

Student
Prospectus
Academic Year
2012-2013



Accounting
Technicians
Ireland

We go beyond Accounting,
so you can too.

Price
freeze for
2012/13

Professional, Practical, Proven

www.AccountingTechniciansIreland.ie

Believe in
your potential



What are Accounting Technicians?

Accounting Technicians are qualified accounting professionals that work at all levels of finance. They can work in all types of organisations and are widely employed throughout the public sector, industry and commerce and in private accountancy practices.

They are involved in the day-to-day practical work of accountancy and play a key operational role in producing reliable financial information. Accounting Technicians can perform a wide range of finance roles, from accounts staff to financial controller and beyond. For instance, they can do financial accounting and budgeting, costing and credit control, payroll administration and tax returns. More experienced Accounting Technicians may often perform senior managerial tasks and audits.

Accounting Technicians can work on their own or alongside professional accountants. In a small company, they may be the only qualified employee looking after the finance function, while in a larger company, they may be working as part of a team alongside accountants and administrative staff. While they are not accountants, they can perform many of the same functions and are qualified to take accounts beyond trial balance stage, as well as prepare full financial accounts.



What is Accounting Technicians Ireland?

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

Established in 1983, Accounting Technicians Ireland prides itself on providing an internationally recognised accounting qualification and on promoting the highest educational, technical and ethical standards to its members.

Its qualification combines professional exams with practical work experience. As qualified members of Accounting Technicians Ireland, individuals are entitled to use the designation MIATI 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. It has offices in Dublin and Belfast and links with local college networks throughout Ireland.

Why would I be interested?

Accounting Technicians enjoy excellent career prospects and there is always a strong demand for their skills in the marketplace. Indeed, results from our most recent member survey show that almost 95% of our members are employed.

They can work in a wide variety of finance roles for many types of organisations, including manufacturing companies, local and central government, the health service, banks and insurance companies and private accountancy firms. Self-employment is also a possibility for qualified technicians.

In addition, many who qualify as Accounting Technicians go on to continue their studies, using the qualification as a stepping stone to eventually becoming professional accountants with one of the other accounting bodies.



What is the jobs market like for accounting?

Careers in accounting and finance can be very rewarding and those with lots of experience often receive very high salaries. Indeed, studies show that many accounting graduates often end up in senior management positions.

There is a great variety of work within the accounting profession with a bewildering array of career opportunities to suit all interests including auditing and assurance work, consulting, corporate finance, tax planning, and insolvency.

Despite the challenging economy, the overall jobs market for accounting and finance in Ireland remains positive. Indeed, the National Skills Bulletin 2011 which is produced by the Expert Group on Future Skills Needs has identified accounting and finance as a sector where there are skills shortages.

There are over 100,000 persons employed in a range of accounting and finance professions (making up almost 6% of Ireland's workforce) and the report highlights skills shortages in the areas of risk analysis, management and cost accounting, compliance and regulatory standards, and global and financial analysis.

There are also opportunities in finance support roles in several niche areas, including credit control, debt recovery, anti-money laundering, and some specialist roles in supply chain operations.



“This course has definitely given me more opportunities for career advancement.”

“I completed the course two days a week in the evenings while working full time. I’m lucky as I don’t have any family commitments and I could go at my own pace. I wasn’t sure what course I wanted to complete in accountancy so I said I would start here.

The Accounting Technician course is a great foundation to find out what you’re capable of. Education is no burden to carry and it helps to sell yourself. This course has definitely given me more opportunities for career advancement.”



Martin Moloney
Part-time student,
Clane College, Co Kildare



How do I become an Accounting Technician?

Who studies to be an Accounting Technician?

Our students come from all walks of life. For example, you may already be working or going to college, or perhaps you are a mature student who wants to get back into the workforce. You could even be currently working in an accounting related area, and although experienced, wish to pursue a formal qualification.

Can you tell me about the Accounting Technicians Ireland qualification?

Our Diploma for Accounting Technicians consists of two elements, which can be completed simultaneously or at different stages:

- Two year programme of study
- Two year work based learning

Depending on your circumstances, the qualification can be studied full-time, part-time or on a correspondence basis, allowing students to study at a pace that fits their lives.

Full-time

Full-time courses are available in a wide number of colleges aimed at students who want to devote themselves full-time to preparing for the Accounting Technicians Ireland exams. Typically speaking, these courses are usually run over four weekdays.

Full-time courses are also provided to the unemployed in a number of FÁS training centres in the Republic of Ireland.

Part-time

If you want to study part-time, there are many courses available. These normally involve evening lectures twice a week, although some colleges will deliver day-time options for part-time students.

Correspondence

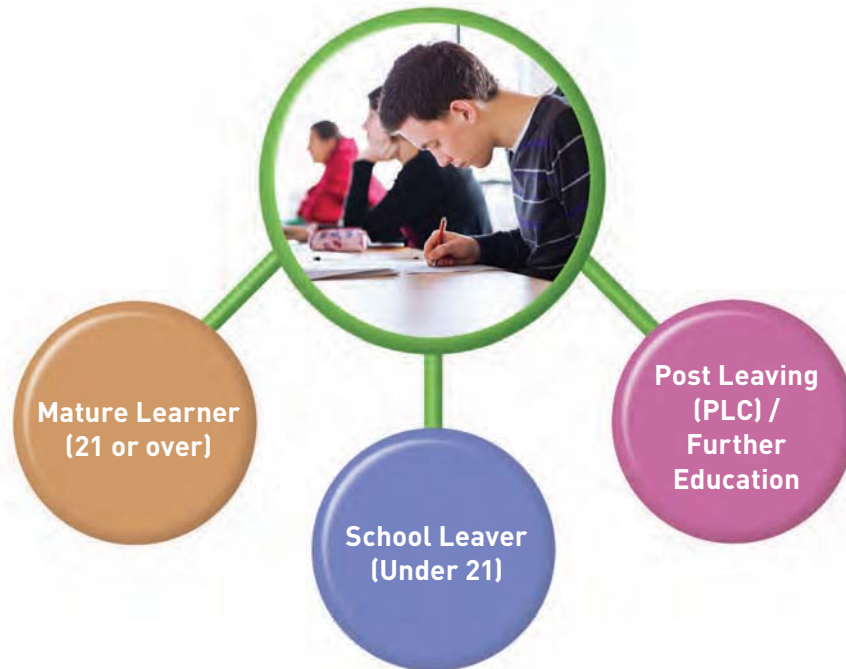
If it's not convenient to attend a lecture-based course, you can enrol as a correspondence student. This way you can study from home using tutorial materials.

Obviously, these course options have different time commitments and thus will impact your availability for gaining work experience – assuming you do not already have the required two years experience.

For instance, students choosing to study part-time or on a correspondence basis can opt to work during the day while they are studying at night, and gain valuable experience towards their qualification. For those studying full-time, it will take a little longer to gain the required work experience and qualify.

