



# IPASS

**Professional Tax Training**



## **Certificate in Payroll Techniques**

[www.ipass.ie](http://www.ipass.ie)

The Certificate in Payroll Techniques (CPT) course provides students with a comprehensive knowledge of PAYE, PRSI, USC, ASC and Employment legislation and practices as they relate to both employers and their employees. The topics covered have been identified as the most important issues which affect employers today. Many of these topics can lead to employers having substantial liabilities because of the incorrect manner in which they are dealt with.

This course clarifies some of the most common misconceptions in relation to the operation of PAYE, PRSI and USC. If you work in payroll, if you want to work in payroll, or if you are responsible for payroll, you won't find a better course for your needs and you will also find that this course is extremely interesting, practical and relevant to you.

PAYE, PRSI and USC are the largest tax liabilities which most companies incur and one of the largest sources of tax recovered on Revenue audits. The best payroll software cannot compensate for the payroll operator's lack of expertise in the operation of PAYE, PRSI and USC. Yet the people responsible for the management and payment of their employer's PAYE, PRSI and USC liabilities often have to do so without the benefit of specialist training and with little or no practical support.



# The Certificate in Payroll Techniques (CPT) is accredited by QQI as a Higher Education, Level 6 Special Purpose qualification on the National Framework of Qualifications.

The course is extremely interesting and practical and it provides all of the essential information required to work in payroll.

## The benefits of graduating with a Certificate in Payroll Techniques

Students who graduate will:

- Hold a QQI Higher Education, Level 6 Special Purpose qualification
- Become an invaluable member of their employer's financial team, by being aware of their employer's compliance obligations in a highly technical area
- Greatly enhance their career prospects by providing certification of their expertise in payroll and employment law
- Enhance their payroll skills, technical expertise and confidence
- Develop their professional skills and abilities through the application of advanced training
- Develop a network of contacts in a range of businesses working in the same specialist field as themselves.

## Benefits for Employers

Employers will:

- Have a highly skilled individual with a unique technical knowledge of every employer's compliance requirements in relation to payroll
- Know that their largest tax liabilities are being managed by a person who holds a specialist professional payroll qualification
- Gain an improved service which will bring real financial, organisational and practical benefits to the organisation
- Enhance your staff development by assisting them to obtain a valuable qualification
- Recognise the need to have a truly professional payroll working environment
- Reduce the potential of incurring penalties and other charges from the Revenue Commissioners, Department of Social Protection and the Workplace Relations Commission.

## Who should enrol on this course?

- Anyone who works in payroll or who is seeking to work in payroll
- Anyone who is responsible for maintaining an employer's PAYE, PRSI and USC records
- People responsible for the completion of PAYE, PRSI and USC Returns
- People working in a finance department
- Accountants and Accounting Technicians
- HR Personnel
- People who wish to improve their knowledge of Irish Payroll and Employment Legislation
- Anyone who wants to obtain a recognised qualification.





## Course Material

Students will receive comprehensive course manuals, updated twice yearly which are written by some of the country's most experienced lecturers and consultants. In addition, students will be provided with:

- Sample Exam Papers and Suggested Solutions
- Telephone Access to a Tutor
- Online Lectures which can be accessed at any time via a laptop and desktop
- Online Quizzes
- Past Exam Papers

## CPT Qualification Requirements

- It is a requirement that learners enrolling on this course whose first language is not English must have a minimum of B2 in English under the Common European Framework of Reference (CEFR) programme. A full list of assessment providers and grades required is available on our website.
- In order to graduate with a Certificate in Payroll Techniques, students must successfully pass both Stage 1 and Stage 2 examinations for this course
- Prior knowledge of PAYE, PRSI and USC or employment Law is an advantage but not essential.

## Classroom Learning

Classes Nationwide will commence in September 2024, subject to numbers in each venue. We will additionally run classes in February 2025. Classes will run 1 night a week, 3 hours per night, for 10 weeks for both Semester 1 and Semester 2. Classes will be held on a specific day and will run from 6.30pm – 9.30pm. All students will also have access to pre-recorded lectures through the online learning portal.

## Online Learning

Online learning is also available. Studying online means you have the opportunity to attend a live online lecture or view a recorded lecture at a later time that suits you. Live Online classes will be held on a specific day from 6.30pm – 9.30pm.

## Student Fees

Student fees must be paid before the course commences unless prior arrangements have been made with IPASS. Students who have outstanding fees on the first night will not receive their course manual and will not be able to attend any further classes until their fees have been paid.

This will not apply to students who have made alternative payment arrangements with IPASS or whose employer has agreed to pay their fees. Student fees can be paid by installments. To avail of this scheme or find out further information, please contact IPASS on 01 - 408 9100.

Student Registration – valid for the academic year in which you enrol | **€200**

Course Fee (Classroom Learning) includes student registration | **€1,350**

Course Fee (Online Learning) includes student registration | **€1,050**

Revision Day (Optional – per stage) | **€100**

**DIRECT DEBIT  
PLAN AVAILABLE**

## Payment Options

1. Pay in full on enrolment.
2. Pay by Instalment. An admin fee of €25 will be added to your total fees payable. You must pay €500 on enrolment and the remaining balance will be deducted via Credit/Debit Card over 5 months.

