624 6420
www.kildarewicklow.etb.ie

KILKENNY

Ormonde College
Full & Part-time
Ormonde College, Ormonde Road,
Kilkenny.
Coordinator: Fiona Power
Tel: 056 776 3321
www.ormondecollege.ie

LAOIS

Portarlington Adult Education Centre
Full-time
Bracklone Street, Portarlington,
Co. Laois.
Coordinator: Margaret Morrin
Tel: 057 862 3161
www.portarlingtonaec.ie

LIMERICK

Limerick College of Further Education
Full & Part-time
Mulgrave Street, Limerick
Coordinators: John Hehir (F/T);
Arlene Douglas (P/T)
Tel: 061 414 344
www.lcfe.ie

LOUTH

Dundalk Institute of Technology
Part-time
Lifelong Learning Centre
Dublin Road, Dundalk, Co. Louth.
Coordinator: Carmel Leech
Tel: 042 937 0290
www.learn.ie

Drogheda Institute of Further Education

Full-time
The Twenties, Drogheda,
Co. Louth
Coordinator: Barbara Cooney
Tel: 041 983 7105
www.dife.info

MAYO

Further Education Centre
Full & Part-time
Cathedral Road, Ballina,
Co. Mayo
Coordinator: Michael McIntyre
Tel: 096 712 37
www.mayovec.ie

Davitt College

Part-time
(Mayo Adult Education Centre)
Springfield, Castlebar, Co. Mayo
Coordinator: Aidan Brogan
Tel: 094 902 3060
www.davittcollege.com

MEATH

Beaufort College
Part-time
Trim Road, Navan, Co. Meath
Coordinator: Jackie Breen
Tel: 046 902 8915
www.beaufortcollege.ie

MONAGHAN

Monaghan Institute
Apprenticeship
Armagh Road, Monaghan Town,
Co Monaghan
Programme Director:
Rynagh McNally
Tel: 047 849 00
www.monaghaninstitute.ie

OFFALY

Laois & Offaly ETB
Part-time
Castle Buildings, Tara Street,
Tullamore, Co. Offaly.
Coordinator: Tony Dalton
Tel: 057 934 9400
www.offalyvec.ie

SLIGO

CMD Group
Part-time
The Gateway Building,
North West Business Park,
Collooney, Co Sligo.
Coordinator: Jenny Wall
Tel: 071 913 0742
www.cmd.ie

WATERFORD

Colaiste Chathail Naofa
Full-time
Youghal Road, Dungarvan,
Co. Waterford
Coordinator: Muireann Fitzgerald
Tel: 058 411 84
www.ccndungarvan.com

Waterford College of Further Education

Part-time
Parnell Street, Waterford.
Coordinator: Philip Deegan
Tel: 051 874 053
www.wcfe.ie

WESTMEATH

Athlone Institute of Technology
Full-time
Dublin Road, Athlone,
Co. Westmeath.
Coordinator: Brendan Doyle
Tel: 090 642 4400
www.ait.ie

Mullingar Community College

Part-time
Millmount Road, Mullingar,
Co. Westmeath
Coordinator: Martina Whyte
Tel: 044 934 0786
www.mullingarcc.ie

WEXFORD

Colaiste Abbain
Full-time
Adamstown, Co. Wexford.
Coordinator: Barbara Kehoe
Tel: 053 924 0564
www.colaiesteabbain.ie

Gorey Community School

Part-time
Esmonde Street, Gorey,
Co. Wexford.
Coordinator: Tena Sheil
Tel: 053 942 1167
www.goreyadulsted.ie

CTEC (Community Training & Education Centre)

Part-time
2nd Floor, Norse Gate House,
St Peter's Square, Co. Wexford.
Coordinator: Patricia Howlin
Tel: 053 912 1036
www.ctecwexford.ie

WICKLOW

Bray Institute of Further Education
Full & Part-time
Novara Avenue, Bray,
Co. Wicklow
Coordinators: Paddy McNulty (F/T);
Ruadhan Duggan (P/T)
Tel: 01 282 9668
www.bife.ie

Training Centres

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 or go to www.fetchcourses.ie for a complete listing of colleges or training centres providing the programme in your area.

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 01 649 8180 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 2016 - 2017

March 2016 Registration Commences

March – October 2016	Registration period
1st September – 21st December 2016	Term One (Weeks 1-12)*
3rd October 2016	Deadline for applying for exemptions
28th October 2016	Registration deadline
18th November 2016	Reasonable Adjustments application deadline
25th November 2016	IAS Exam (Summer) application deadline
25th November 2016	Second stepped payment deadline
3rd January – 28th April 2017	Term Two (Weeks 13-26)*
10th February 2017	Summer (May) Exam application deadline
29th January 2016	Third stepped payment deadline
3rd – 7th April 2017	IAS Exam (Summer) period
8th – 17th May 2017	Summer Exam period
3rd July 2017	Publication of Summer Exam results
14th July 2017	Autumn Exam application deadline (all subjects)
14th – 24th August 2017	Autumn Exam period
23rd – 26th August 2017	Autumn IAS Exam period
25th September 2017	Publication of Autumn Exam results

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

Practical Work Experience Calendar 2016 - 2017

31st March 2017	Deadline for submission of Record of Work Experience (Spring Round)
4th August 2017	Deadline for submission of Record of Work Experience (Summer Round)
8th October 2017	Deadline for submission of Record of Work Experience (Autumn Round)



Register online at
www.accountingtechniciansireland.ie/register



**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

Student Registration Form 2016/2017



Registration Number

OFFICE USE ONLY

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

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

Year

Cert No.

A-Level / AS Level Year

Year

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

Student Registration Form 2016/2017 (continued)

6. FEES 2016/2017¹

Mandatory Fees

Registration fee €170/£140.² Total

Course Materials fee (€65/£55 PER SUBJECT).³

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

First Year

Financial Accounting	<input type="checkbox"/>	Business Management	<input type="checkbox"/>		
Taxation (ROI)	<input type="checkbox"/>	Law & Ethics (ROI)	<input type="checkbox"/>		
Taxation (NI)	<input type="checkbox"/>	Law & Ethics (NI)		Total	<input style="width: 100px;" type="text"/>

Second Year⁴

Advanced Financial Accounting	<input type="checkbox"/>	Management Accounting	<input type="checkbox"/>		
Advanced Taxation (ROI)	<input type="checkbox"/>	Integrated Accounting Systems	<input type="checkbox"/>		
Advanced Taxation (NI)	<input type="checkbox"/>			Total	<input style="width: 100px;" type="text"/>

Exemption fee Subjects at (€50/£45 per subject).⁵ Total

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

8. PAYMENT DETAILS

Stepped Payments are available to students who register online at: 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 //20
 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.