What are the entry requirements?

We offer a number of different entry routes to students depending on your circumstances.



Mature learners who have reached 21 years of age (by the 1st January of the year in which they wish to commence the course) 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 either Maths or Accountancy), or pass grades in 2 Ordinary level subjects together with 2 pass grades at Higher level (pass grades to include English and either Maths or Accountancy). Applied Leaving Certificate applicants should contact the Registrar on Tel: 01-6498120 for further information.

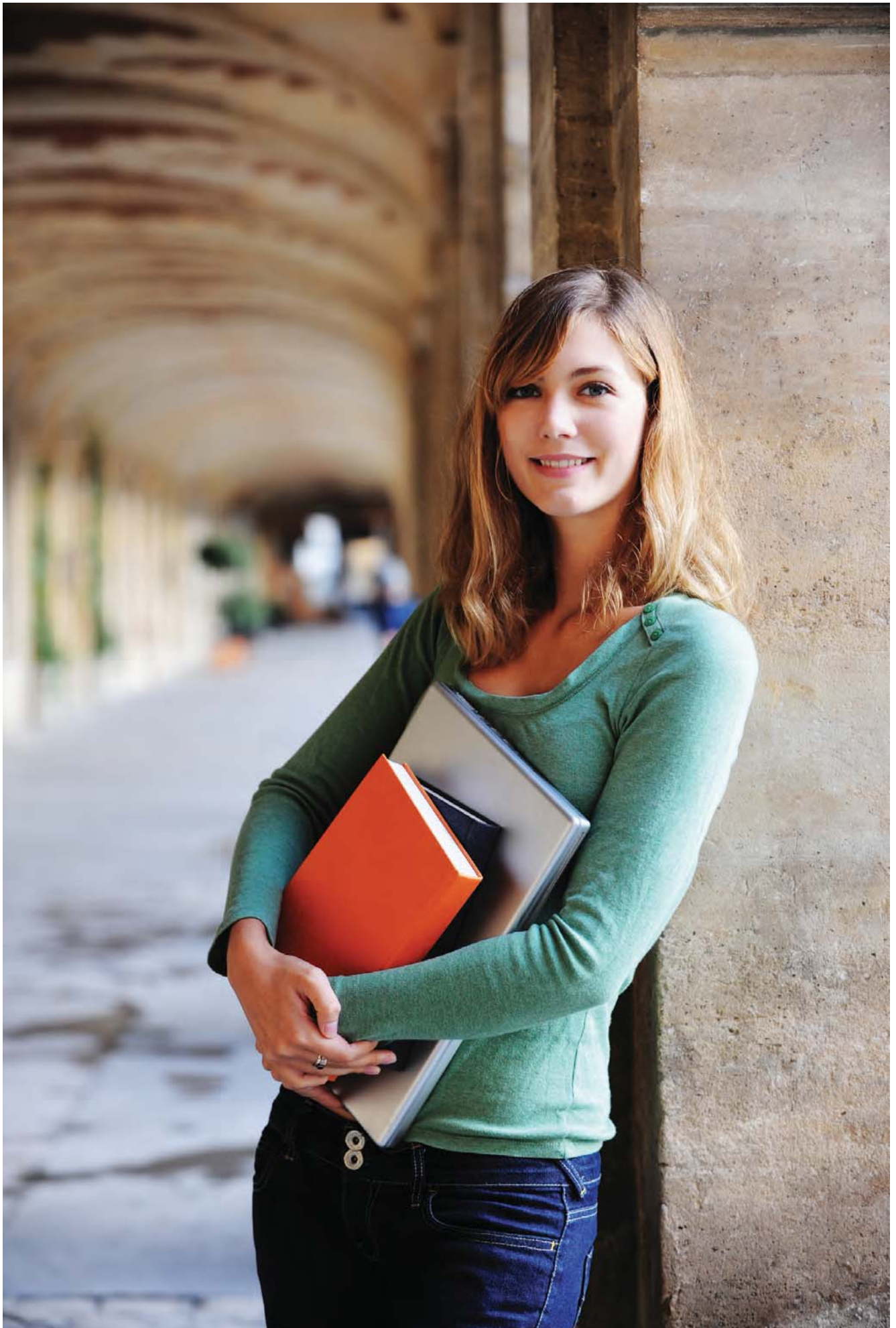
School leavers in Northern Ireland should have 1 A Level or 2 AS Levels with grades in English and at least one subject from Maths or Accountancy not lower than grade C at GCSE level.

Applicants who have successfully completed a nationally recognised qualification such as HETAC, FETAC in the Republic of Ireland or QCA, BTEC National Diploma in Northern Ireland may be eligible to enter and gain exemptions from certain exam subjects. Further information is available upon request.

Can I get exemptions?

You may apply for exemptions from some or all First Year subjects if you have previously completed other qualifications such as HETAC, BTEC or equivalent course of study. Irish honours degree holders of a relevant subject area may be entitled to a full First Year exemption. The closing date to apply for exemptions is 1st October 2012 and application forms, along with further information on Accounting Technicians Ireland's exemption policy, are available on www.AccountingTechniciansIreland.ie/exemptions

Please note that exemptions are not offered for Second Year subjects.



Where can I study?

Accounting Technicians Ireland courses, both full-time and part-time, are available at over 70 colleges throughout the Republic of Ireland and Northern Ireland. These currently include VECs and Institutes of Technology, and leading private and community colleges.

In 2012, Accounting Technicians Ireland is delighted to partner with a number of new colleges in Dublin. These include IBAT College in Temple Bar and the Institute of Finance Training in Sandyford.

Accounting Technicians Professional Education Training Centre

Accounting Technicians Professional Education Training Centre is also registering both First Year and Second Year students. Lectures take place two evenings a week at Accounting Technicians Ireland's head office, 47-49 Pearse Street, Dublin 2. For further details, please call 01-6498120 to request a brochure.


A Correspondence Learning programme is also available to allow students study from home using tutorial materials.

FÁS Centres



Our programme is delivered in the Republic of Ireland through FÁS in a number of their training centres. First Year and often Second Year courses are available and the programme is run on a full-time basis across a 38 week period.

