



Accounting
Technicians
Ireland

SEPTEMBER 2024

The Pathway To Your Future Accounting Career

Prospectus 2024





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About Accounting Technicians Ireland



Est. 1983 Since its establishment in 1983, Accounting Technicians Ireland has been dedicated to offering an internationally renowned accounting qualification while championing while defining future standards of excellence in the professional accounting education and skills development in further education, technical proficiency, and ethical conduct among its members.

For over four decades, Accounting Technicians Ireland (ATI) has stood as the foremost authority in delivering **trusted professional qualifications** across the island of Ireland.

Accounting Technicians Ireland is the leading accounting technician body with over **10,000 members and students across the island of Ireland.**

Our professional network of colleges and employers is a cornerstone of our identity.

Our core values are **Accessibility, Agility, Collaboration, Courage, and Relevance.** These values form the foundations that make our mission possible.

Our mission is to deliver **innovative** professional accounting technician education, and to **represent** and **advocate** for a developing accounting technician community.

Our vision is to be the **clear leader in the provision of innovative professional accounting technician education** on the island of Ireland that addresses the challenges of the future, builds a more diverse and active member community, and provides visible pathways for those who want to progress.








What is an Accounting Technician?

- 1 Accounting Technicians are qualified accounting professionals that work in all levels of business.
- 2 They can work in every type of organisation and are widely employed throughout the public sector, industry and in private accountancy practices and well as self-employed.
- 3 They are involved in the day-to-day work of accountancy and play a key operational role in producing reliable financial information. Accounting Technicians can perform a wide range of accounting roles, from accounts staff to financial controller and beyond.
- 4 They can do financial accounting and budgeting, costing and credit control, payroll administration and tax returns. More experienced Accounting Technicians may often perform managerial tasks and audits.



Why study with Accounting Technicians Ireland?

- 
 - We provide highly respected industry recognised qualifications.
 - Our qualifications offer opportunities for career advancement in a variety of roles and sectors.
 - When surveyed in 2023 (ATI research), 68% of Employers indicated that they need the expertise of and would employ a qualified ATI Accounting Technician.
- 
 - We offer multiple qualification pathways to support those seeking career change, upskilling and progression, return to employment, school leavers and mature students.
 - Students can avail of flexible study options and inclusive programmes.
 - Opportunities to advance to more senior roles on completion of an ATI Diploma.
- 
 - Join an established community of students, members and employers.
 - Members (MIATI) have access to 20 hours of inclusive Continuous Professional Development Training.
 - Associate Member of the International Federation of Accountants.
- 
 - ATI executive team offering pastoral, academic and professional support to students and members.
 - The Accounting Technician is a stable career choice.
 - Network of 40 partner colleges committed to delivering our qualifications, invested in supporting students to succeed in their education.
- 
 - Access to further study options with other professional accountancy and related courses.
 - Opportunity to advance your studies with the future focused ATI BSc (Hons) Accounting Technologist open to ATI Members, Diploma graduates and other relevant Chartered Accounting graduates.

Why become an Accounting Technician?

Fast track your career

Our Accounting Technician qualifications are highly sought-after by employers in the areas of accounting, finance and taxation, as well as consulting and advisory.

Professional designation and membership

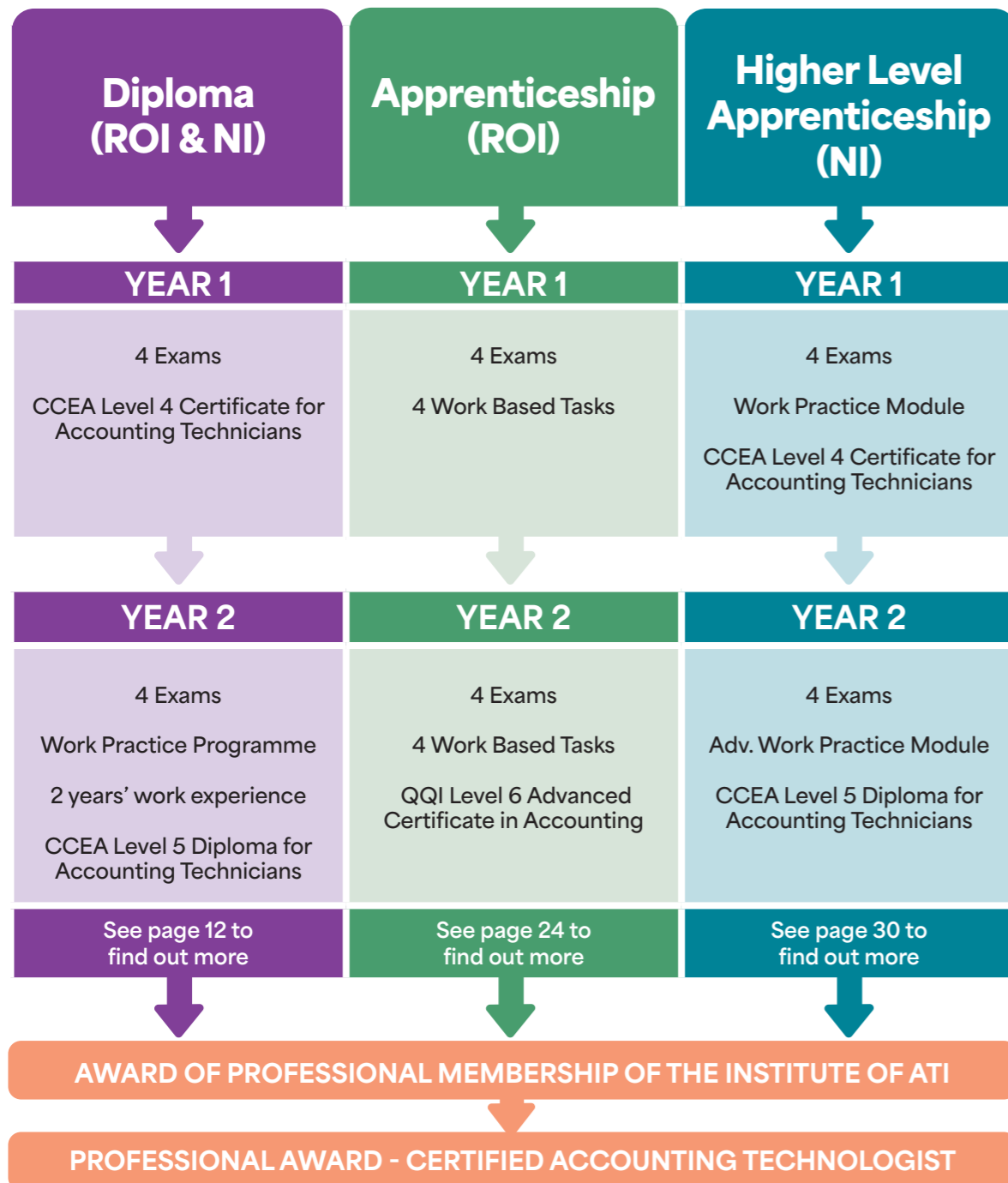
From accounts assistant to financial manager, qualified Accounting Technicians fill a variety of roles. Many of our Members are business-owners and in key decision making roles in their organisation.

