



Accounting Technician Apprenticeship

Mentor Credentials Form

Name: _____

Address: _____

Mobile phone: _____

Work phone: _____

Email: _____

Pedagogical Qualifications and Experience:

Relevant qualification title: _____

Awarding organisation's name and address: _____

Date of qualification award: _____

Employment History:

Company name: _____

Contact details: _____

Dates of employment: _____

Roles & responsibilities relating to mentoring, coaching, teaching/lecturing activities/training & assessment activities:

Company name: _____

Contact details: _____

Dates of employment: _____

Roles & responsibilities relating to mentoring, coaching, teaching/lecturing activities/training & assessment activities:



Professional Memberships:

Organisation(s):

Technical Qualifications and Experience:

Relevant qualification title: _____

Awarding organisation's name and address: _____

Date of qualification award: _____

Number of years of professional experience: _____

Technical Employment History:

Company name: _____

Contact details: _____

Dates of employment: _____

Roles & responsibilities relating to mentoring, coaching, teaching/lecturing/training & assessment activities:

Declaration

I hereby declare that the information provided by me is correct and accurate.

I agree that failure to complete any section above or failure to provide copies of qualifications will disqualify me from being considered for an Accounting Technicians Ireland mentoring role. I further agree that if any of the information in this declaration is found to be false, this will disqualify me from being considered for a mentoring role on the Accounting Technician Apprenticeship Programme 2017/2018.

Signed: _____

Date: _____



Data Protection Statement

Introduction

In connection with your Mentor Credentials Form 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 participate in 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.

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 Mentor Credentials Form, you acknowledge that such personal data may be processed for those purposes, including:

1. To contact you about the Mentor Credentials Form.
2. To assess your eligibility for the Accounting Technician Apprenticeship Programme.
3. To verify any of the qualifications/professional bodies stated on the Mentor Credentials Form.
4. To follow up with you on the assessment/mentoring of the apprentice.
5. To allow the External Authenticator to review the feedback given to the Apprentice and to give feedback on the assessment.
6. Providing advice and support through the Apprenticeship Programme Manager, where available.

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 only be disclosed to relevant staff within Accounting Technicians Ireland, the ETB 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.