



Accounting
Technicians
Ireland



GENERATION
APPRENTICESHIP
www.apprenticeship.ie

Accounting Technician Apprenticeship

Employer Information Pack



We have **NUMBERS** in our DNA

www.accountingtechniciansireland.ie

The Accounting Technician Apprenticeship...

1

Is a modern, practical route to a career in accountancy where employers recruit Accounting Technician Apprentices on a two-year, earn-as-you-learn programme

2

We source high-calibre individuals interested in a career in accountancy, and you select the candidates who best fit your employment requirements

3

You can tap into a vast talent pool to diversify your workforce and ensure your organisation has a skilled body of staff for accountancy and finance roles

4

You can grow and nurture talented participants with the potential to become versatile accountants with wide-ranging skills, and boost employee retention

5

The Accounting Technician Apprenticeship leads to a Level 6 QQI Advanced Certificate Award and is a National Apprenticeship funded by SOLAS.

“

We are pleased to participate in the Accounting Technician Apprenticeship programme. It provides another avenue to individuals looking to start a successful career in accountancy which is both practical and supportive. This new accountancy apprenticeship blends professional studies and exams with practical work experience which is very beneficial to both the student and the firm.

”

Niamh Dowling, HR Assistant Manager



Join employers in industry, practice and the public sector on this innovative programme

Accounting Technicians Ireland is the leading professional body for Accounting Technicians on the Island of Ireland. With offices in Dublin and Belfast, and strong links with Chartered Accountants Ireland and other professional accountancy bodies, we supply high-calibre Accounting Technician graduates to industry, practice and the public sector. Many progress to the highest levels in their field. We have 10,000 students and members across the Island of Ireland.

This new National Apprenticeship leads to a Level 6 QQI Advanced Certificate Award and is funded by SOLAS. It provides school leavers, mature learners and existing employees with a practical alternative to the traditional full-time college route.

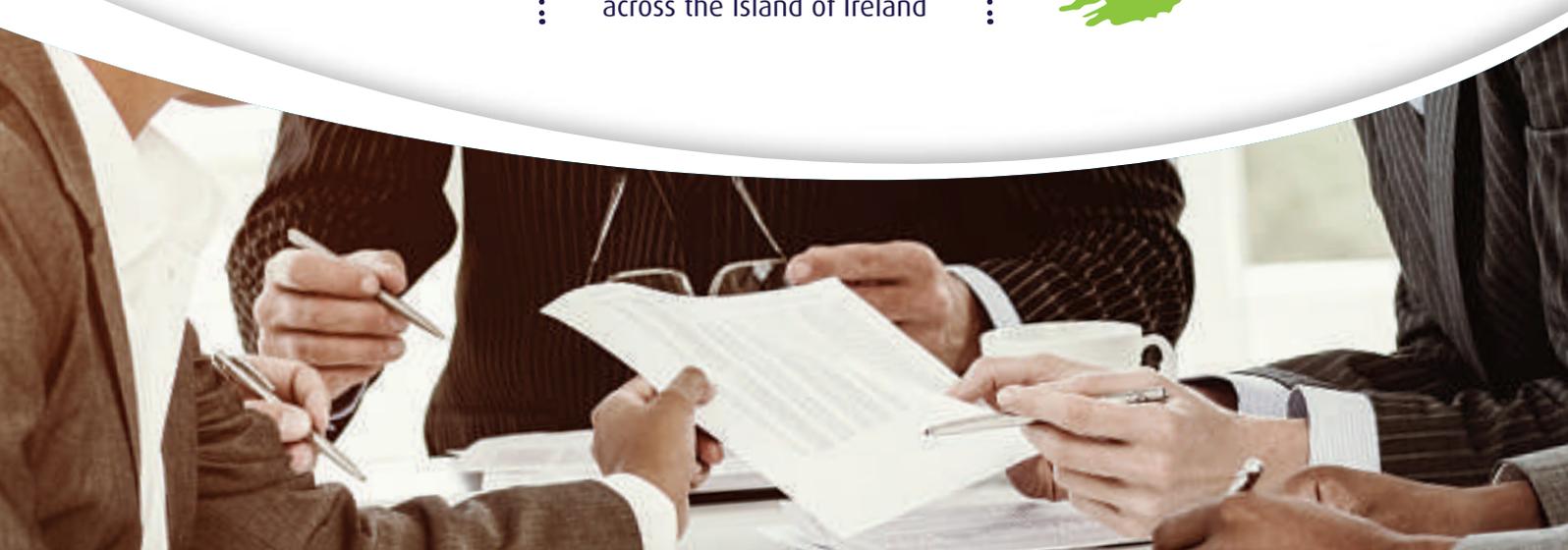
The Accounting Technician Apprenticeship allows organisations in industry, practice and the public sector to diversify their workforce as they participate in a modern and innovative approach to training talent.

95%
of our members
are employed



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

We have more than
70 COLLEGE
LOCATIONS
in Ireland



A modern programme for today's business demands

Demand for Accounting Technicians continues to grow apace. Accounting Technicians Ireland graduates are working in practice, construction, financial services, IT, manufacturing, professional services, NGOs, medical and many other sectors which are experiencing rapid growth as the economic recovery continues.

