



Accounting Technician Apprenticeship

Application Advice

Applications for the Accounting Technician Apprenticeship 2017 are now open.

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 form 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 they commence the programme.



SCHOOL LEAVERS

The CAO points and subjects requirements noted above apply to applicants who have left school in the past five years, but are aged under 23. Evidence of this will be required.



CAO POINTS

For Leaving Certificate students 2017, this is 310 CAO points and at least an O5 grade in English and Maths or Accountancy. For those who sat the Leaving Cert in the past five years, this is 300 CAO points and a D3 in Ordinary Level English and Maths or Accountancy.



PREVIOUS QUALIFICATION HOLDERS

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.



EMPLOYER DISCRETION

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



PUBLIC SECTOR EMPLOYEES:

Public sector employees are eligible to apply for the Accounting Technician Apprenticeship.



IRISH & FOREIGN CITIZENS

Applicants must be Irish or EEA citizens or have resided within this region for the past three consecutive years.



EXISTING EMPLOYEES

Existing employees are also eligible to apply but they must be changing to a new position in an accounting function. Evidence of this will be required.



NON EEA CITIZENS

A person from outside the EU is eligible to apply for the programme if he/she has Stamp 4 Visa. Evidence of this will be required on application.



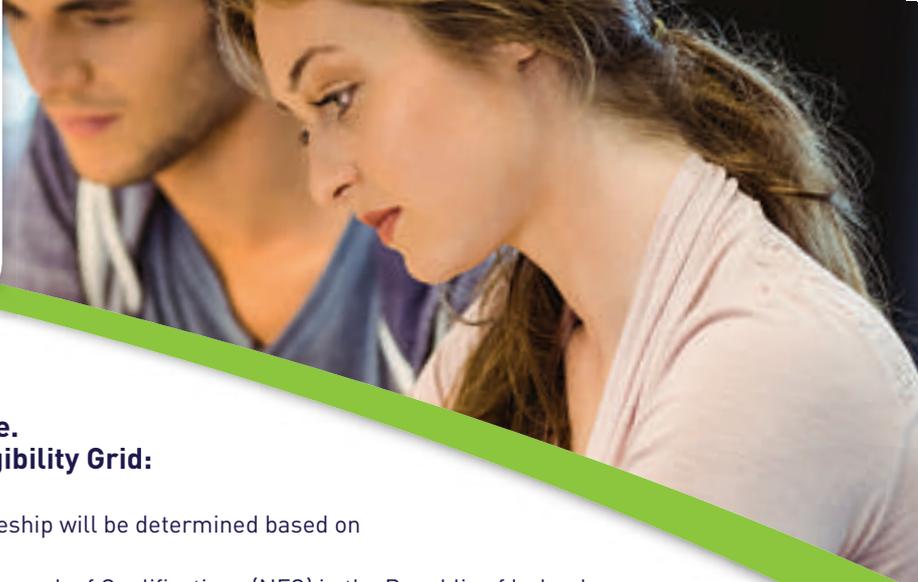
MATURE STUDENTS

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 course start date. Mature applicants are also eligible to apply.



ENGLISH LANGUAGE PROFICIENCY

In the absence of a pass in Leaving Certificate English, the applicant must show evidence of competency in both written and spoken English Language.



Mature learners - check your eligibility here.
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:

LEVEL OF QUALIFICATION	NON-ACCOUNTING RELATED QUALIFICATION	ACCOUNTING-RELATED QUALIFICATION
Level 4 or lower	Not Eligible	Not Eligible
Level 5	Eligible	Eligible
Level 6	Eligible	Not Eligible
Level 7 or higher	Eligible	Not Eligible

Applicants with NO Previous Qualification – Eligibility:

- Where an applicant has no (formal) qualification, eligibility will be determined through a series of questions. Generally these will be carried out by phone, 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.

(Please note if you have completed a non EEA qualification you will need to provide a comparability statement from QQI.)

All relevant documents should be scanned or attached as a PDF document when sending your completed application for to apprenticeship@accountingtechniciansireland.ie

Incomplete applications cannot be processed.

Please note that we cannot accept photographs of your documents.

The Accounting Technician Apprenticeship is a two-year, full-time earn as you learn programme. You should be able to commit to completing the programme syllabus while working in full-time employment over the two years.



If you are eligible and wish to apply, please read the following tips to completing your application:

- 01 Get your application form in as early as possible.
- 02 Follow the advice and instructions that have been provided.
- 03 All your responses need to be typed. Written answers will not be accepted.
- 04 Be aware that you need to complete your responses within the provided lines. This is to ensure we obtain only relevant information.
- 05 Preparation is vital. Your form must show the employer that you have really thought about yourself and how your interests, skills and capabilities would match the requirements of this programme you are applying for and a professional work environment.
- 06 Allow appropriate time to complete your application form.
- 07 Print off your application form and then prepare the answers offline.
- 08 Pay attention to requested information, the detail you need to provide and complete a draft with all your answers.
- 09 Make sure each section is completed and an answer is given to each part.
- 10 Make sure you answer all the questions and fill in all the boxes.
- 11 The amount of space allocated to a question reflects the maximum amount of words that should be provided. Please do not go beyond the space provided.
- 12 Action words strengthen and enliven your application form.
- 13 If you are asked to complete all sections then do that. If something is not applicable then declare that in the relevant section.
- 14 Name, address and contact details - be sure to add these carefully - a missed or incorrect digit in your telephone number could result in you falling at the first hurdle! Check your contact details are up to date and accurate. Contact us if your details change.
- 15 Provide winning responses – promote your personal selling points – academic strengths, promising work skills and personal achievements.
- 16 Give specific reasons proving that you are interested in the programme and not just applying for any job.
- 17 It is important to include level studied and grades obtained for all Leaving Certificate subjects in the education section.
- 18 Employment experience – if there are gaps in your employment or education – say what you were doing during that time.
- 19 Get a family member or friend to review your draft application form.
- 20 It is important your final application has been spellchecked and is presented neatly and accurately. Not only will Accounting Technicians Ireland be screening your application form, employers will be too and they will make the decision to shortlist you for interview.
- 21 Make sure you sign and date your completed application form before submitting.
- 22 Keep a copy – photocopy your completed application form before submitting so you can retain to review your answers before interview.
- 23 Be sure to upload only requested information and required documents. Complete a checklist to make sure you have uploaded all the right documents.
- 24 All requested documents can only be uploaded in word format or PDF. Photos are not accepted.



Sections for completion in the application form are:



PERSONAL DETAILS

Make sure that you provide up-to-date contact details so that Accounting Technicians Ireland and employers can reach you.



EDUCATIONAL DETAILS

Please provide relevant qualifications in chronological order, including grades or overall results and where completed. If a course hasn't been completed it is recommended that this is outlined on the application form and that a reason is provided for why it wasn't (if not currently completing).



WORK EXPERIENCE

Please list the three most recent jobs starting with current or last role. Any accounting duties that you have performed should be detailed.



QUESTIONS

Please provide answers to all the questions. This is an opportunity to show employers why you want to work in the field of Accounting and support why you should be selected for this programme and the professional workplace.



FURTHER DETAILS

This is an opportunity to detail your extra-curricular interests and highlight your unique selling point through indicating personal and professional successes.



EXAM CENTRE

If your application is successful, you'll need to sit exams in one of our exam centres each May. You can choose your preferred exam centre here.



DATA PROTECTION STATEMENT

We need to share your application details with third parties such as employers, colleges and state agencies. You need to read our Data Protection Statement and sign it before we can process your application.