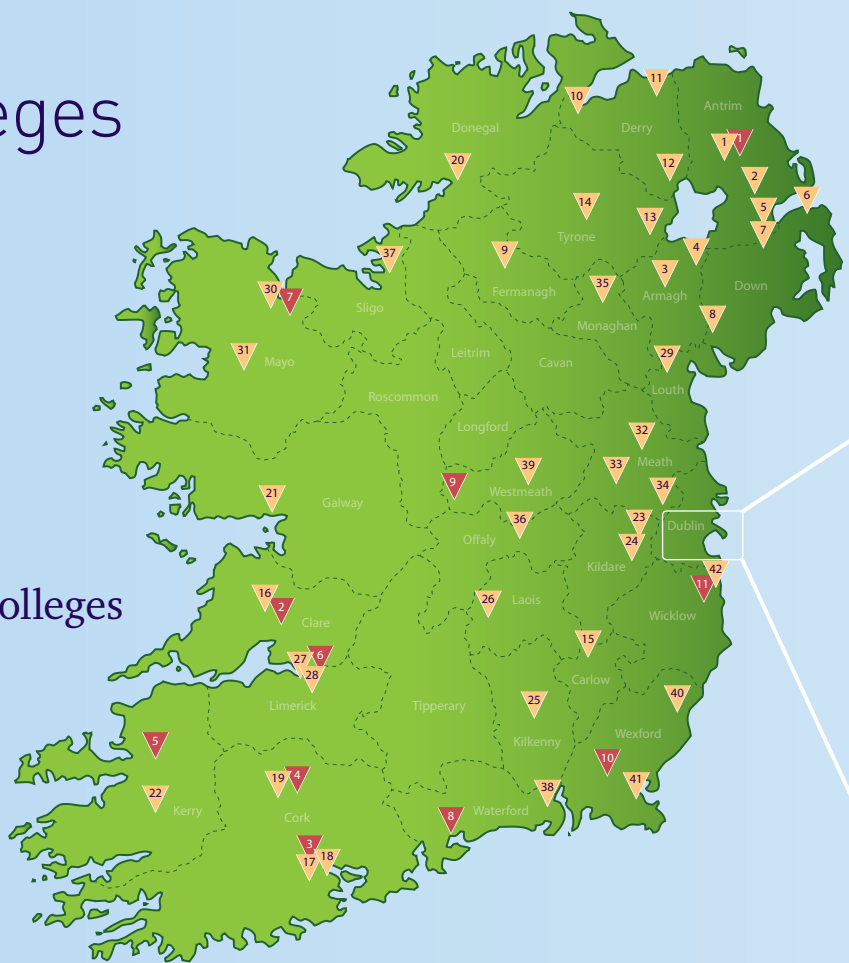
The majority of FÁS training courses are free to the unemployed so please contact your local Employment Services Office to register and discuss the training options available.

A full list of all our licensed colleges is available on www.AccountingTechniciansIreland.ie and on pages 28-29 of this prospectus.





Nationwide Colleges


-  Part-time courses
-  Full-time courses



Full contact details for all colleges is available on pages 28-29


Antrim

  Northern Regional College (Ballymena Campus)

 Northern Regional College (Newtownabbey Campus)

Armagh


 Southern Regional College (Armagh Campus)


 Southern Regional College (Portadown Campus)


Belfast

 Belfast Metropolitan College


Down

 South Eastern Regional College (Bangor Campus)

 South Eastern Regional College (Lisburn Campus)


 Southern Regional College (Newry Campus)


Fermanagh

 Southwest Regional College (Enniskillen Campus)


Londonderry


 North West Regional College (Londonderry Campus)

 Northern Regional College (Coleraine Campus)


 Northern Regional College (Magherafelt Campus)

Tyrone


 Southwest Regional College (Dungannon Campus)

 Southwest Regional College (Omagh Campus)

Carlow



 IT Carlow (Carlow)


Clare



 Ennis Business College (Ennis)

 Ennis Community College (Ennis)

Cork

  College of Commerce (Cork)


 Cork Institute of Technology (Cork)

  Mallow College of Further Education (Mallow)


Donegal

 Donegal IT Centre (Donegal Town)

Galway


 Galway/Mayo Institute of Technology (Galway)


Kerry

 Killarney Community College (Killarney)


 Tralee Community College (Tralee)

Kildare


 Clane College (Clane)

 Piper's Hill College (Naas)



Kilkenny


 Ormonde College (Kilkenny VEC) (Kilkenny)

Laois


 METAC Training (Mountrath)

Limerick



  Limerick College of Further Education (Limerick)


 Griffith College Limerick (Limerick)

Louth


 Dundalk Institute of Technology (Dundalk)


Mayo


  Ballina Adult Education Centre (Ballina)

 Davitt College (Mayo Adult Education Centre) (Castlebar)


Meath

 Beaufort College (Meath VEC) (Navan)

 Boyne Community School (Trim)

 St. Peter's College (Dunboyne)


Monaghan

 Beech Hill College (County Monaghan VEC) (Monaghan)


Offaly

 County Offaly VEC (Tullamore)

Sligo


 Sligo VEC (Sligo)


Waterford

 Colaiste Chathail Naofa (Dungarvan)


 Waterford College of Further Education (Waterford)


Westmeath


 Athlone Institute of Technology (Athlone)

 Mullingar Community College (Westmeath VEC) (Mullingar)



Wexford

 Colaiste Abbain (Adamstown)

 Gorey Community School (Gorey)

 IT Carlow (Wexford Campus) (Wexford)

Wicklow

  Bray Institute of Further Education (Bray)

Dublin Colleges



- | | | | | | |
|---|--|---|--|----|--|
| 1 | Accounting Technicians Professional Education Training Centre (Pearse Street, Dublin 2) | 4 | Business Management Institute (Dawson Street, Dublin 2) | 6 | Infinity Business College (Dawson Street, Dublin 2) |
| 1 | Action Community Enterprise Bawnogue Enterprise and Community Centre (Clondalkin, Dublin 22) | 5 | Colaiste Ide (Finglas, Dublin 11) | 10 | Institute of Finance Training (Sandyford, Dublin 18) |
| 2 | Action Community Enterprise Whitehall Ballymun Partnership (Ballymun, Dublin 9) | 6 | Crumlin College of Further Education (Crumlin Road, Dublin 12) | 11 | Institute of Technology Tallaght (Tallaght, Dublin 24) |
| 2 | Ballyfermot College of Further Education (Ballyfermot, Dublin 10) | 7 | Greenhills College (Greenhills, Dublin 12) | 12 | Plunket College (Whitehall, Dublin 9) |
| 3 | Blanchardstown Institute of Technology (Blanchardstown, Dublin 15) | 8 | Griffith College Dublin (South Circular Road, Dublin 8) | 13 | Rathmines College of Further Education (Rathmines, Dublin 6) |
| | | 9 | IBAT College (Swords, Co Dublin) | 14 | Senior College Dun Laoghaire (Dun Laoghaire, Co Dublin) |
| | | | IBAT College (Temple Bar, Dublin 2) | | |

“It was the best decision I have ever made.”



Monika Paczuska
Full-time student,
FÁS Tralee, Co Kerry

“I was thinking about a career in accountancy for a while so I attended some evening classes in computerised payroll and accounts. Then my local employment office informed me that the FÁS training centre in the town was offering first year of the Accounting Technicians Ireland course so I enrolled myself. It was the best decision I have ever made.