Accounting Technicians Ireland's 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.

In addition, the National Apprenticeship Council is developing new opportunities for companies to take on talented school-leavers and mature learners who gain skills through 'on-the-job' learning. Employers in all sectors welcome this opportunity to diversify their workforce and tap a new talent stream.

From September 2017, Accounting Technicians Ireland will deliver the first National Apprenticeship in the field of accountancy.

Working in industry, practice 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 our in-demand qualification over the two-year programme.

Accounting Technician Skills



How it works

You register as a participating employer with ATI and SOLAS. We source, screen and process applications on your behalf, based on the programme entry criteria*

Suitable applicants are referred to you up to the cut-off point of August 31st.

You select candidates for interview and offer successful applicants a two-year apprenticeship contract commencing September 4th 2017**

During term time, your employment will work at your office four days a week and study at their local college one day a week

You can retain your fully qualified Accounting Technician, release them, or offer them the chance to continue their studies with a professional accountancy body

Workplace learning is assessed throughout the programme and exams are held in May each year

A qualified workplace mentor provides the apprentice with training support covering all aspects of the programme

* Eligibility and screening processes are detailed on www.accountingtechnicianapprenticeship.ie. You have the discretion to enhance the entry requirements beyond the minimum academic standards.

** You are free to commence the contract before the programme start date, however the contract must run for the entire duration of the apprenticeship programme.

You should be in a position to:

- Offer the apprentice a two-year contract which pays at least the minimum wage (€17,797)
- Meet all of the requirements on the 'Employer Suitability to Train' form, and sign an agreement with ATI and agree to comply with the SOLAS Code of Practice
- Ensure that the role offers participant exposure to all elements of Accounting Technicians Ireland's two-year programme (see www.accountingtechnicianapprenticeship.ie/employers)
- Appoint a suitably qualified workplace mentor

Full details on the programme and participating employers' roles and responsibilities are available on our website, www.accountingtechnicianapprenticeship.ie, including:



PROGRAMME STRUCTURE



CURRICULUM



OCCUPATIONAL PROFILE



ROLES OF WORKPLACE MENTORS



ROLES OF COLLEGES



RECRUITMENT PHASES



EMPLOYER SUITABILITY TO TRAIN FORM



OTHER RELEVANT FORMS

How will my company benefit?

The skills, knowledge and competencies obtained by Accounting Technician Apprentices means graduates are capable of filling all kinds of accounting and finance roles, in all sectors of the economy.

Our talented graduates provide cost-effective staffing solutions for industry, practice and the public sector in a tight recruitment market.

The Accounting Technician Apprenticeship is tailor-made for organisations that need well-skilled, committed and loyal accounting and finance staff with the capacity to develop their career to a senior level.

Candidates will bring significant value to your finance function as they progress through the course from beginner to fully qualified Accounting Technician.

Other benefits of the Accounting Technician Apprenticeship:

- Increased employee retention resulting in a productive and positive workplace
- College learning is applied to specific job requirements of the role
- Learning from the bottom up, employees develop an excellent understanding of the business and can bring this into future management roles
- The programme prepares apprentices to meet the challenge of future developments in their occupation and workplace by providing them with relevant skills, knowledge and competencies

“ The programme offers the Apprentice the opportunity to gain high quality teaching and learning and the college experience while at the same time acquiring a leading professional qualification through work-based learning. They'll embed and strengthen the skills they acquire through their practical experience of work. ”

Jean FitzGerald,
Principal, Coláiste Íde

 Coláiste Íde
COLLEGE OF FURTHER EDUCATION

“ We are very excited about the prospects for the Accounting Technician Apprenticeship. Both students and employers will find that the apprenticeship model is perfectly suited to this practical programme and we look forward to giving our apprentices every support in their studies. ”

Nick O'Callaghan,
College Programme Manager,
Cork College of Commerce

 Cork College
of Commerce

“ 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

 MAZARS

Pathway to success



We are now accepting applications for the Accounting Technician Apprenticeship, commencing September 2017, in partnership with the following colleges:

- 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

For further discussions on becoming a Participating Employer, please contact Accounting Technicians Ireland

☎ (01) 649 8126

@ apprenticeship@accountingtechniciansireland.ie

For further information on the Accounting Technician Apprenticeship, please visit:

🌐 www.accountingtechnicianapprenticeship.ie



We are holding a series of Open Days for employers, applicants and guidance counsellors at various locations nationwide.

Please check our website for details of dates:
www.accountingtechnicianapprenticeship.ie/open-days/

For further information:

☎ Accounting Technicians Ireland, 01 649 8126
@ apprenticeship@accountingtechniciansireland.ie



**Accounting
Technicians
Ireland**

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QQI AWARD

Accounting Technician Apprenticeship

The Accounting Technician Apprenticeship Programme leads to a Level 6 QQI Advanced Certificate Award.