Be in demand

Upon completing your qualification, you are invited to become a Full Member of Accounting Technicians Ireland, benefitting from the use of the designatory letters MIATI and membership of an international community of practice.

Our Professional Qualification Pathways

At ATI, with flexibility, accessibility and inclusiveness central to who we are, we provide three pathways to becoming a qualified Accounting Technician. Whether you are a school leaver or mature learner, employed or seeking employment, we can provide the pathway that works for you.



Exemptions

If you have completed a relevant qualification within the last six years, you may be eligible for exemptions from select Year 1 subjects only as exemptions are not available for Year 2 subjects.

- To be considered for exemptions, relevant qualifications must be a minimum of QQI Level 6 in the Republic of Ireland or Level 4 in Northern Ireland (or higher).
- If you wish to apply for an exemption with qualifications achieved in a country outside of Ireland / UK, please use the NARIC (National Academic Recognition information Centre) database in order to obtain confirmation of how your prior qualification maps to the National Framework of Qualifications (NFQ)
- If you think you may be eligible for an exemption, you can apply as part of the online registration process. There is no charge for applying, however, if you wish to accept an offer and complete your registration, a fee of €90/£74 per exemption will apply.
- Please note exemptions can only be applied for and accepted as part of the registration process and not after registration has been completed.

The closing date for exemption applications is 11 October 2024.

Academic Supports

As part of your learning journey with Accounting Technicians Ireland, we will support you by providing access to a range of primary and supplementary resources which will complement and reinforce your learning in the classroom and online.



TEXTBOOKS

Available for each module



MY REVISION

Dedicated revision hub with question generator, sample papers and more



RECORDED SUPPORT LECTURES

Regular pre-recorded sessions with activities to build on learning in the classroom



EXAM FOCUS WEBINARS

Live, intensive exam preparation sessions provided for each exam booked



MS EXCEL TRAINING

delivered by ATI in partnership with the Irish Academy of Computer Training (IACT)



ATI WELLNESS SEMINARS

Supporting your personal learning journey



SAMPLE EXAM PAPERS

3 provided per module



DEDICATED ATI MOODLE PLATFORM

offering a variety of resources and supports



MOCK EXAMS

Facilitated by ATI via the Cirrus online exam platform and supported by partner colleges



“I have an excellent, internationally recognised qualification thanks to the ATI Diploma”

Stephanie Cook
Diploma (Republic of Ireland)



Diploma Pathway

Our Diploma programme is delivered by 40 approved partner colleges throughout the island of Ireland, with options to study full-time, part-time or online depending on the college. Tuition fees, timetables and mode of delivery will differ from college to college. As such, it is important to consider what works best for you when selecting your partner college.

Diploma Programme Structure

YEAR 1	
Taxation	Business Law
Financial Accounting	Business Management
CCEA Level 4 Certificate for Accounting Technicians	

YEAR 2	
Advanced Taxation	Management Accounting
Advanced Financial Accounting	Financial Data Management
Affiliate Member of ATI	
Work Practice Programme + 2 Years' Relevant Work Experience	
CCEA Level 5 Diploma for Accounting Technicians* Qualified Accounting Technician and Eligible to become a Member of ATI (MIATI)	

* Equates to Level 6 on the National Framework of Qualifications

Entry Requirements

Republic of Ireland	General Requirements
Ordinary level Leaving Certificate grades (including an O5 in English, and Maths or Accounting). OR 2 Higher level & 2 Ordinary Leaving Certificate grades (including an O5 in English, and Maths or Accounting).	If you are over 21 years of age but do not possess the minimum educational requirements, you can still register as a mature learner, based on age and experience. Prior learning may also provide an entry route for applicants who do not meet any of the above criteria.
Northern Ireland	
Either 1 A-level or 2 AS-levels, with grades in English, and Maths or Accounting, no lower than Grade C at GCSE level	Those who have successfully completed a nationally recognised qualification such as a QQI award in the Republic of Ireland, or QCA and BTEC National Diploma in Northern Ireland, may be eligible to register.

Programme Overview

College

- **Register** - Register with ATI and pay your professional fees.
- **Enrol** - Enrol with your chosen partner college and pay your tuition fees.
- **College Induction** - pre course commencement and hosted by the partner college.
- **Tuition** - commencing mid-September, attend lectures with an approved partner college on a full-time/part-time basis.
- **ATI resources** - Access supplementary learning resources via the ATI Moodle platform.
- **Recorded Support Lectures** - delivered by ATI to build on learning in the classroom.
- **MS Excel and Adv. MS Excel training** - delivered over 2 sessions by ATI in partnership with the Irish Academy of Computer Training (IACT).

- **Mock Exams** - completed via the online exam platform Cirrus and graded with feedback by your lecturers. The mock exams are invaluable in helping you prepare for your exams.
- **Exam Focus Webinars** - Live, intensive exam preparation sessions, provided for each exam.

Assessment

- Exams for all Year 1 and Year 2 modules take place during May 2025 with repeat exams taking place in August 2025.
- Exams will take place online through the Cirrus Online Assessment Platform and will be recorded.
- Students will be required to type the exam answers.
- Access to a computer with internet connection, webcam and a microphone is a requirement for all exams.