It is just a two-year course but it gives you great foundations, and in the second year there is a practical focus on the IT systems that are commonly used by accountants. I’m working for a local firm now and I’m really glad that I chose Accounting Technicians Ireland as an entry route into the accountancy profession.”

“I felt that the programme would give me an excellent foundation in accounting.”

“I looked at a number of study options and in the end decided that I would like to begin my training with Accounting Technicians Ireland, as I felt that the programme would give me an excellent foundation in accounting. Because the accounting technician course was just two years in duration, I felt that I could pursue the programme without impacting too much on work.

At times I found the programme was daunting and difficult, especially because of the fact that I had been out of education for some time. At the start it took me a while to get into the swing of things. But thanks to the excellent support from all of the tutors, I soon settled into the programme.”



Ruth Tiernan
Part-time student,
Accounting Technicians
Professional Education,
Dublin.

What is the Diploma for Accounting Technicians?

The course allows you to work as an Accounting Technician professional in the corporate or public sector, or in private practice. It also offers you the opportunity to pursue further professional accountancy qualifications with one of the other professional accountancy bodies.

Our Diploma syllabus has been carefully designed to combine the theory and practical aspects of technical knowledge of finance and accountancy practice. It also explores the concepts of business culture and business ethics and introduces the key management functions across the whole spectrum of business activity. The result is that our graduates are equipped with an array of transferable business skills, as well as technical knowledge of finance and accountancy practice.

First Year provides a foundation knowledge of business, accounting and tax, while Second Year provides a deeper understanding of the more advanced accounting issues. There is also a practical focus in Second Year on accounting and payroll software systems that are commonly used in the workplace by finance departments.

You are also required to gain experiential learning through two years full-time employment (or the equivalent part-time). This could include relevant work experience from a previous job or voluntary activity for a group or society.

Accreditation

The Diploma for Accounting Technicians is fully approved as a Level 5 on the Qualifications and Credit Framework (QCF) in England, Wales and Northern Ireland. This equates to a Level 6/7 on the National Framework of Qualifications in the Republic of Ireland. Successful graduates will receive the award of Diploma for Accounting Technicians Level 5.

Further Studies

The course is structured to maximise exemptions with leading professional accountancy bodies such as our partner Chartered Accountants Ireland; the Association of Chartered Certified Accountants (ACCA); the Institute of Certified Public Accountants (CPA); the Chartered Institute of Management Accounting (CIMA); and the Institute of Incorporated Public Accountants (IIPA).



Will I have to sit exams?

Yes and you have a maximum of ten years* to successfully complete all exams which means that you can take them at your 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.

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

What are the fees?

Students pay both professional fees to Accounting Technicians Ireland and tuition fees to the college where they are studying. Professional fees will cover your student registration, textbooks, exams, and other student supports that you receive.

The tuition fees you pay to your college will vary depending on whether your course is full-time or part-time, or in a public sector college or private institution. College fees can vary significantly so students are advised to shop around.

Please note that you must register with Accounting Technicians Ireland and also with the college where you intend to study. You can register with Accounting Technicians Ireland from 2nd July 2012 until the closing deadline of 26th October 2012.

Price
freeze for
2012/13

Accounting Technicians Ireland Professional Fees 2012/13		
First Year	€	£
Registration fee	€150 ¹	£130 ¹
Examination fee (per subject)	€70	£60
Exemption fee (per subject)	€50 ²	£45 ²
Textbooks fee (per subject)	€55	£50
Second Year	€	£
Student fee	€85	£75
Examination fee (per subject)	€70 ³	£60 ³
Integrated Accounting Systems	€120 ⁴	£105 ⁴
Textbooks fee (per subject)	€55	£50
Work Experience	€	£
Work Experience Assessment fee	€175 ⁵	£150 ⁵

¹ This includes your annual Student fee for 2012/13.

² Students may apply for exemptions from First Year subjects at a fee of €50/£45 per subject. First Year subjects that have not been granted an exemption will incur an Examination fee of €70/£60 per subject. Please note that exemptions do not apply for Second Year subjects.

³ In Second Year, three of the four subjects incur an Examination fee of €70 / £60 per subject. These subjects are Management Accounting, Advanced Financial Accounting and Advanced Taxation.

⁴ The fourth subject, Integrated Accounting Systems, is a practical course and the fee is €120/£105.

⁵ In addition to passing their exams, students must also submit a Record of Work Experience detailing two years of relevant work experience, in order to complete the qualification - see page 22 for details.

Accounting Technicians Ireland fees are effective from 1st June 2012 to 26th April 2013.

Pricing examples

Stepped Payments

This year Accounting Technicians Ireland is continuing its stepped payment facility to allow students to spread the cost of their payments over four installments during the course of the academic year. This facility is only available to new students who register online before 26th October 2012 at www.AccountingTechniciansIreland.ie/register

Students who register online before 26th October 2012 can spread the cost of their payments for Student Registration, Textbooks and Examinations over four payments, with the first payment* charged at **registration stage**, and then the remaining payments being charged on **30th November 2012, 25th January 2013, and 22nd February 2013**. To avail of this facility, you must register with Accounting Technicians Ireland online. All payments will be charged to either your debit/credit card on the above dates.

* An administration fee of 3% of the total amount purchased will be charged on your first payment.

Pricing Example

Linda is an incoming First Year student. She is studying all four First Year subjects and will be sitting exams in May 2013 for all subjects. The total cost to Linda for all of the above is €650 and is made up of the following elements:

- Student registration of €150
- Textbooks fee of €220 (for four subjects)
- Examination fee of €280 (for four subjects)

Total Cost is €650

Linda can register online at www.AccountingTechniciansIreland.ie/register and avail of one of the following payment options:

1. Pay a total of €650 for her registration, textbooks and exams at the time of registration.
2. Avail of the stepped payment option and spread the total cost of €669.50 (€650 plus 3% administration fee) over four payments throughout the academic year on the above dates. (So in Linda's example, she will pay €182 at Registration stage, and then pay €162.50 for each of the second, third, and fourth payments.)
3. Alternatively use stepped payments to spread the cost of her registration and textbooks €381.10 (€370 plus 3% administration fee) over four payments throughout the academic year and pay for her examinations separately before the closing date on 25th January 2013.

If Linda does not have access to the online registration facility she can submit the Student Registration Form at the back of this prospectus.

All credit card transactions (with the exception of stepped payments) are subject to a €4.50/£4 handling charge.

Am I eligible for financial assistance?

The student grant is the main source of financial help available in the **Republic of Ireland** for students in full-time Post Leaving Certificate courses (PLCs) and full-time higher education undergraduate courses. For eligible students, the grant is there to help with the various costs of participating in further or higher education. Students on part-time courses, access or foundation courses (in higher education institutions) and short courses are not eligible to apply for a student grant. If you think you are eligible for the student grant, you should apply for it as soon as possible (online application for 2012-13 is now open). Full details on the Student Grant scheme (2012), including associated legislation, are available on www.grantsonline.ie. The closing date is the 31st August 2012.

