



## APPLICATION ADVICE

### Applications for the Accounting Technician Apprenticeship 2018 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 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 the 28th February 2019.



CAO POINTS

For Leaving Certificate students 2017 and 2018, this is 310 CAO points and at least an O5 grade in English and Maths or Accountancy. For those who sat the Leaving Cert before 2017 this is 300 CAO points and a D3 in Ordinary Level English and Maths or Accountancy.



ROLE CHANGERS

An applicant who is currently working but wishes to change from their current role to an Accounts role and complete the Accounting Technician Apprenticeship with their company can apply if they are currently not working in an Accounting function. This will be based on the company being informed and willing to support the applicant through the programme. They will need to complete registration as an employer for the programme to ensure they can provide programme requirements.



PLC STUDENTS OR OTHER 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.



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



NON EEA CITIZENS

A person from outside the EU is eligible to apply for the programme if he/she has a Stamp 4 Visa except in the case of Revenue Commissioners where only EU citizens can apply. Evidence of this is required at application.



PUBLIC SECTOR EMPLOYEES:

Are also eligible to apply for the Accounting Technician Apprenticeship.



ENGLISH LANGUAGE PROFICIENCY

In the absence of a pass in Leaving Certificate English the applicant must show evidence of competency in the English language at telephone interview stage.



## 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 this will be done during the ATI telephone interview but it can be done in person where appropriate.

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### 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.)

3. Copy of CV is optional.

Incomplete applications cannot be processed.

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**This is a two-year, full-time work-based learning programme.  
You should be able to commit to completing the programme syllabus while working in full-time employment over the two years.**



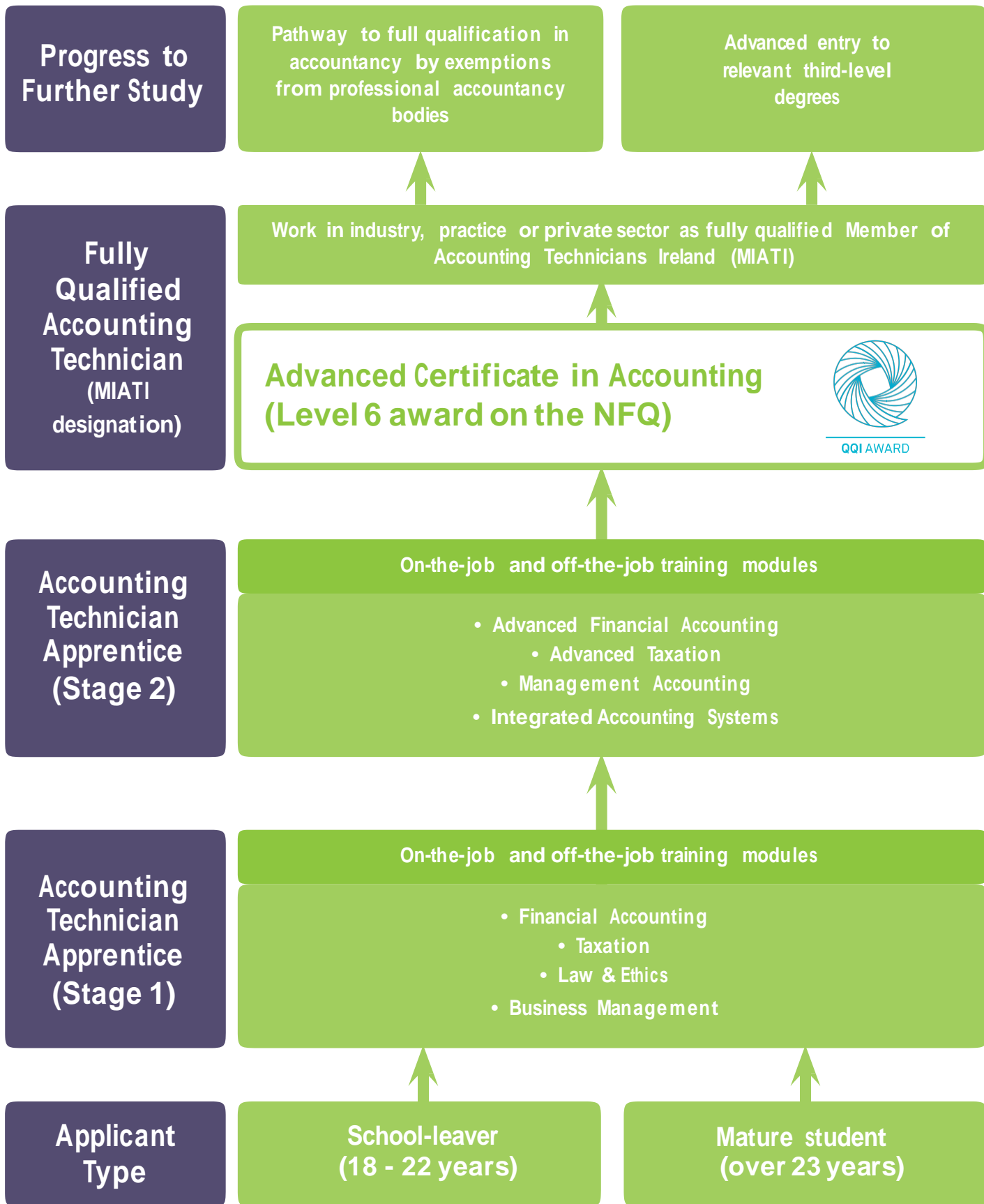
## Application Tips and Advice:

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

- 01** Get your online application in as early as possible in order to increase your chances to obtaining a place on the programme.
- 02** Follow the advice and instructions that have been provided.
- 03** Preparation is vital. Your application and declaration of interest must show ATI and the employer that you have really thought about why you would like to be an Apprentice for the Accounting Technician Programme.
- 04** Make sure each section is completed and an answer is given to each part.
- 05** 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.
- 06** Provide winning responses in your application- promote your reasons for choosing this programme and Accounting as a career choice. What are your best attributes that will showcase your unique value add to an Employer and this programme.
- 07** Give specific reasons why you are interested in this programme and show you have researched the details and are not just applying for any job.
- 08** It is important to upload all relevant documentation including your Leaving Certificate, or your mock results if you don't have them yet, or any college qualifications.
- 09** It is important your final application has been spellchecked and is accurate. Not only will Accounting Technicians Ireland be screening your application form, employers will be too and they will make the final decision to shortlist you for an interview with them.
- 10** Get a family member or friend to review your application before submitting.
- 11** Keep a copy - photocopy your completed application form before submitting so you can retain to review your answers before interviews with ATI and an employer.
- 12** Be sure to upload only requested information and required documents. Complete a checklist to make sure you have uploaded all the right documents.



# Career pathway



We have **NUMBERS** in our DNA