Work Experience and Work Practice Programme

- Complete equivalent of 2 years' work experience in a relevant role.
- Practical experience is assessed via the Work Practice Programme.
- Comprises of 2 modules: Work Practice Module and Advanced Work Practice.
- Each module is comprised of 4 tasks (8 in total).
- Must be in the workplace to be eligible to engage with the programme.

Fees and Funding

Fees

- If you are studying with one of our partner colleges, you will pay tuition fees directly to them upon enrolling for classes. Once you are happy that you have secured your place with the college, you should then register with us via our website and pay your ATI professional fees which are detailed below. Once your registration is complete, you will receive your ATI student registration number. Your registration number is used for your exams and for logging into the ATI TouchPoint student portal through which you can access the many resources and supports provided by Accounting Technicians Ireland.
- Note: When you register with us, you are initially committing to the Certificate level of the qualification. Once you have passed the relevant Year 1 exams, you may then progress to Year 2 to complete the Diploma and become a qualified Member with ATI.

ATI Professional Fees (All Year 1 modules)

Fee type	€	£
Registration	200	170
Course textbooks (€70 / £58 x 4)	280	232
*Examinations (€90 / £74 x 4)	360	296
Total year 1 Professional Fees	840	698

**Students are invited to attend Exam Focus Webinars for each exam booked and at no additional charge.*

If you are unable to commit to the full payment up-front, we offer a 3-step payment option at the point of registration:

Payment schedule*	€	£
At point of registration	305.20	253.60
29 November 2024	280.00	232.67
31 January 2025	280.00	232.67

* Includes 3% administrative fee

Registration for the Work Practice Programme is completed separately. Information regarding this programme and the applicable fees can be found on pages 22-23.

Funding

To make the diploma qualification as accessible to as many as possible, financial education assistance is available for eligible students in the Republic of Ireland and Northern Ireland studying with partner colleges. You will need to secure this independently of Accounting Technicians Ireland.

Once approved, we will facilitate funding through employers, government grants such as TESSG and BTEA, the Skills to Advance and Skills to Compete initiatives through FETCH and also through Student Finance (NI).

For further information please see our website.

Next Steps

Firstly, secure or enquire about securing a place with your partner college of choice. You can view a full list of partner colleges delivering the Diploma programme with contact information on pages 18-19.

You will then be required to register with ATI via the online registration portal on our website.

If you require any further information regarding the Diploma qualification pathway, please reach out to us at enquiry@accountingtechniciansireland.ie where we will be ready to answer your questions or discuss your options further.





ATI Academy Online Programme (ROI & NI)

Did you know that you can study for the Diploma qualification with ATI directly? Our Academy Online programme has been leading the way for online delivery of the ATI programme since 2014. Whether you are working or managing family commitments, our Academy Online programme might just be for you.

With the guidance of a teaching scheme and support of professional faculty our Academy Online programme combines the flexibility of online learning with the structure and expertise of traditional education. We aim to empower our students with the knowledge and skills needed to excel in their exams and complete the programme.

Programme Overview

As a student with the Academy Online programme, our dedicated programme manager will be supporting you along the way, as will our Academy faculty. Our faculty team are highly experienced professionals in their field. By bringing their expertise and real-world insights into the virtual classroom, they provide their students with valuable guidance that forms a supportive and dynamic learning experience.

But beyond their credentials, what truly sets our faculty team apart is their dedication to the success of their students.

Programme Schedule

The Academy Online programme follows a structured teaching scheme which outlines the 26 week programme including planned topics for each week. Classes will take place from late September to April on Monday and Wednesday evenings from 6:15pm – 9:30pm each evening.

Programme Details

- **Dedicated Programme Manager** - supporting personal and academic needs.
- **Highly experienced faculty** - delivering quality teaching and learning support.
- **Virtual Induction**
- **Academy Moodle platform Q&A Chat forums** - Reach out to your lecturer for support outside of class or strike up a discussion with your classmates.
- **Academy Online classes** - delivered over 26 weeks as per teaching scheme.
- **Class recordings** - all classes are recorded and available for the duration of the academic year.
- **Recorded Support Lectures** - building on learning in the classroom.
- **MS Excel and Advanced MS Excel training** - delivered by ATI in partnership with the Irish Academy of Computer Training (IACT).
- **Mock Exams** - completed via the online exam platform Cirrus.

Programme Fees

The Academy Online Programme fees for Year 1 include both the professional fees which apply to all ATI students and the Online Programme tuition fees as outlined below.

Academy Online Programme Fees

(All Year 1 modules)

Fee type	Per Module	Total €	Total £
Registration Fee		200	170
Course textbooks	€70/£58	280	232
Examinations	€90/£74	360	296
Tuition	€345/£300	1,380	1,200
Total Year 1 Fees		2,220	1,898

Payment schedule*	€	£
At point of registration	806.60	722.67
29 November 2024	740.00	663.00
31 January 2025	740.00	663.00

*includes 3% administrative fee

If you are in receipt of funding towards any of your fees, please contact us at onlinesept@accountingtechniciansireland.ie to request an invoice and receive further information regarding completing your registration.

Register now

You can register as a student with the Academy Online programme now, via the ATI online registration portal on our website

www.accountingtechniciansireland.ie/register-now

For more information contact us at

enquiry@accountingtechniciansireland.ie

Diploma Partner Colleges Republic of Ireland

CAVAN

Cavan Institute
FT

Coordinator: Enda O'Reilly
endaoreilly@cavaninstitute.ie
049 433 2633

CLARE

College of Further Education &
Training Ennis
FT

Coordinator: Marie O'Callaghan
marie.ocallaghan@lcefb.ie
065 682 9432

CORK

Cork College of FET -
Morrison's Island
FT

Coordinator: Fiona McGuinness
fmcguinness@
morrisonislandcampus.ie
021 422 3807

PT

Coordinator: Pat O'Donovan
patodonovan@
morrisonislandcampus.ie
021 422 2100

MTU - Bishopstown Campus
PT

Coordinator: Annmarie Twomey
annmarietwomey@mtu.ie
021 433 5904

**Cork College of FET -
Mallow Campus**
PT

Coordinator: Catherine McCarthy
catherinemc1711@gmail.com
022 43309

DUBLIN

ATI Academy
(Online Programme)

