Whether you are starting out your career after secondary school or embarking on a career change, the Accounting Technician Apprenticeship programme presents a fantastic opportunity to enter the field of accountancy and finance.

As I am someone who was keen on a career change, the apprenticeship programme has given me the opportunity to work and study at the same time.

The programme itself involves consistency, hard work and dedication right from the very start. It is already starting to show the benefits as personally I have learned so much and gained valuable experience since starting the course in September 2018.

Michelle Durney, Black Raven Credit Union, Bray Institute, Accounting Technician Apprentice (Year 1)
Demand for Accounting Technicians continues to grow apace. Accounting Technicians Ireland graduates are working in practice, public sector, financial services and industry.

Accounting Technicians Ireland graduates have the skills to perform accounting tasks including bookkeeping, accounts preparation, expense and VAT analysis, reporting and credit control, as well as specialist tasks in areas such as tax, audit and payroll.

The Accounting Technician Apprenticeship has been developed to meet business requirements and is mapped directly to the Accounting Technician Occupational Profile.

**Working with a range of Registered Employers and Partner Colleges around the country, Accounting Technicians Ireland delivers the only National Apprenticeship in the field of accountancy.**

Working in industry, practice, financial services and the public sector, and studying in local colleges, Accounting Technician Apprentices will develop critical accounting knowledge and theory – and then put this into practice in the work environment.

Accounting Technician Apprentices are mentored in both the workplace and the college, as they work towards achieving an in-demand qualification over the two-year programme.

**Accounting Technician Skills**

- **Bookkeeping and Accounting Systems**
- **Accounts Preparation**
- **Conceptual and Regulatory Frameworks**
- **Financial Statements**
- **Business Functions and Management**
- **Business Ethics, CSR, Law and Corporate Governance**
- **Tax Administration, Personal Taxation, PAYE, VAT**
- **Payroll, Spreadsheets and Budgeting**
Five reasons why Ireland’s budding accountants are signing up for this programme...

1. The Accounting Technician Apprenticeship is a practical, fully funded programme that pays a minimum of €19,000 as you work to achieve a Level 6 QQI Advanced Certificate Award in Accounting over two years.

2. If you want a career in accountancy and prefer practical learning to full-time college study, this programme is for you.

3. You will work four days a week with a registered employer and study one day a week with a local college.

4. You will put your learning into practice every day, with mentor support in both the office and the classroom.

5. You will graduate as a fully qualified Accounting Technician with two years’ solid work experience and a pathway towards becoming a fully qualified accountant.

As a long-standing Partner College delivering Accounting Technicians Ireland’s qualification, we are very excited about the prospects for the Accounting Technician Apprenticeship. Both employers and apprentices will benefit greatly from this practical programme and we look forward to giving participating school-leavers and mature learners every support in their studies.

Nick O’Callaghan, College Programme Manager, Cork College of Commerce
Recruitment Phases

Below is a guide to understanding the main stages in the recruitment process for this National Apprenticeship programme.

TIMELINES:
- Applications Open: April 2019
- ATI Telephone Interview: Within a month of submitting application
- Employer Interviews: Up until late August 2019
- Applications Close: Late August 2019
- Offers: Late August 2019 requirements to proceed to the next stage.

01 | APPLICATION:
This is your opportunity to provide full details on your qualifications, work history, motivation for the Accounting Technician Apprenticeship and a career in accounting. Your online application is your unique selling point. It will be screened by Accounting Technicians Ireland first to see if you meet the eligibility requirements to proceed to the next stage.

02 | ATI TELEPHONE INTERVIEW:
If your application meets eligibility requirements, Accounting Technicians Ireland will schedule a telephone interview with you. The call will be for 10-15 minutes approximately.

Questions for this telephone interview will typically focus on the following:
1. What you know about the programme.
2. Why you have decided to apply.
3. Why you would like a career in accounting.
4. How you intend to manage programme requirements.
5. How you intend to prepare for an interview if selected by an employer.

If your telephone interview has been successful, your application and telephone notes are progressed and sent on to participating employers in your region for them to review.

So please make sure you put your best foot forward on the application form and spend some time preparing for the telephone interview.

03 | INTERVIEWS:
Employers select only the applicants they would like to interview. They will update you directly on their own interview process. Typically interviews focus on discussing your application and your interest in accounting.

04 | OFFERS:
Provisional offers and final contracts are extended after employer interviews. The Accounting Technician Apprenticeship programme begins early September and you will be registered as an Apprentice prior to programme commencement.
Application Advice

Eligibility Guidelines for Applications for the Accounting Technician Apprenticeship 2019.

This reference guide is designed to help you complete the application process fully and accurately while providing us with all the relevant detail we need.

Before commencing with completion of your application please check that you meet the minimum academic requirements and other applicable entry criteria outlined below:

**AGE**
Applicants must be at least 18 years before the 31st October 2019.

**CAO POINTS**
For Leaving Certificate students 2017, 2018 and 2019, this is 310 CAO points and at least an O5 grade in English and Maths or Accountancy. For those who sat the Leaving Cert before 2017 this is 300 CAO points and a D3 in Ordinary Level - English and Maths or Accountancy.

