



Accounting Technician Apprenticeship

Employer Suitability to Train Form

Assessment of an Employer's Suitability to Train Accounting Technician Apprentices in the occupation

Employer Details

Employer tax number: _____

CRO number: _____

Company name: _____

Trading name: _____

Address: _____

Phone number: _____

Fax no: _____

Email: _____

Website: _____

Contact person: _____

Contact phone number: _____

Industry designation: _____

Date trading commenced: _____

Sector: _____

Total number of employees: _____

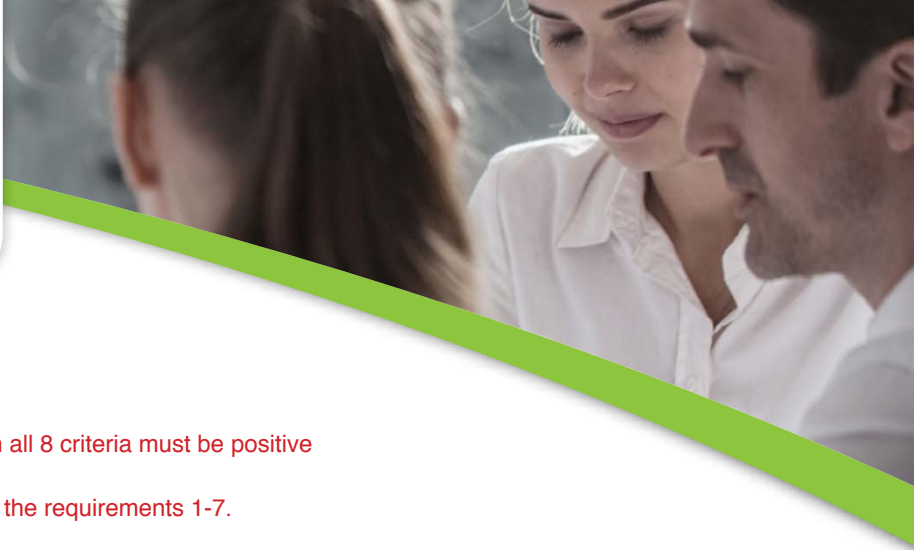
Main activity: _____

Total number of qualified persons: _____

Total number of qualified accountants or accounting technicians: _____

Name of Proposed Workplace Mentor:	Qualifications:	Occupation:	Previous Mentoring Experience:

Please complete the accompanying Mentor Credentials Form and send together with this document.



Assessment Criteria

- For companies based outside the State jurisdiction all 8 criteria must be positive to receive approval to train.
- Companies resident in the State must comply with the requirements 1-7.

1. Can the employer provide access for the Accounting Technician Apprentice to the range of work specified in the on-the-job elements of the programme? (See www.accountingtechnicianapprenticeship.ie)	YES	NO
2. Can the employer provide access for the Accounting Technician Apprentice to the office technology specified in the on-the-job elements of the programme? (See www.accountingtechnicianapprenticeship.ie)	YES	NO
3. Can the employer provide a qualified person to supervise the training and work of the Accounting Technician Apprentice during the on-the-job elements of the programme? (See www.accountingtechnicianapprenticeship.ie)	YES	NO
4. Can the employer provide a qualified person to act as the workplace assessor/verifier for the on-the-job elements of the programme?	YES	NO
5. Does the employer intend to provide continuity of employment for the Accounting Technician Apprentice to complete all elements of their programme?	YES	NO
6. Does the employer agree to comply with the programme MoU and abide by the SOLAS Revised Code of Practice? (See www.accountingtechnicianapprenticeship.ie)	YES	NO
7. Will the employer be directly employing the prospective Accounting Technician Apprentice (subcontracting employment arrangements do not suffice)?	YES	NO
8. If the employer's head office is based outside the State jurisdiction are the following requirements in place (a) compliant with the State taxation requirements, (b) retains a Registered Office in the State and (c) has appointed a company representative.	YES	NO

Employer authorised signatory: _____

Date: _____

Position in company: _____

Recommendation:

• The employer named above is assessed as suitable to train Accounting Technician Apprentice(s) in the occupation specified having met the assessment criteria indicated above.

Suitable:

• The employer named above is assessed as not suitable to train Accounting Technician Apprentice(s) in the occupation specified having failed to meet the assessment criteria indicated above.*

Unsuitable:

Signed: _____

Date: _____

Optional comments:

* If the employer is assessed as not suitable to train Accounting Technician Apprentice in the specified occupation ATI advises the employer accordingly in writing giving details of the assessment criteria which have not been met and inviting the employer to re-apply when all the assessment criteria can be met.



Data Protection Statement

Introduction

In connection with your suitability to train application for the Accounting Technician Apprenticeship Programme funded through SOLAS, it will be necessary to process personal data (which may be held on paper, electronically, or otherwise) about you. It is important that all personal data is treated in an appropriate and lawful manner, in accordance with applicable Data Protection Acts (1988 and 2003 (the "DP Acts"). The purpose of this notice is to make you aware of how such personal data will be handled in this context.

What data will be collected?

When you apply to the Accounting Technician Apprenticeship Programme, you will be asked to provide personal data and information about yourself. The personal data may include your first name, surname, email, academic qualifications and certificates of achievements or letters confirming memberships of professional bodies.

As part of the Accounting Technician Apprenticeship Programme certain parties (the ETB College, College Mentor, Workplace Mentor, Employer, External Authenticator, SOLAS, QQI and all other parties on a need-to-know basis) are automatically entitled to see relevant data pertaining to this programme like the apprentice's attendance, examination/assessment results and assessment evidence. By signing this document you are consenting that you are fully compliant with the current Data Protection Acts (1988 and 2003) and that you undertake to maintain any personal data on apprentices given to you by ATI to be held securely with appropriate technical and organisational measures to protect it from unauthorised access or use.

Why and how do we process the information you provide?

It is necessary to process personal data you provide in connection with the suitability to train application to and registration on the Accounting Technician Apprenticeship Programme. By submitting the suitability to train application, you acknowledge that such personal data may be processed for those purposes, including:

1. To contact you about the suitability to train application.
2. To administer the application and to assess your eligibility for the Accounting Technician Apprenticeship Programme.
3. To follow up with you after the application is received, as required.
4. To verify any of the qualifications/professional bodies stated on the Mentor Credentials Form.
5. To follow up with you on the assessment/mentoring of the apprentice.
6. To allow the External Authenticator to review the feedback given to the Apprentice and to give feedback on the assessment.
7. Providing advice and support through the Apprenticeship Programme Manager, where available.
8. To contact you after the apprentice has completed the course in order to measure course impact in relation to quality assurance and future employment.

Accounting Technicians Ireland undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data held on your ATI record will be disclosed to relevant staff within Accounting Technicians Ireland, the ETB College and other relevant parties on a need-to-know basis. All staff are made aware of the procedures they must follow to ensure your data is appropriately protected.

Retention of Data

ATI will keep your personal data for the purposes of ongoing administration, audit, and review, but only for as long as is necessary to meet the purposes set out in this notice unless you have consented to "opt in" to be contacted about further marketing promotions.

Your Queries

If you have any queries about this notice or how your data are processed please contact the Data Protection Officer by email dp@accountingtechniciansireland.ie or by post Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2.

Acknowledgement

I understand that my data will be processed for the purposes and in the manner set out in this notice.

Signed: _____

Date: _____

Please complete this form and return to ATI Recruitment Team, Accounting Technicians Ireland, 47/49 Pearse Street, Dublin 2.