Coordinator: Jane Igoe
jigoe@accountingtechniciansireland.ie
01 6498100

**Blackrock Institute of Further
Education**
FT

Coordinator: Ed Jennings
ejennings@bfei.ie
01 288 9717

**Colaiste Ide College of Further
Education**
FT

Coordinator: Edel Bourke
ebourke@colaisteide.ie
01 834 2333
086 255 5585

**Crumlin College of
Further Education**
FT

Coordinator: Michael Smyth
michael.smyth@ccfe.cdetb.ie
01 454 0662

PT

Coordinator: Kathy O'Neill
kathy.oneill@ccfe.cdetb.ie
01 454 0662

Griffith College Dublin
PT

Coordinator: Susan King
susan.king@gcd.ie
01 415 0400

PT

Coordinator: Ann Donegan
ann.donegan@gcd.ie
01 415 0400

**Plunket College of
Further Education**
FT

Coordinator: Elaine O'Sullivan
info@plunket.cdetb.ie
01 837 1689

PT

Coordinator: Enda Marren
enda.marren@plunket.cdetb.ie
01 837 1689

**Rathmines College of Further
Education**
FT

Coordinator: Kieran Alcock
Kieran.alcock@cdetb.ie
01 497 5334

Tallaght Training Centre
PT (Online)

Coordinator: Anna Farrell
annafarrell@ddletb.ie
01 427 5400

GALWAY

Galway Technical Institute
PT

Coordinator: Gary Cox
gary.cox@gretb.ie
085 754 4510

KERRY

Kerry College - Monavalley
FT

Coordinator: Joseph Nestor
info@kerrycollege.ie
066 714 9696

KILDARE

Celbridge College of FET
FT

Coordinator: Odile Mooney
odilemooney@kwetb.ie
01 627 5673

KILKENNY

**College of Further Education
and Training, Kilkenny.
Ormonde Road Campus.**
PT

Coordinator: Bernadette O'Rourke
bernadette.orourke@
kilkennycarlowetb.ie
056 776 5103

Diploma Partner Colleges Republic of Ireland

LAOIS

Portarlington Adult Education Centre
FT

Coordinator: Margaret Morrin
mmorrin@loetb.ie
057 862 316

LIMERICK

Limerick College of Further Education
PT

Coordinator: Rose Doyle
rose.doyle@lcefb.ie
061 414 344

Coordinator: Arlene Douglas
arlene.douglas@lcefb.ie
061 414 344

LOUTH

**Drogheda Institute of Further
Education**
PT

Coordinator: Maeve Coleman
mcoleman.dfe@lmetb.ie
041 983 7105

MAYO

Ballina Further Education Centre
FT

Coordinator: Michael McIntyre
michaelmcintyre@msletb.ie
087 668 7243

Mayo College of FET - Castlebar
FT

Coordinator: Michael Langan
michaellangan@msletb.ie
094 902 4188

SLIGO

Sligo Training Centre
PT

Coordinator: Aisling Flynn
aislingflynn@msletb.ie
Coordinator: Paul Tolan
paultolan@msletb.ie
071 915 9500

WATERFORD

Dungarvan College
FT

Coordinator: Muireann Fitzgerald
muireannfitzgerald@wwetb.ie
058 41184

WESTMEATH

Mullingar Community College
PT

Coordinator: Martina Whyte
mwhyte.mcc@lwetb.ie
086 027 0991

WEXFORD

Gorey Community School
PT

Coordinator: Mairead Fitzpatrick
mfitzpatrick@goreyadulthood.ie
053 942 1167

Gorey Institute of Further Education
PT

Coordinator: Mary Ann O'Rourke
MaryAnnORourke@wwetb.ie
053 923 6969

WICKLOW

Bray Institute of Further Education
FT

Coordinator: Ruadhan Duggan
ruadhanduggan@kwetb.ie
01 282 9668

PT

Coordinator: Jack Carroll
jackcarroll@kwetb.ie
01 282 9668

Diploma Partner Colleges Northern Ireland

ATI Academy
(Online Programme)
Coordinator: Jane Igoe:
jigoe@accountingtechniciansireland.ie
00353 6498100

ANTRIM
Belfast Metropolitan College
FT / PT
Coordinator: Olivia Crowshaw
ocrowshaw@belfastmet.ac.uk
028 9026 5000

Northern Regional College
(Ballymena)
PT
Coordinator: Wendy Murray
wendy.murray@nrc.ac.uk
028 2563 6221

Northern Regional College
(Newtownabbey) PT
Coordinator: Jeffrey Lawson
jeffrey.lawson@nrc.ac.uk
028 9085 5000

South East Regional College (Lisburn)
PT
Coordinator: Sandra Roleston
sroleston@serc.ac.uk
034 5600 7555

ARMAGH
Southern Regional College
(Portadown)
PT
Coordinator: Maeve McKeefry
mckeefym@src.ac.uk
030 0123 1223

DERRY-LONDONDERRY
Northern Regional College (Coleraine)
PT
Coordinator: Anne McCallum
anne.mccallum@nrc.ac.uk
028 7035 4717

**Northwest Regional College (Derry/
Londonderry)**
PT
Coordinator: Liz Doherty
lizh.doherty@nwrc.ac.uk
028 7127 6165

Northwest Regional College
(Limavady)
PT
Coordinator: Anne-Marie Deehan
annemarie.deehan@nwrc.ac.uk
028 7127 6182

Northern Regional College
(Magherafelt)
PT
Coordinator: Alyson Scott
alyson.scott@nrc.ac.uk
028 7963 2462

DOWN
South East Regional College (Bangor)
PT
Coordinator: Debbie Daniels
ddaniels@serc.ac.uk
034 5600 7555

Southern Regional College (Newry)
PT
Coordinator: Maeve McKeefry
mckeefym@src.ac.uk
0300 123 1223

FERMANAGH
Southwest College (Enniskillen)
PT
Coordinator: Rhoda Farrelly
rhoda.farrelly@swc.ac.uk
084 5603 1881

TYRONE
Southwest College (Dungannon)
PT
Coordinator: Paul Gallagher
paul.gallagher@swc.ac.uk
084 5603 1881

Southwest College (Omagh)
PT
Coordinator: Grainne McSorley
grainne.mcsorley@swc.ac.uk
028 8225 0109



“It is a wonderful foundation, suitable for everyone, even beginners like me. I plan to use exam exemptions from it to study to become a fully qualified accountant.”