**PLC STUDENTS OR OTHER PREVIOUS QUALIFICATION HOLDERS**
Are also eligible if the qualification is in a different discipline and is a NFQ Level 5 or above. Alternatively the CAO points and subjects requirements noted above will apply. Evidence of this will be required.

**MATURE STUDENTS**
In keeping with the current education policy in the Republic of Ireland, mature students are considered at least 23 years of age on January 1st of the year on the programme start date. Mature applicants are also eligible to apply.

**PUBLIC SECTOR EMPLOYEES**
Are also eligible to apply for the Accounting Technician Apprenticeship.

**ROLE CHANGERS**
An applicant who is currently working but wishes to change from their current role to an Accounts role and complete the Accounting Technician Apprenticeship with their company can apply if they are currently not working in an Accounting function. This will be based on the company being informed and willing to support the applicant through the programme. They will need to complete registration as an employer for the programme to ensure they can provide programme requirements.

**EMPLOYER DISCRETION**
Individual employers have the discretion to enhance the entrance criteria beyond the minimum academic standards.

**NON EEA CITIZENS**
A person from outside the EU is eligible to apply for the programme if he/she has a Stamp 4 Visa. Evidence of this is required at application.

**ENGLISH LANGUAGE PROFICIENCY**
In the absence of a pass in Leaving Certificate English the applicant must show evidence of competency in the English language at telephone interview stage.
Applicants with Previous Qualification - Eligibility Grid:

- Eligibility for the Accounting Technician Apprenticeship will be determined based on previous qualifications attained by the applicant.
- The Levels listed below refer to the National Framework of Qualifications (NFQ) in the Republic of Ireland:

<table>
<thead>
<tr>
<th>LEVEL OF QUALIFICATION</th>
<th>NON-ACCOUNTING RELATED QUALIFICATION</th>
<th>ACCOUNTING-RELATED QUALIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4 or lower</td>
<td>Not Eligible</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Level 5</td>
<td>Eligible</td>
<td>Eligible</td>
</tr>
<tr>
<td>Level 6</td>
<td>Eligible</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Level 7 or higher</td>
<td>Eligible</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

Applicants with NO Previous Qualification – Eligibility:

- Where an applicant has no (formal) qualification, eligibility will be determined through a series of questions.
- Generally this will be done during the ATI telephone interview but it can be done in person where appropriate.

REQUIRED DOCUMENTS:

1. Copy of Birth Cert or Passport.
2. Copies of relevant educational transcripts. For example where applicable:
   - Leaving Certificate transcript.
   - School Mock Results for current Leaving Certificate students.
   - NFQ Level 5 or above transcript.
   - Other suitable qualification transcript.
3. Copy of CV.
   (Please note if you have completed a non EEA qualification you will need to provide a comparability statement from QQI.)
Incomplete applications cannot be processed.

This is a two-year, full-time work-based learning programme. You should be able to commit to completing the programme syllabus while working in full-time employment over the two years.
Preparation is the first essential step towards a successful interview. Interviewers are continually amazed at the number of applicants who drift into their offices without any apparent preparation and only the vaguest idea of what they are going to say. It is important to

**DRESS THE PART:** An interview may be the only shot you have to impress a company so make sure you’re dressed impeccably. Dress professionally it’s best advised to always wear a suit to an interview. Overdress than underdress.

**ARRIVE ON TIME:** Never be late for an interview as it only indicates you are disorganised and can’t manage your time. Plan your route to the company who’s interview you will be attending at least the day before and ensure you know where you need to go and assess how long it takes to get there. Allocate enough time to arrive ten minutes early.

**AVOID WASTING INTERVIEWER’S TIME:** Don’t commit to attending an interview with a company unless you are certain it is a company you aspire to work with for this programme and intend to go to their interview.

**PROVIDE SUFFICIENT NOTICE:** Once you have committed to attending an interview the onus is on you to ensure and update an interviewer with adequate time if you are unable to attend the interview with a genuine explanation. You can contact the company reception to inform them or reach out directly to the interviewer if you have their contact details.

**IMPORTANT TO KNOW:** Be sure to make the effort in advance to learn what is relevant to know for your interview. Review all the details you provided on your application form, CV, research about the company who you are interviewing for, review all information provided to you about the Accounting Technician Apprenticeship programme and know why you want a career specifically in Accounting.

**RESPONSES TO INTERVIEW QUESTIONS:** Listen carefully to questions, take time to phrase your responses, and ask the interviewer to repeat the question if you’re not sure what they are asking. Be brief and don’t ramble when you respond. However, do be sure that your responses answer the questions, are focused, and highlight your capability.

**ASK QUESTIONS:** Keep in mind that the job interview is a two-way street. It’s a chance for you to sell yourself to the company, but also to learn more about the workplace to see if the position and environment are the right fit for you. You could ask about the type of work that you would be completing, the corporate culture and who would be your mentor. Don’t be afraid to speak up. Not asking questions could signal that you are uninformed or not interested. This is also a good opportunity to ask the interviewer what the next steps are in the process and when you can expect to hear from them.