## Additional Information

Student Registration is valid for the year the student is registered to complete the course and any student who falls outside this period will be required to pay the student registration fee at a reduced rate before continuing with the course or completing examinations. This will only occur where a student defers their examination or does not successfully complete their examinations within the initial year of study. Additional study (outside of classes) will be required for students to successfully complete this course. Students should aim for a minimum of 3 hours of study a week, which may increase in the weeks prior to the exam.

## Exam Information

Examinations are held on a Saturday in May & December with repeat/ deferral examinations being held in February & August. Students who are unable to sit their examination at the May or December sitting may opt to sit in February or August by submitting an Examination Deferral Form accompanied by the Examination Deferral Fee in advance of any deadline specified before the examination.

Students will be required to attend an examination centre and complete a hand written exam under exam conditions. Exams centres will be in Dublin, Cork, Limerick and Athlone. Exam time is 9.30am - 11.30am.

Students can progress from one semester to the next without having completed their examinations; however, no certificate will be issued until all examinations have been successfully completed.

## Revision Course

An optional Revision Day is also available and will be held on a Saturday prior to the examination. Details of the Revision Day will be communicated to all students. A separate fee is payable if you wish to attend.



IPASS, 9 Western Parkway Business Centre, Dublin 12  
(01) 408 9100 ■ ask@ipass.ie ■ www.ipass.ie

# Irish Payroll Association

## Certificate in Payroll Techniques



Please use **BLOCK LETTERS** when completing

Student ID:

### PERSONAL DETAILS – Must be completed in full

First name:  Surname:

Address:

Email Address:

Date of Birth:  Nationality:

PPS Number:  Male:  Female:

Mobile No:  Home No:

### ENGLISH PROFICIENCY - Must be completed in full

Is English your first language? Yes:  No:

If English is not your first language, how long have you been living in, or working in, an English-speaking environment?  Years

### COURSE FEES/LEARNING MODE PAYMENT OPTIONS - Conditions Apply

I would like to study by (please select) Distance/Online:  Classroom:

I would like to attend (please insert venue):

Distance/Online Learning €1050.00  Paying in full on enrolment:

Classroom €1350.00  \*\*Paying by Installment:

Revision Day Stage 1 (optional) €100.00  Are you applying for funding? Yes:  No:

Revision Day Stage 2 (optional) €100.00  Total Fee Due:

\*\*If you are paying by installments an additional charge of €25 applies. An initial payment of €500 must accompany your enrolment with the balance payable by installment payments.

### PAYMENT DETAILS

Payment Method: Cheque:  Credit/Debit Card:  Invoice Employer:

### INVOICE – enter details of where to send your invoice if Employer is to be Invoiced

Company Name:

Address:

Email for Invoice:

Employers Signature: (required if your employer is paying for your fees)

**FEES ARE NON REFUNDABLE AND PAYABLE IN ADVANCE UNLESS PREVIOUSLY AGREED WITH IPASS**

## INVOICE – continued

Credit/Debit Card Details:

Expiry Date:  M  M /  Y  Y  Y  Y CVV Number:

Cardholders Name:

Signature of Cardholder:

## REFER A FRIEND

If you were referred by a past student, they will receive a voucher for €50 once your fees have been paid in full. Please enter their details below so we can forward their voucher to them.

Name:  Student ID Number:

## APPLICATION REQUIREMENTS / CHECKLIST

1. All sections must be completed unless marked as (Optional). Incomplete forms will be returned to you for completion and may result in delays in processing your application.
2. If your employer is paying for your course fees, then your employer must confirm this by signing the appropriate section.
3. Your application must be signed by you. Applications that are not signed will be returned.

## PRIVACY POLICY – Must be completed in full

IPASS respects your privacy. The information collected on this application form is only used by IPASS in conjunction with your course of study. IPASS may be required by law to share your information with a third party in relation to accreditation and/or learner protection. IPASS will send you correspondence relevant to your field of study via email, post and mobile. Full details of our Privacy Policy can be found at [www.ipass.ie](http://www.ipass.ie).

I agree to IPASS processing personal data contained in this form or other data which IPASS may obtain from me or from other people whilst I am a student. I also agree to be bound by the rules and regulations set out in the IPASS Student Handbook.

**You must sign and tick the Privacy Confirmation box to confirm your understanding of this.**

Applicants Signature:

Date:  Privacy Confirmation:

## OTHER COURSES COMPLETED - Optional

Course Completed	Year	Course Completed	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## OTHER INFORMATION – Where did you hear about the course?

Google Advert  Friend/Colleague  Internet Search  Facebook Advert  Email from IPASS  Job Advert  Other

## FOR OFFICE USE ONLY

PAYMENT RECORD:

Amount Paid: €  Date Paid: €

Payment Method:  If paying by Installment - Form Received:

Confirmation Letter/Email Sent:  Invoice Number:  EMS23

Return your application form to:  
**IPASS, 9 Western Parkway Business Centre, Ballymount Drive, D12 K259** or email to [ask@ipass.ie](mailto:ask@ipass.ie)