Justyna Bodnar,
ATI Online Programme



Work Practice Programme

Putting Learning into Practice

For all students embarking on the Diploma pathway, completing the work experience requirement is as much a part of the qualification as completing the exams. The work experience requirement is made up of 2 years' relevant experience* within an accounting environment as well as the completion of the Work Practice Programme. If you are working in a relevant role, you can start completing these requirements as soon as you commence your studies. However, many students do not engage with this element of the diploma until after they have passed their exams and gained suitable employment.

*2 years is equivalent to 3,360 hours. We will recognise work experience obtained, before, during and after your studies.

What is the Work Practice Programme?

- Facilitates the application of your learning within a work-place environment which is an integral component of the professional qualification.
- Demonstrates the capability and practical skillset of qualified Accounting Technicians to prospective employers.
- It enables you to apply practical experience to concepts and theory acquired in class.
- Comprises of 2 modules: Work Practice Module and Advanced Work Practice Module.
- Each module is comprised of 4 tasks (8 in total).
- Tasks align with the core curriculum modules studied as part of the Certificate (Year 1) and Diploma (Year 2) syllabi.
- Completed tasks can be submitted for assessment at designated submission dates throughout the year.
- Can be completed either during study or afterwards.

What are the steps required to complete the programme?

- Submit a formal application for approval.
- Work-based learning takes place under the supervision of a workplace mentor who is appointed by your employer and approved by ATI.
- Complete two Work Practice modules, comprising of eight work-based tasks.
- Provide evidence of a minimum of two years' relevant work experience

When do I start?

- Once you are actively working in an accounting or related role, you can begin engaging with the Work Practice Programme.
- If you are not currently in a role that enables you to engage with the Work Practice Programme requirements, you can complete it following your two years of study.

Programme Fees

Fee type	Total €	Total £
Work Practice Module	120	100
Advanced Work Practice Module	120	100

If you have a question or would like to find out more about the Work Practice Programme, get in touch at wpp@accountingtechniciansireland.ie



Accounting Technician Apprenticeship Pathway

REPUBLIC OF IRELAND

The Accounting Technician Apprenticeship is a practical pathway to a career in Accounting where apprentices are mentored through a two-year work-based learning and training programme. Earn at least €24,765 per year whilst your college tuition is fully funded by the state agency, SOLAS.

This national programme leads to a Level 6 QQI Advanced Certificate in Accounting and provides exemptions from professional accountancy bodies and relevant third level colleges if you wish to take your studies further. It is a two-year programme and you should be able to commit to completing your exams while working in full-time employment.

The Apprenticeship programme is aimed at new entrants to the industry including leaving cert students, school leavers, graduates, mature learners, career changers and existing employees looking to upskill and complete a lifelong learning qualification. Graduates will attain a QQI Level 6 Advanced Diploma in Accounting as well as becoming members of Accounting Technicians MIATI.

The full-time programme structure requires the apprentice to attend college one day per week (off-the-job training), and work with a local employer (on-the-job training) on the other four days during term time. Outside of term time, the apprentice will work on a full-time basis.

Programme Structure

The programme consists of four modules delivered each year, in addition to four work-based tasks, which contribute to the end of year module grade.

Updated every year with the newest legislative and taxation changes, our syllabus equips you with employable business skills, and a strong technical knowledge of finance and accountancy practice.

Everything you learn will support and inform your work with your employer, providing you with the opportunity to apply newly gained knowledge and skills on a daily basis.

YEAR 1		
Taxation	Business Law	4 Work Based Tasks
Financial Accounting	Business Management	
YEAR 2		
Advanced Taxation	Management Accounting	4 Work Based Tasks
Advanced Financial Accounting	Financial Data Management	
2 Years' Relevant Work Experience		
QQI Level 6 Advanced Certificate in Accounting		

Programme Structure

College

- **Virtual Induction** - pre course commencement and hosted by the ATI Apprenticeship Team. You will be welcomed into the ATI student community and brought through the programme information.
- **Tuition** - commencing early September, attend lectures with an approved partner college one day a week during the academic year (Sept-May).
- **Fees** - all course fees are fully funded through the Irish State Agency, SOLAS.
- **College mentor** - receive support from your dedicated college mentor who will foster your professional learning and growth.
- **Student Forums** - taking place once a quarter, these forums invite designated class representatives to present feedback on behalf of apprenticeship students.

- **ATI resources** - Access supplementary learning resources via the ATI Moodle platform.
- **MS Excel and Adv. MS Excel training** - delivered over 2 sessions by ATI in partnership with the Irish Academy of Computer Training (IACT).
- **Mock Exams** - completed via the online exam platform Cirrus and graded with feedback by your lecturers. The mock exams are invaluable in helping you prepare for your exams.
- **Exam Focus Webinars** - Live, intensive exam preparation sessions, provided for each exam.

Employment

- **Working life** - when not in college, you will be 'on-the-job' in full-time training with your apprenticeship employer as part of your employment contract.
- **'Earn as you learn'** - while gaining your qualification, you will earn a minimum salary of €24,765 per annum.
- **Workplace mentor** - benefit from professional guidance and support provided by an experienced workplace mentor.
- **Practical skills application** - the chance to utilise your acquired knowledge in work scenarios to accomplish tasks effectively.

Assessment

- There are 4 work-based tasks each year to be submitted for grading. These contribute to your overall module result along with the terminal exams.
- Work-based tasks must be submitted via Moodle at set dates during the year.
- Exams for all Year 1 and Year 2 modules take place during May 2025 with repeat exams taking place in August 2025.
- Exams will take place online through the Cirrus Online Assessment Platform and will be recorded.
- Students will be required to type the exam answers.
- Access to a computer with internet connection, webcam and a microphone is a requirement for all exams.

Note: cost of repeat exams/tuition will not be covered as part of funding.