ROI students who are unemployed or in receipt of social welfare can also apply for various schemes which let you return to study and keep your benefits. These include the Back To Education Allowance (BTEA) and the Vocational Training Opportunities Scheme (VTOS). There is also the option to study the qualification through FÁS in one of our approved FÁS centres around the country.

The following points of contacts will give you additional information:

- Back to Education Scheme: Contact your local Social Welfare Office.
- Vocational Training Opportunities Scheme: Contact your local VEC.
- FÁS Training: Contact your local Employment Services Office.

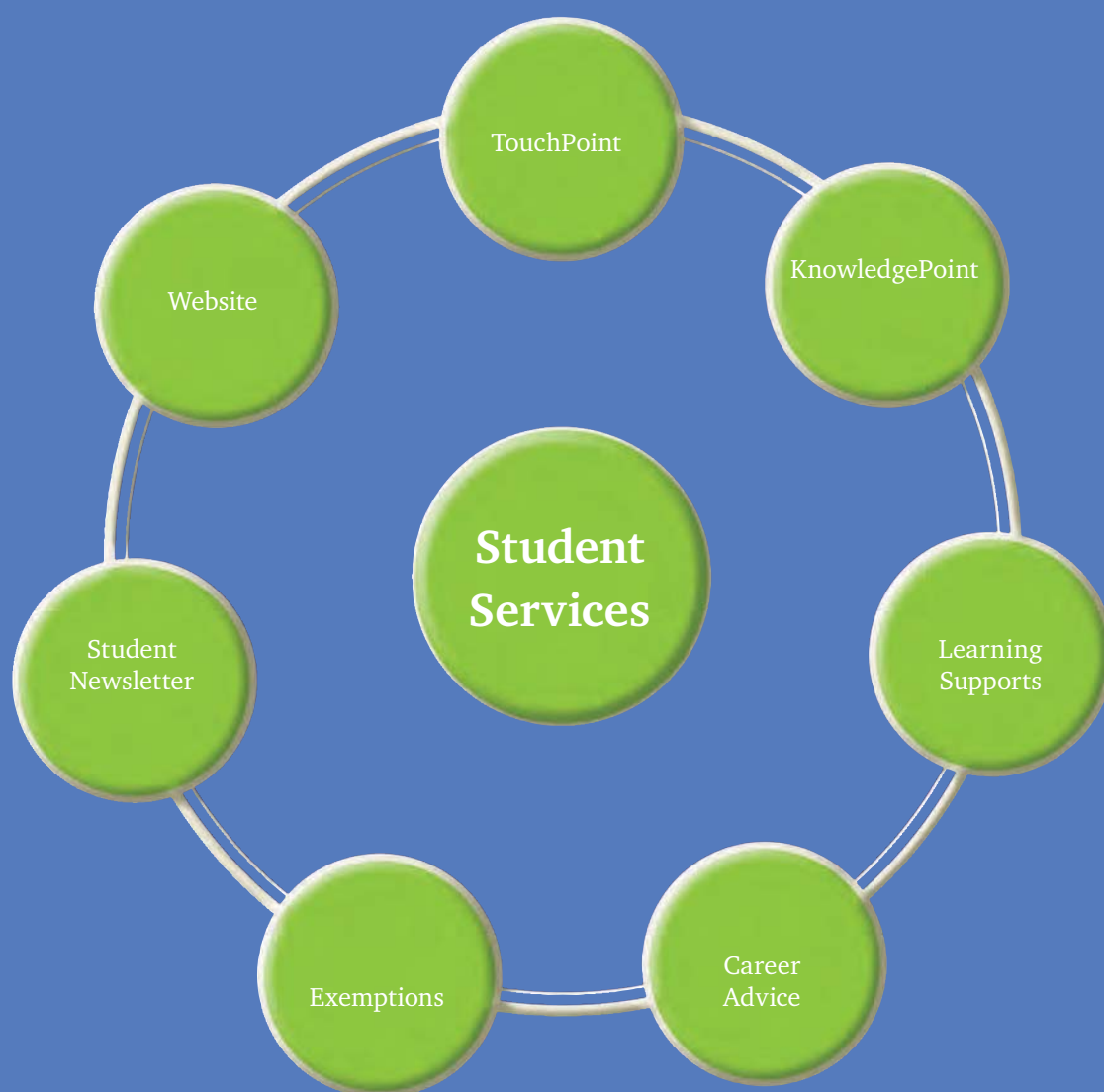
Students in **Northern Ireland** can access information on www.studentfinancenico.uk which will outline your various funding options. Please note that our QCF approval as a Level 5 Diploma means the qualification is now classified as a Higher Education course. As such, if you are studying part-time, you will be able to apply for a grant towards your fees and course costs from your local Student Finance NI office. There is a broad range of grants, loans and government sponsored schemes available so NI students are best advised to research those which best suit their individual circumstances.

Can my employer assist financially?

Yes, many of our students are already in the workplace and a large number receive financial support from their employers to sit our exams. Indeed, in the current business environment, more employers are now encouraging employees to obtain a professional qualification and are making it a focal point in the appraisal process as they recognise the need to have a skilled accounting workforce. Many employers will offer help to pay for tuition and professional fees and also allow staff time off to study and take exams.

What student services will Accounting Technicians Ireland provide?

Our students have an array of support services to assist them in their study and working lives.



What is KnowledgePoint?

KnowledgePoint is the new blended learning programme dedicated and tailored to Accounting Technicians Ireland students which offers supplementary learning supports in key course areas.

A more flexible way to learn

KnowledgePoint is a vital learning aid for exam preparation, supplementing your existing college lectures and providing an excellent way to learn and revise course material. You will be able to study and revise in your own time, at your own pace, and in whatever location is most convenient. And what's even better, you will be able to review the content as many times as you like in the run up to your exams.

All KnowledgePoint online tutorials and workshops are priced with students' budgets in mind and are accessible instantly throughout the academic year, by simply accessing the student portal TouchPoint from home, work, college, library or even when you're on holidays. KnowledgePoint brings together the best of both face-to-face and online learning.

Online Tutorials

There are 24 First Year and 24 Second Year online tutorials available covering a variety of topics. These range from 20 minutes to 1 hour. Viewing an online tutorial is virtually the same as being in the room with the lecturer. Keeping pace is easy because the video, audio and slides are all synchronised in real-time as the lecturer speaks. In addition to this you can download high quality lecture notes that help you learn in your own time, at your own pace.

Workshops

Workshops provide tuition by subject experts using practical examples and hands on learning activities. These interactive sessions are focused on helping you to achieve exam success.

They are half-day classroom-based sessions, designed to give you an in-depth understanding of key aspects of the course. You have the option to attend the face-to-face classroom session or view the recorded version from the comfort of your home. If you attend the workshop you will also be given the recorded version so that you can replay it at home anytime you want.