**THANK THE INTERVIEWER:** After the interview ends be sure to thank the interviewer for the opportunity and their time. You can also remind them of your keen interest in attaining the role and working for their company.

**BE REACHABLE:** Ensure that the interviewer has your up to date contact details so they can update you afterwards to let you know the outcome of your interview. If any of your details have changed update them once your interview ends before you leave. If you are unavailable at a time they call it is a good courtesy to ensure to call them back immediately when you can.

**ACCEPTANCE OF AN OFFER:** If you are extended an offer ensure you obtain all relevant details about your placement including your start date, who you will report to on your first day, your pay rate and when you can expect to attain a contract.

**NEXT OPPORTUNITY:** If you are unsuccessful in obtaining a job offer don’t let it dishearten you. You will have learned from the experience, made a good business contact and by requesting feedback and self-development tips from the interviewer will excel at your next opportunity.
In advance of completing an application for the Accounting Technician Apprenticeship it is important to understand the commitment you will need to provide to this programme.

The duration of this programme is two years from programme commencement date. You should be able to commit to completing the programme syllabus while working in full-time employment over the two years.

For the Accounting Technician Apprenticeship Programme an apprentice will be attending (off-the-job training) at college one day and working with an employer four days during college term time (on-the-job training) on a weekly basis.

Outside of college term an apprentice will attend work five days a week.

The (off-the-job training) day is set by the college and will be typically a Monday from 9.00am to 6.00pm. An employer will allocate appropriate work hours for the four days (on-the-job training) during the academic year and for the full week outside the academic term required to be completed by the apprentice for the programme and their employment contract.

Additional home study in the evenings or at weekends will be needed to ensure success in the programme.

**For the first year in college, the Stage 1 modules for studying are:**
- Financial Accounting
- Taxation
- Law and Ethics
- Business Management

**For the second year in college, the Stage 2 modules for studying are:**
- Advanced Financial Accounting
- Advanced Taxation
- Management Accounting
- Integrated Accounting Systems

**Assessment of progress and achievements is carried out by a combination of two strategies:**

1. **Exams:** For each module exams will take place in May and any repeat exams in August of each year.
   - Pass mark required for each module is 50%.
   - Apprentices will be entitled to paid study leave of three weeks per year which includes exam dates.
   - No additional study leave is available for repeat exams.
   - All the tuition and first exam attempts are funded for by SOLAS.
   - For any repeat exams appropriate fees need to be paid by the apprentice.

2. **Work Based Submissions:** For each module there will be two work based submissions to complete - a total of 8 per year.
   - There will be two assigned submission periods each year for apprentices to submit four completed work based tasks.
   - The submission periods will typically be in February and July of each year.
   - For the work based submissions the apprentice performs identified, practical tasks for each module and produces evidence of achievement from their on the job training within their workplace, according to a defined standard, a set of criteria and a marking scheme.

Apprentices will have support from a college mentor and their workplace mentor throughout the two years.
The apprenticeship is a logical fit for Mazars as Accounting Technicians are an essential part of our team. The combination of classroom learning with practical workplace training ensures that, when qualified, the apprentice will be equipped with all the necessary skills to progress as far as they want to within our team.

Jennifer Kelly, Manager, Financial Management and Outsourcing Services
We are now accepting applications for the Accounting Technician Apprenticeship, commencing September 2019, in partnership with the following colleges and at these locations:

- Blackrock Further Education Institute
- Bray Institute of Further Education
- Coláiste Íde College of Further Education, Finglas West
- Cork College of Commerce
- Monaghan Institute
- Rathmines College of Further Education
- Waterford College of Further Education
- Galway Technical Institute
- Limerick College of Further Education

We are holding a series of Open Days for Applicants, Guidance Counsellors and Employers at various locations nationwide.

Check out the apprenticeship website for further details.

For further information:
📞 Accounting Technicians Ireland, 01 649 8191
✉️ apprenticeship@accountingtechniciansireland.ie

Applicants: Next step is to **APPLY NOW** by completing the online application on the apprenticeship website [http://accountingtechnicianapprenticeship.ie/applicants/](http://accountingtechnicianapprenticeship.ie/applicants/).
The Accounting Technician Apprenticeship Programme leads to a Level 6 QQI Advanced Certificate Award.

**Career pathway**

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>School-leaver (18 - 22 years)</th>
<th>Mature student (over 23 years)</th>
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</table>

**Accounting Technician Apprentice (Stage 1)**
- Financial Accounting
- Taxation
- Law & Ethics
- Business Management

**On-the-job and off-the-job training modules**

**Accounting Technician Apprentice (Stage 2)**
- Advanced Financial Accounting
- Advanced Taxation
- Management Accounting
- Integrated Accounting Systems

**On-the-job and off-the-job training modules**

**Fully Qualified Accounting Technician (MIATI designation)**
- Work in industry, practice or private sector as fully qualified Member of Accounting Technicians Ireland (MIATI)

**Advanced Certificate in Accounting (Level 6 award on the NFQ)**

**Pathway to full qualification in accountancy by exemptions from professional accountancy bodies**

**Advanced entry to relevant third-level degrees**

**Progress to Further Study**