Entry Requirements

A minimum of 300 CAO points (or equivalent) within the last 5 years with a pass grade in English, and Maths or Accounting.

If you sat the Leaving Certificate more than 5 years ago, you should have a minimum of 300 CAO points (or equivalent) with a D3 in Ordinary level English, and Maths or Accounting.

If you do not have a pass in Leaving Certificate English or equivalent, then you must be able to supply evidence of competency in written and spoken English.

PLC students or other previous qualification holders are eligible to apply if the qualification is in a different discipline and is an NFQ Level 5 or above.

Applicants should have a flair for accounting and be able to commit to completing the programme syllabus whilst working in full-time employment over the two years.

Application Process

1. Start an online application via ATI website
2. Meet the minimum programme entry requirements to apply
3. Complete a prerecorded online video interview with ATI
4. CV and online video recordings will be reviewed by prospective employers
5. Selected applicants will be invited for an onsite interview by the employer
6. Successful applicants will proceed to contract stage
7. Employment contract signed
8. Apprenticeship registration completed and college confirmed by ATI
9. Programme commences in September 2024

Apprenticeship Partner Colleges

Republic of Ireland

CORK

Cork College of FET -
Morrison's Island
Coordinator: Jane Kirrane
jkirrane@morrisonislandcampus.ie
21 4222 100

DUBLIN

Blackrock Institute of Further
Education
Coordinator: Ed Jennings
ejennings@bfei.ie
01 288 9717

Colaiste Ide College of Further Education

Coordinator: Edel Bourke
ebourke@colaisteide.ie
01 834 2333
086 255 5585

Rathmines College of Further Education

Coordinator: Kieran Alcock
kieran.alcock@cdetb.ie
01 497 5334

GALWAY

Galway Technical Institute
Coordinator: Gary Cox
gary.cox@gretb.ie
085 754 4510

LIMERICK

Limerick College of Further
Education
Coordinator: Paddy Delaney
paddy.delaney@lcfce.ie
061 414344

MAYO

Mayo College of FET - Castlebar
Coordinator: Michael Langan
michaellangan@msletb.ie
094 902 4188

MEATH

Dunboyne College of Further
Education
Coordinator: Catherine Fox
cfox.dbc@lmetb.ie
01 802 6577

MONAGHAN

Monaghan Institute
Coordinator: Rynagh McNally
RynaghMcNally@monaghaninstitute.ie
047 84900

WATERFORD

Waterford College of Further
Education
Coordinator: Noreen Reilly
noreenreilly@wwetb.ie
051 874 053

WICKLOW

Bray Institute of Further Education
Coordinator: Jack Carroll
jackcarroll@kwetb.ie
01 282 9668

Get started

Complete the Apprenticeship online application on our website.

We encourage interested candidates to apply as soon as possible to ensure you have every opportunity of consideration by each Apprenticeship employer. Only when you attain an employer offer, will you secure a place on the Accounting Technician Apprenticeship programme.

For further information, contact the Apprenticeship Team on (01) 649 8191 or at apprenticeship@accountingtechniciansireland.ie

“ATI strives to put its students first and I have been in an incredibly lucky position working in a great accounting practice which has given me such a broad understanding of multiple areas of accounting.”

Abigail O'Regan,
Apprenticeship Programme (Republic of Ireland)



Higher Level Apprenticeship Pathway

NORTHERN IRELAND

The Higher Level Apprenticeship Accounting Technician is a work-based learning programme leading to a Level 5 CCEA Diploma for Accounting Technicians. This course is open to career-changers, school-leavers, recent graduates and mature learners in Northern Ireland, exploring a career in accounting through applied learning. It is also open to current employees with a Northern Ireland based company, moving into a new job role and who wish to upskill.

The Higher Level Apprenticeship is a practical pathway to a career in accounting, where apprentices are mentored through a two-year work-based learning education training

programme. Tuition is fully funded by the Department for the Economy and apprentices are paid at least the National Minimum Wage. This programme leads to a Level 5 CCEA Diploma for Accounting Technician and provides exemptions from professional accountancy bodies and relevant third level colleges to complete further studies. Applicants should be able to commit to completing the programme whilst working in full-time employment.

The programme is delivered part time day release one day each week, with the other four days working with a Northern Irish employer. Students benefit from formal workplace and academic mentoring, with two years' work experience gained in a real business environment, whilst gaining highly transferable skills.

Programme Structure

The programme consists of five modules each year, one of which is a Work Practice Module, which comprises of four work-based tasks that need completed each year.

Updated every year with the newest legislative and taxation changes, our syllabus equips you with employable business skills, and a strong technical knowledge of finance and accountancy practice.

Everything you learn will support and inform your work with your employer, providing you with the opportunity to apply newly gained knowledge and skills on a daily basis.

YEAR 1	
Taxation	Business Law
Financial Accounting	Business Management
Work Practice	
CCEA Level 4 Certificate for Accounting Technicians	
YEAR 2	
Advanced Taxation	Management Accounting
Advanced Financial Accounting	Financial Data Management
Advanced Work Practice	
2 Years' Relevant Work Experience	
CCEA Level 5 Certificate for Accounting Technicians	

Programme Details

College

- **Onsite Induction** - pre course commencement and hosted by ATI's NI Development Officer. You will be welcomed into the ATI student community and brought through the programme information.
- **Tuition** - commencing early September, attend lectures with an approved partner college one day a week during the academic year (September-May).
- **Fees** - all course fees are fully funded through the Department for the Economy.
- **College mentor** - receive support from your dedicated college mentor who will foster your professional learning and growth.
- **ATI resources** - Access supplementary learning resources via the ATI Moodle platform.

- **MS Excel and Adv. MS Excel training** - delivered over 2 sessions by ATI in partnership with the Irish Academy of Computer Training (IACT).
- **Mock Exams** - completed via the online exam platform Cirrus and graded with feedback by your lecturers. The mock exams are invaluable in helping you prepare for your exams.
- **Exam Focus Webinars** - Live, intensive exam preparation sessions, provided for each exam.