There are two Workshops for each subject in First and Second Year, each of which concentrates on different areas of the syllabus. The topics have been carefully selected to focus on core areas and sections of the course that have proven difficult for students in past exams.

knowledgepoint



What is required for my work experience?

In addition to passing our exams, students must also have two years relevant work experience to complete the qualification.

The reason for the work experience is that students also need “on-the-job” skills to be effective as a qualified Accounting Technician and be able to apply practical experience to the theory they have learned in the classroom. This in turn provides potential employers with independent reassurance that you are the right person for the job.

Work experience requirements are based on two years full-time employment (or the equivalent part-time) and can be gained at any time. If you have relevant work experience from a previous job, then you can count that towards your two years. Accounting Technicians Ireland will also recognise any relevant experience obtained while you are studying or after you have completed your exams.

All of your experience has to be signed off by a mentor who can verify that you have achieved all of the associated learning outcomes. To begin achieving your work experience, you will need to:

- find a workplace mentor (this can be your line manager, employer or a qualified accountant)
- gain two years experience in an accounting or finance-related role(s)
- record your progress using the Record of Work Experience form and have this verified by your mentor
- submit your Record of Work Experience to Accounting Technicians Ireland. (Please note that students must have successfully completed all their exams before they can submit this form).

Further information and a copy of the Record of Work Experience form is available on our website.

What areas should I be gaining experience in?

Accounting Technicians Ireland has a flexible approach in reviewing the precise experience that students need to gain, given the wide variety of Accounting Technician roles. Students have a choice of completing 13 different work based assessments but only need to achieve nine of these assessments. They cover areas like:

- Accounting systems management (e.g.TAS/Sage)
- Budgeting
- Cash management
- Computer systems
- Costing
- Credit control
- Management accounting
- Payroll administration
- Preparation of accounts
- Purchases accounting
- Quality control
- Sales accounting
- Stock control
- Tax returns

Your mentor will be able to help you plan your work experience effectively, and Accounting Technicians Ireland will be able to assist with any queries you may have.



How do I get Work Experience?

If you are not already working, work experience can be gained in any number of ways. For example through placements, part-time jobs, voluntary work, internships, or job shadowing. These allow you to gain experience and skills in a particular field or industry with a view to working in that industry in the long term.

Make sure you cast a wide net when searching for work as you will need to follow a similar process as that of finding any other job; e.g. job boards, local companies, recruitment agencies, careers services, networking and exhibitions. Here is some advice on where to start in your job search.

- Make use of all your contacts. Speak to friends, family, colleagues, class mates and let them know you are looking for some accounts related work.
- If you know someone who runs their own business, volunteer to help them with their accounts.
- Ask your current employer about working in the accounts department (perhaps one afternoon per week). If your organisation has an external accountant then ask them about possible work placements.
- Use social networking sites such as Facebook or LinkedIn to increase your profile.
- Attend industry events and sign up for any accountancy newsletters seeking out any opportunities that may arise.
- Use all relevant media sources - newspapers, industry publications, recruitment websites, professional bodies, education providers, company websites.



How do I complete the qualification?

Once students have passed the exams and obtained their two years relevant work experience, they will have completed the Diploma for Accounting Technicians qualification.

In order to complete the qualification, you must submit your Record of Work Experience which has been verified by your mentor, along with an assessment fee of €175/£150.

In tandem, you may also become a Full member of the professional body Accounting Technicians Ireland, which enables you to use the professional designation MIATI after your name.



What are the benefits of being a Full member?

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

- **Industry recognition:** Full members of Accounting Technicians Ireland are allowed to use the professional designation “MIATI” after their name, a respected business accreditation valued by many employers.
- **Technical Enquiry Service:** We offer free technical guidance to support members in the areas of financial reporting, audit, assurance, company law, payroll, and ethics.
- **Job recruitment and advice:** Accounting Technicians Recruitment is a specialist recruitment agency for members that caters to accounting professionals at all levels. Whether you are looking for a new job or just want advice on your career, we have trained recruitment consultants who can help you.
- **CPD training:** We run a series of leading edge CPD training courses to help you grow professionally and enhance your career. The cost of these courses is heavily subsidised so they are accessible to all members. We also offer a broad range of online CPD courses.
- **Exemptions for further study:** Should you decide to continue your studies after our exams, we can advise you on the substantial exemptions the professional

accounting bodies offer Accounting Technicians Ireland members.

- **Networking and events:** Accounting Technicians Ireland organise events through our local District Societies. These are networking groups which are run by members for members and they organise a wide variety of social and educational functions.
- **Member newsletter:** Technical Matters is an online newsletter specifically for our members to keep you up to date with news, events, and industry developments.
- **Accountancy Ireland:** Accountancy Ireland is Ireland’s leading accountancy magazine published by Chartered Accountants Ireland. Members can subscribe to it free of charge.
- **Travel and leisure discounts:** Accounting Technicians Ireland offers members an extensive choice of discounts for recreational activities, including a vast selection of sports, leisure and dining outlets around the country.

To maintain your membership and benefits, Full members are required to pay an annual membership subscription of €160/£140. Further details about Full membership are available on www.AccountingTechniciansIreland.ie



What is Continuing Professional Development?

In the world of accounting there is an increased demand to keep up to date with changing legislative, social and economic developments. Continuing Professional Development (CPD) provides a means whereby you can keep abreast of these changes, broaden skills and be more effective in work.

CPD can be a step on the ladder to higher qualifications or enhanced job prospects, or can simply be a requirement to maintain professional status with other accounting bodies. It can be part of meeting targets set by workforce performance management schemes or an opportunity for individuals to change their career paths.

Accounting Technicians Ireland's range of CPD courses, designed to achieve these personal or corporate ambitions is diverse, flexible and varied. They can be as simple as developing practical skills through highly focused short courses or they may be designed to increase theoretical knowledge and in depth understanding based on critical examination of specific working practices over a longer period of time.



So what can members of Accounting Technicians Ireland do after qualifying?

The most recent graduates who became members of Accounting Technicians Ireland have fared very well. Almost 95% of them are currently working.

Having the Accounting Technicians Ireland qualification is a distinct advantage in the market place as it is seen by many employers as essential when they are hiring. It has enabled our newest members to take up key roles in accounting practices and in industry. These covered a broad range of finance roles in many types of organisations across different sectors from private industry to local and central government.

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

For instance, many of our graduates pursue further accounting studies with organisations such as our partner Chartered Accountants Ireland, or the other professional bodies like the Association of Chartered Certified Accountants (ACCA), the Institute of Certified Public Accountants (CPA), and the Institute of Incorporated Public Accountants (IIPA).

All these bodies offer Accounting Technicians Ireland graduates significant exemptions for taking their exams and further information is available on www.AccountingTechniciansIreland.ie

What are my options for further study?