Application Criteria

Along with a keen interest in accountancy, the following requirements apply:

- Possess a minimum Grade B in GCSE Maths and Grade C in GCSE English (or university approved equivalent).
- Have obtained a Level 3/A level or equivalent qualification equating to 96 UCAS points.
- Secure employment with an approved employer who will support you through the HLA programme.
- Existing employees who are taking on a new role within the business and who wish to upskill may also be eligible.
- Mature students (aged 21 years old and over) who do not hold the required minimum educational requirements may still apply based on qualifications and experience.

Employment

- **Working life** - when not in college, you will be 'on-the-job' in full-time training with your apprenticeship employer as part of your employment contract.
- **'Earn as you learn'** - while gaining your qualification, you will earn at least the National Minimum Wage.
- **Workplace mentor** - benefit from professional guidance and support provided by an experienced workplace mentor.
- **Practical skills application** - the chance to utilise your acquired knowledge in work scenarios to accomplish tasks effectively.

Assessment

- There are 4 work-based tasks each year to be submitted for grading. These contribute to the overall grading of the Work Practice Modules in each year.
- Work-based tasks must be submitted via Moodle at set dates during the year.
- Exams for all Year 1 and Year 2 modules take place during May 2025 with repeat exams taking place in August 2025.
- Exams will take place online through the Cirrus Online Assessment Platform and will be recorded.
- Students will be required to type the exam answers.
- Access to a computer with internet connection, webcam and a microphone is a requirement for all exams.

Note: cost of repeat exams/tuition/exam focus webinars will not be covered as part of funding.

Application Process

1. Contact local Regional College and complete the online college application
2. Meet the minimum programme entry requirements to apply
3. Attend a Pre-Enrolment Advice Session at the Regional College
4. Online application form will be reviewed by prospective employers
5. If selected, applicants will be called by the employer for interview
6. Successful applicants will proceed to contract stage
7. Employment contract signed and place confirmed with Regional College
8. Commence registration on ATI website
9. Course commences September 2024



Higher Level Apprenticeship Partner Colleges

Northern Ireland

ANTRIM

Belfast Metropolitan College
Coordinator: Olivia Crowshaw
ocrowshaw@belfastmet.ac.uk
028 9026 500

South East Regional College (Lisburn)

Coordinator: Sandra Roleston
sroleston@serc.ac.uk
034 5600 7555

DERRY - LONDONDERRY

Northern Regional College (Coleraine)
Coordinator: Anne McCallum
anne.mccallum@nrc.ac.uk
028 7035 4717

North West Regional College (Derry / Londonderry)

Coordinator: Liz Doherty
lizh.doherty@nwrc.ac.uk
028 7127 6165

DOWN

Southern Regional College (East College, Newry)
Coordinator: Barbara Mills
millsb@src.ac.uk
0300 123 1223

South East Regional College (Bangor)

Coordinator: Deborah Daniels
ddaniels@serc.ac.uk
034 5600 7555

FERMANAGH

Southwest College (Enniskillen)
Coordinator: Rhoda Farrelly
rhoda.farrelly@swc.ac.uk
084 5603 1881

TYRONE

Southwest College (Dungannon)
Coordinator: Elaine O'Hanlon
elaine.ohanlon@swc.ac.uk
084 5603 1881

Southwest College (Omagh)

Coordinator: Grainne McSorley
grainne.mcsorley@swc.ac.uk
028 8225 0109

Get started

Apply via your local Regional College website.

Let us know if you need any assistance identifying your local college and we can put you in touch with ATI's NI Development Officer.

For further information, contact apprenticeship@accountingtechniciansireland.ie or call (028) 20462165



"It is a brilliant alternative to university, as it combines the practical elements of the profession with studying, and provides a highly recognised and applicable professional qualification which can open many doors."

Shannon Love
Higher Level Apprenticeship (Northern Ireland)



What is an Accounting Technologist?

The Accounting Technologist is a unique new Certified Accounting Technologist that sits between the traditional Accounting Technician and the fully qualified accountant. The Technologist will work at the intersection of modern finance, information systems and organisational governance including ESG and Sustainability thanks to knowledge and expertise developed in the areas of:



**FINANCIAL AND
SUSTAINABILITY
REPORTING**



**DATA
MANAGEMENT
AND ANALYTICS**



**CORPORATE
FINANCE**



**BUSINESS
INTELLIGENCE**



**PERFORMANCE
MANAGEMENT**



**DECISION SUPPORT
FOR EXECUTIVE
CORPORATE
GOVERNANCE**

The Accounting Technologist will be qualified to contribute to the optimisation of financial, social, and environmental value in organisations, and will have the capability to assist with transitions to digital and sustainable financial models.

Certified Accounting Technologist

A new professional occupation designed for future business needs

Business environments are changing due to significant technological, social, environmental, and regulatory developments. Accounting Technicians Ireland recognises the significance of these ongoing changes for accounting professionals and, in response, has developed a new professional role based on focused expertise in accounting, information systems, and organisational governance.

This role is pivotal in optimising long-term financial, social, and environmental outcomes, thus ensuring businesses are equipped for the transition towards a more sustainable financial model. The Accounting Technologist Apprenticeship is underpinned by the Bachelor of Science (Hons) in Northern Ireland (Open University Ireland) and Level 8/6 in the Republic of Ireland in Accounting Technology qualification.

Why become an Accounting Technologist?

Develop new competencies and skills to complement core accounting and taxation capabilities such as:



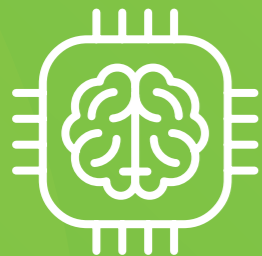
**ENVIRONMENTAL,
SOCIAL, AND
GOVERNANCE (ESG)
RESPONSIBILITIES**



**DATA, DATA
ANALYTICS AND
REPORTING**



**DIGITAL
TRANSFORMATION**



**ARTIFICIAL
INTELLIGENCE**



CYBERSECURITY



**STRATEGIC
MANAGEMENT**



**Level 8/6
ROI/NI
BSc**



**Be in demand and
fast-track your career**
with future ready business,
information systems and
Sustainability & ESG skills.



Opportunity
to be awarded
the professional
designation of
Certified Accounting
Technologist.