There are a wide range of generous Higher Education exemptions available on successful completion of Second Year of our qualification. Around 30% of graduates continue their studies with other professional accounting and taxation bodies, or on degree programmes.

Graduates with a satisfactory level of achievement may be able to undertake further studies on the programmes below. For further information regarding programme level exemptions contact our Registrar on Tel: 01-6498120.

Awarding Organisation	Programme Level
Chartered Accountants Ireland	CAP1
Association of Chartered Certified Accountants (ACCA)	Foundations in Accountancy
Association of Tax Technicians	Certificate
Chartered Institute of Management Accountants (CIMA)	Certificate in Business Accounting
Dublin Business School	BA (H) Accounting & Finance
Dublin Business School	Bachelor of Business in Accounting (O)
Institute of Certified Public Accountants in Ireland (CPA)	Formation 1 - 2
Institute of Incorporated Public Accountants (IIPA)	Professional 1
Institute of Public Administration	BBS (H) Accounting
Institute of Technology Tallaght (ITT)	Bachelor of Business (H) in Financial Services & Investment Analysis
Institute of Technology Tallaght (ITT)	Bachelor of Business in Accounting (H)
Institute of Technology Tallaght (ITT)	Bachelor of Business in Accounting (O)
Swansea Metropolitan University	BA(H) Accounting
Swansea Metropolitan University	BA (H) Business Studies
Waterford IT	BA(H) in Accounting

Northern Ireland Colleges

Antrim

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

Northern Regional College
(Newtownabbey Campus)
(Part-time)
400 Shore Road, Newtownabbey,
Co. Antrim, BT37 9RS
Coordinator: Roy Humphries
Tel: 028 9085 5000
www.nrc.ac.uk

Armagh

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

Southern Regional College
(Portadown Campus)
(Part-time)
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
(Bangor Campus)
(Part-time)
Castle Park Road, Bangor,
Co. Down, BT20 4TD.
Coordinator: Eddie Forester
Tel: 028 9127 6600
www.serc.ac.uk

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

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

Fermanagh

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

Londonderry

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

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

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

Tyrone

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

Southwest Regional College
(Omagh Campus) (Part-time)
2 Mountjoy Road, Omagh,
Co. Tyrone, BT79 7AH
Coordinator: Siobhan Breen
Tel: 028 82245433
www.swc.ac.uk

Republic of Ireland Colleges

Carlow

IT Carlow
(Part-time)
Kilkenny Road, Carlow
Coordinator: Anne Meaney
Tel: 059 917 0400
www.itcarlow.ie

Clare

Ennis Business College
(Part-time)
Unit 8, Westgate Business Park,
Kilrush Road, Ennis, Co. Clare
Coordinator: Helen Cronin
Tel: 065 682 4168
www.ennisbusinesscollege.com

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
Coordinators: Nick O'Callaghan
(F/T); Ann Corcoran (P/T)
Tel: 021 422 2100
www.corkcollegeofcommerce.ie

Cork Institute of Technology

(Part-time)
Cork
Coordinator: Annemarie Twomey
Tel: 021 432 6100
www.cit.ie

Mallow College of Further Education

(Full-time and Part-time)
Annabella, Mallow, Co. Cork
Coordinator: John Healy
Tel: 022 43309
www.mallowcollege.ie

Donegal

Donegal IT Centre
(Part-time)
1st Floor, Blue Stacks Foundation
Building, Glebe, Donegal Town,
Co Donegal.
Coordinator: Sarah Sweeney
Tel: 074 972 2934
www.donegalit.com

Dublin

Accounting Technicians Professional Education Training Centre
(Part-time)
47-49 Pearse Street,
Dublin 2
Coordinator: Leda Egri
Tel: 01 649 8120
www.AccountingTechniciansIreland.ie

Action Community Enterprise

(Full-time)
Bawnogue Enterprise and
Community Centre, Bawnogue
Road, Clondalkin, Dublin 22.
Coordinator: Ann Reid
Tel: 01 457 9662
ann@actioncommunityenterprise.ie

Action Community Enterprise

(Full-time)
Whitehall Ballymun Partnership,
Ballymun, Dublin 9.
Coordinator: Ann Reid
Tel: 01 457 9662
ann@actioncommunityenterprise.ie

Ballyfermot College of Further Education

(Part-time)
Ballyfermot Road, Ballyfermot,
Dublin 10
Coordinator: Caroline McKenna
Tel: 01 626 9421
www.bcfe.ie

Blanchardstown Institute of Technology

(Part-time)
Blanchardstown Road North,
Dublin 15
Coordinator: Fiona Malone
Tel: 01 885 1000
www.itb.ie

Business Management Institute

(Part-time)
33 Dawson Street,
Dublin 2
Coordinator: Michael Gleeson
Tel: 01 679 6464
www.bmi.ie

Colaiste Ide

(Full & Part-time)
Cardiffsbridge Road, Finglas West,
Dublin 11
Coordinator: Edel Bourke
Tel: 01 834 2333
www.colaisteide.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

Greenhills College

(Full-time)
Limekiln Avenue, Greenhills,
Dublin 12
Coordinator: Deborah Dunne
Tel: 01 450 7779
www.greenhills-college.com

Griffith College Dublin

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

IBAT College (Part-time)
IBAT House, Forster Way,
Swords, Co Dublin
Coordinator: Colette Casey
Tel: 01 807 5055
www.ibat.ie

IBAT College (Part-time)
16-19 Wellington Quay,
Dublin 2
Coordinator: Colette Casey
Tel: 01 807 5055
www.ibat.ie

Infinity Business College
(Full-time)
33 Dawson Street,
Dublin 2
Coordinator: Michael Gleeson
Tel: 01 679 7086
www.ibcollege.com

**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 &
Part-time)
Town Hall, Rathmines,
Dublin 6
Coordinators: Kieran Alcock
(F/T); Patrick Desprez (P/T)
Tel: 01 497 5334
www.rathminescollege.ie

**Senior College Dun
Laoghaire**
(Full & Part-time)
Eblana Avenue, Dun
Laoghaire
Co Dublin
Coordinators: Ed Jennings
(F/T); Paddy Condon (P/T)
Tel: 01 280 0385
www.scd.ie

Galway
**Galway/Mayo Institute
of Technology** (Part-time)
Dublin Road, Galway
Coordinator: David Palcic
Tel: 091 753 161
www.gmit.ie

Kerry
**Killarney Community
College**
(Part-time)
New Road, Killarney
Co. Kerry
Coordinator: Ann Hickey
Tel: 064 32164
www.killarneycommunity
college.com

Tralee Community College
(Full-time)
Clash, Tralee,
Co. Kerry
Coordinator: Marie Doody
Tel: 066 712 1741
www.traleecommunity
college.com