What is the Value to Employers?

The Accounting Technologist Programme was created to optimise long-term financial, social, and environmental value, thereby preparing businesses for the transition to a more sustainable economic model.

The apprentices undergo a comprehensive two-year apprenticeship.

Apprentices spend four days per week working with a registered employer (on-the-job) and one day attending classes (off-the-job).

Apprentices are paid by their employer, and their college tuition is funded by HEA (ROI) and Department for the Economy (NI).

Employers

1. An apprentice Accounting Technologist will offer functional capabilities in the workplace from an early stage in the apprenticeship on a relatively cost-effective basis.
2. Employment of an Accounting Technologist apprentice will be an opportunity to introduce new skills, capabilities and thinking to organisations.
3. An apprentice Accounting Technologist will offer significant value to accounting practitioners who have a portfolio of 'audit exempt' clients.
4. 'On-the-job' and 'off-the-job' elements of the apprenticeship programme will be integrated and streamlined. Employers will not be expected to make changes to workflows solely to accommodate the requirements of the apprenticeship programme.



Who Can Apply?

Graduates of ATI's Accounting Technician programmes or equivalent.

Qualified or part-qualified accountants.

Individuals with work experience in an accounting or related role.

Individuals who have completed or part-completed a business-related qualification that includes some content related to foundational accounting and taxation.

Further Information

Interested candidates should contact ATI to find out more about this new professional role and apprenticeship programme.

Queries related to entry requirements, curriculum or any other matters related to the apprenticeship programme, can be emailed to us at technologist@accountingtechniciansireland.ie



“Nothing worth having comes easy. Take the leap and believe in yourself. The qualification is recognised as the fastest pathway to a fulfilling and rewarding professional accounting career.”

Catrina McGrattan
Diploma (Northern Ireland)



The Membership Advantage

Becoming a Member of Accounting Technicians Ireland means, you are joining a leading professional accounting body that will assist and support you throughout your career.

Once you pass your exams, complete the Work Practice Programme and obtain two years' relevant work experience, you can become a Member of ATI and use the professional letters MIATI (Member of the Institute of Accounting Technicians) after your name. This designation assures prospective employers of your professional standards and abilities. It tells them that you are fully qualified and have the relevant 'on-the-job' skills to perform as an Accounting Technician.

If you have passed your exams but not yet gained the work experience required, you will move up from student, to affiliate member status.

Affiliate Membership is an interim class of membership that allows you to maintain your links with Accounting Technicians Ireland while you gain your work experience and enjoy some great benefits in the meantime!

The Benefits of Membership

- **Employer Recognition:** Full members can gain instant industry recognition, by using the highly respected professional letters MIATI after their name.
- **Your Global Career Passport:** As a Member and Professional Accounting Technician you can travel the world and work knowing that employers in all sectors and sizes recognise what you have professionally achieved.
- **An ever-growing community of members:** Over 10,000 colleagues to network with and learn from.
- **Free access** to a Professional Development programme that includes both live and self-paced opportunities to upskill, including tools that allow you to track and maintain both your professional development requirements, and options for further 'add-on' qualifications.
- **District Society social events:** Attend a busy social calendar, and network with fellow members across a range of sectors.
- **Affinity Benefits:** ATI continues to connect and partner with a wide range of companies to bring our valued members those little extra perks. Whether it be for business reasons or your own personal lifestyle, our focus is to provide additional support and service benefits that add value - to you.

As standard for professional affiliation, maintaining active membership with Accounting Technicians Ireland necessitates the annual payment of a membership fee.



Take your studies further

Qualified Accounting Technicians may progress their studies and use their MIATI qualification as a stepping stone into other accountancy and business related areas. Most of these will progress to other accountancy bodies to study to become an accountant; these include:

- our partner body Chartered Accountants Ireland (CAI),
- Association of Chartered Certified Accountants (ACCA),
- Chartered Institute of Management Accountants (CIMA).

These professional accountancy bodies also offer substantial exemptions on the basis of having completed the module examinations.

There are also opportunities to continue your studies with other bodies such as the Irish Payroll Association (IPASS) or the Irish Tax Institute or to transfer to the penultimate or final year of a bachelor's degree in business, accounting or finance from selected higher education institutes.

Our Guide to Further Study which is available on our website outlines the formal exemption agreements we have in place for our students and members.

If the course you want to pursue is not listed, please contact the relevant college for information on applying for exemptions.



“My Membership of Accounting Technicians Ireland has played a pivotal role in my career. Finance is a huge part of both life and any role that you take on... It's vital that you have a grounding and a core understanding of it.”

Ray Rogers MIATI

Academic Calendar 2024-2025

April 2024	Registration Commences
April - October 2024	Registration Open
September 2024 - December 2024	Academic Term: Tuition Delivery
15 September 2024	Application deadline for Apprenticeship
11 October 2024	Deadline for applying for exemptions
1 November 2024	Registration deadline for Diploma
22 November 2024	Reasonable Accommodation application deadline
29 November 2024	Second stepped payment deadline
January 2025 - May 2025	Academic Term: Tuition Delivery
31 January 2025	Third stepped payment deadline
28 February 2025	May Exam application deadline
3 March - 14 April 2025	Mock Exam Period - Dates TBC by Partner College
21 April 2025	May Exam deferral deadline
19 - 30 May 2025	May Exam session
2 July 2025	Publication of May Exam results
9 July 2025	Continuing Student Registration (CSR) opens
28 July 2025	August Exam application deadline
11 - 21 August 2025	August Exam session
10 September 2025	Publication of August Exam results
*Term dates are indicative only. Please check with your college for the exact start and end of term dates.	





Accounting Technicians Ireland

JOIN THE CONVERSATION

-  Accounting Technicians Ireland
-  @AccountingTec
-  Accounting Technicians Ireland
-  @accountingtechniciansire

DUBLIN OFFICE

CA House, 47-49 Pearse Street, Dublin 2, D02 YN40
01 649 8100
enquiry@accountingtechniciansireland.ie

BELFAST OFFICE

The Linenhall, 32-38 Linenhall Street, Belfast BT2 8BGT
028 20 462165

CHARTERED
ACCOUNTANTS
HOUSE