Kildare
Clane College (Part-time)
Clane Business Park, Kilcock
Road, Clane, Co. Kildare
Coordinator: Colm Foley
Tel: 045 893 676
www.clanecollege.com

Piper's Hill College
(Part-time)
Killashee, Naas, Co. Kildare
Coordinator: Geraldine Fox
Tel: 045 897 885
www.phcol.ie

Kilkenny
Ormonde College
(Kilkenny VEC) (Part-time)
Ormonde Rd, Kilkenny
Coordinator: Bronwyn Keane
Tel: 056 776 3321
www.ormondecollege.ie

Laois
METAC Training
(Part-time)
Mountrath Enterprise Park,
Portlaoise Road, Mountrath,
Co. Laois.
Coordinator: Donal Horgan
Tel: 057 875 6540
www.metac.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

Griffith College Limerick
(Part-time)
31 /32 Upper William
Street, Limerick
Coordinator: Catherine
Horgan
Tel: 061 310 031
www.gcd.ie

Louth
**Dundalk Institute of
Technology**
(Part-time)
Lifelong Learning Centre
Dublin Road, Dundalk,
Co. Louth.
Coordinator: Anton Barrett
Tel: 042 937 0585
www.learn.ie

Mayo
**Ballina Adult Education
Centre** (Full & Part-time)
Cathedral Road, Ballina,
Co. Mayo
Coordinator: Michael
McIntyre
Tel: 096 71237
www.fetac.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) (Meath VEC)
Trim Road, Navan,
Co. Meath
Coordinator: Aimee Swaine
Tel: 046 902 8915
www.beaufortcollege.ie

Boyne Community School
(Part-time)
Trim, Co. Meath
Coordinator: Moira Walsh
Tel: 046 943 8000
www.boyneadulthoodeducation.com

St. Peter's College
(Part-time)
Main Street, Dunboyne,
Co. Meath.
Coordinator: Sandra Hill
Tel: 01 825 2552
www.stpeterscc.ie

Monaghan
Beech Hill College
(Part-time)
(County Monaghan VEC)
Monaghan.
Coordinator: Peter O'Connor
Tel: 047 81200
www.bhc.ie

Offaly
County Offaly VEC
(Part-time)
Castle Buildings, Tara Street,
Tullamore, Co. Offaly.
Coordinator: Tony Dalton
Tel: 057 935 1392
www.offalyvec.ie

Sligo
Sligo VEC (Part-time)
Quay Street, Sligo.
Coordinator: Michael Burke
Tel: 071 914 5025
www.sligovec.ie

Waterford
Colaiste Chathail Naofa
(Full-time)
Youghal Road, Dungarvan,
Co. Waterford
Coordinator: Muireann
Fitzgerald
Tel: 058 41184
www.ccdungarvan.com

**Waterford College of
Further Education**
(Part-time)
Parnell Street, Waterford.
Coordinator: Philip Deegan
Tel: 051 874053
www.wcfe.ie

Westmeath
**Athlone Institute of
Technology**
(Full-time)
Dublin Road, Athlone,
Co. Westmeath.
Coordinator: Peter Mellin
Tel: 090 642 4400
www.ait.ie

**Mullingar Community
College** (Westmeath VEC)
(Part-time)
Millmount Road, Mullingar,
Co. Westmeath
Coordinator: Pat O'Carroll
Tel: 044 934 0786
www.mullingarcommunity
college.com

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

Gorey Community School
(Part-time)
Esmonde Street, Gorey,
Co. Wexford.
Coordinator: Mairead
Fitzpatrick
Tel: 053 942 1167
www.goreyadulthood.ie

**IT Carlow (Wexford
Campus)**
(Part-time)
Summer Hill Road,
Wexford.
Coordinator: Dr John
O'Neill
Tel: 053 9185800
Email: wexford@itcarlow.ie

Wicklow
**Bray Institute of Further
Education**
(Full & Part-time)
Novara Avenue, Bray,
Co. Wicklow
Coordinators: Paddy
McNulty (F/T); Joe Judge
(P/T)
Tel: 01 286 6233
www.bife.ie

Correspondence Learning

McKeon Murray Business
Training Services
Tel: 01 295 9087
www.mckeonmurray.ie

The IAS module is provided
directly by Accounting
Technicians Ireland. For
details contact us at: (01)
649 8180 or
students@AccountingTech
niciansIreland.ie

FÁS Centres

Our programme is also
delivered in the Republic
of Ireland through FÁS in
a number of their training
centres. For full details
contact your local
Employment Service Office
or www.fas.ie

FÁS Centres 2011/2012:

- Carlow
- Clonmel
- Dublin (City Centre,
Tallaght, Swords)
- Dundalk
- Ennis
- Galway
- Letterkenny
- Limerick
- Navan
- Tralee

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 four payments throughout the year – see page 19 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 on the back cover.

If you need any further help, please feel free to contact us. 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 2012-2013

2nd July 2012	Registration commences
July - October 2012	Registration period
1st September - 21st December 2012 ¹	Term One (Weeks 1-12)
1st October 2012	Deadline for applying for exemptions
26th October 2012	Registration deadline
26th October 2012	Reasonable Adjustments application deadline
30th November 2012	Summer IAS Exam application deadline
7th January - 26th April 2013 ¹	Term Two (Weeks 13-26)
25th January 2013	Summer (May) Exam application deadline
22nd - 27th April 2013	Summer IAS Exam period
13th - 22nd May 2013	Summer Exam period
8th July 2013	Publication of Summer Exam results
19th July 2013	Autumn Exam application deadline (All subjects)
12th - 16th August 2013	Autumn IAS Exam period
19th - 28th August 2013	Autumn Exam period
23rd September 2013	Publication of Autumn Exam results

Practical Work Experience Calendar 2012-2013

2nd August 2013	Deadline for submission of Work Experience Assessment ² (Following Summer Exams - Second Year students only)
11th October 2013	Deadline for submission of Work Experience Assessment ² (Following Autumn Exams - Second Year students only)

¹ These dates are for guidance only and may vary slightly depending on your college timetable.

² Please note this only applies to students who have successfully completed all First and Second Year exams.

Student Registration Form 2012/2013



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 **26th October 2012**.

1. PERSONAL DETAILS

Mr. Mrs. Ms.

Male Female

Surname

Date of Birth

Firstname(s)

Address for

Correspondence

County

Postcode

Home Tel

Office

Mobile

Work email

Personal email

Please note it is essential you provide us with at least one 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

Cert No.

Cert No.

3. College

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

Name

Location

Full-Time Part-Time 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

Accounting Technicians Ireland

Dublin

47-49 Pearse Street
Dublin 2

Contact: Leda Egri

Tel: 01 649 8180

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 23 0071

info@AccountingTechniciansIreland.ie

www.AccountingTechniciansIreland.ie

Professional, Practical, Proven

www.AccountingTechniciansIreland.ie

