



Accounting
Technicians
Ireland



**GENERATION
APPRENTICESHIP**
www.apprenticeship.ie



Level 6
Advanced Certificate
in Accounting

QQI AWARD

ACCOUNTING TECHNICIAN APPRENTICESHIP

EMPLOYER INFORMATION GUIDE

PROFESSIONAL,
PRACTICAL,
PROVEN



A photograph of a man with dark hair, a beard, and black-rimmed glasses, wearing a light blue button-down shirt. He is smiling broadly and shaking hands with another person whose hands are visible in the foreground. The background is a blurred office or meeting room with a circular light fixture on the ceiling. The image is overlaid with a large green triangle on the left side and several smaller, semi-transparent triangles in various colors (green, grey, yellow) scattered across the scene.

**JOIN EMPLOYERS
HIRING APPRENTICES VISIT:**

 www.accountingtechniciansireland.ie

PARTICIPATE IN THE CONVERSATION

 Accounting Technicians Ireland

 @AccountingTec

 Accounting Technicians Ireland

 @accountingtechniciansire



CONTENTS

About the National Accounting Technician Apprenticeship	04
Employers: How will your company benefit?	06
Hire Early - Apprenticeship Incentivisation Scheme for Employers	08
Six reasons employers are joining and recruiting Apprentices	09
How it works	10
Recruitment Process	12
Additional Guidance Tips	14
Programme Overview and Role of Workplace Mentor	16
Partner Colleges and Next Step	18

ABOUT THE NATIONAL ACCOUNTING TECHNICIAN APPRENTICESHIP

The Accounting Technician Apprenticeship Programme is a two-year, work-based learning education training programme which is delivered by Accounting Technicians Ireland in partnership with local colleges and registered Apprenticeship employers.

Accounting Technicians Ireland is the leading professional body for Accounting Technicians on the island of Ireland providing national and internationally recognised Accounting qualifications. 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.

THERE ARE TWO INTAKES FOR THIS PROGRAMME: SEPTEMBER AND JANUARY.

The structure of the apprenticeship programme ensures that the training and education delivered to apprentices are grounded in the needs of the evolving workplace.

The culture of apprenticeship learning and development prepares apprentices to be adaptable, flexible, self-motivated and able to manage change.

The programme also prepares the apprentices to meet the challenges of future developments in the occupation and the workplace by equipping them with the necessary skills, knowledge and competence.

The alternating training generally consists of **one day** off-the-job training and education in a local college and **four days** on-the-job training in the workplace.

“ The apprenticeship is a logical fit for Mazars, as Accounting Technicians are an essential part of our Outsourcing 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 firm. ”

Jennifer Kelly, Director - Accounting and Outsourcing





Apprentices get paid minimum wage of at least €21,060 per annum by the employer and college tuition is fully funded by SOLAS.

The programme is aimed at new entrants to the industry including leaving cert students, school leavers, graduates, mature learners and existing employees looking to upskill. Graduates will attain a QQI Level 6 Advanced Certificate in Accounting.

EMPLOYERS: HOW WILL YOUR 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 across 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.

Employers can recruit from a high calibre talent pool including leaving cert students, school-leavers, college graduates and mature learners that are progressed to them after being screened by ATI.

Existing staff looking to upskill can also apply once their employer signs on as a registered apprenticeship employer.

Employers can highlight their participation to hire an apprentice on their company website (and include the application link from our website) to add awareness and to attract near by applicants from their own region.

Candidates will bring significant value to your organisation as they progress through the programme from beginner to fully qualified Accounting Technician.

Additional benefits of the Accounting Technician Apprenticeship:

- ATI assesses prospective trainees to explore their expectations, aspirations, capabilities and skills for a career in Accounting
- Employers have access to a range of high calibre applicants with no recruitment cost
- Increased employee retention as apprentices can go on to qualify as full accountants within a 5 year time frame (2 years apprenticeship +3 year professional training contract)
- Simultaneous learning value as 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 which was recently updated, prepares apprentices to meet the challenge of future developments in their occupation and workplace by providing them with relevant skills, knowledge and competencies



“ We chose to take on an apprentice due to significant continued growth in our practice. We specialise in providing bookkeeping, accounting and taxation services to the medical profession and decided it would be more beneficial to train someone in this area, from the ground up. The process of taking on an apprentice was a very straightforward one and made even easier by the assistance we received from Accounting Technicians Ireland along the way. We would definitely recommend it to other employers who may be considering this route. ”

Adam Tierney
Chartered Accountant,
BCC Accountants Ltd



HIRE EARLY - APPRENTICESHIP EMPLOYER GRANT FOR EMPLOYERS:

The Employer Grant is being introduced as part of the national Action Plan for Apprenticeship 2021-2025 with the newly established National Apprenticeship Office administering the Grant.

Apprenticeship employers are eligible to receive a €2,000 grant annually for each registered apprentice, effective from 01 January 2022. This includes apprentices who were registered 2019-2021 and who continue in employment as of 01 January 2022.

The grant will be paid in arrears in 2 payments annually, with €1,000 payable in May-June and a further €1,000 in November-December. For 2-year apprenticeships, a further annual payment of €2,000 will be payable in 2023, again with two payments of €1,000 in arrears. For 3-year apprenticeships, employers will be eligible for a further €2,000 per apprentice in 2024.

To attain the employer grant an employer will need to ensure they are registered as an apprenticeship employer. Not yet an apprenticeship employer? You can submit an expression of interest and complete the process online via www.apprenticeshipjobs.ie/#/employer/register

The Apprenticeship Office in your local Education and Training Board can assist also.

Once an apprentice has been employed, they must be registered as an apprentice with SOLAS. This is done via a SOLAS Authorised Officer in your local Education and Training Board (ETB).

Eligible employers with apprentices in employment as of 01 January 2022 will be contacted by the National Apprenticeship Office during May-June 2022 and invited to submit an online claim form. This will include a request to confirm the apprentices in employment, tax clearance details and bank details to process payments. A first payment of €1,000 per apprentice will then be made to eligible employers. This process will be carried out again in November-December 2022 for a second €1,000 payment and will be repeated annually for eligible apprentices and employers.

For further information regarding this cost saving scheme please visit

<https://www.apprenticeship.ie/news-events/news/apprenticeship-employer-grant-2022>



SIX REASONS EMPLOYERS ARE JOINING AND RECRUITING APPRENTICES...

1

The Accounting Technician Apprenticeship is a modern, practical and supportive route to a career in accountancy where employers recruit apprentices on a two-year earn-as-you-learn programme.

2

We source high-calibre individuals interested in a career in accountancy and employers select the candidates who best fit their employment requirements with no recruitment cost.

3

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

4

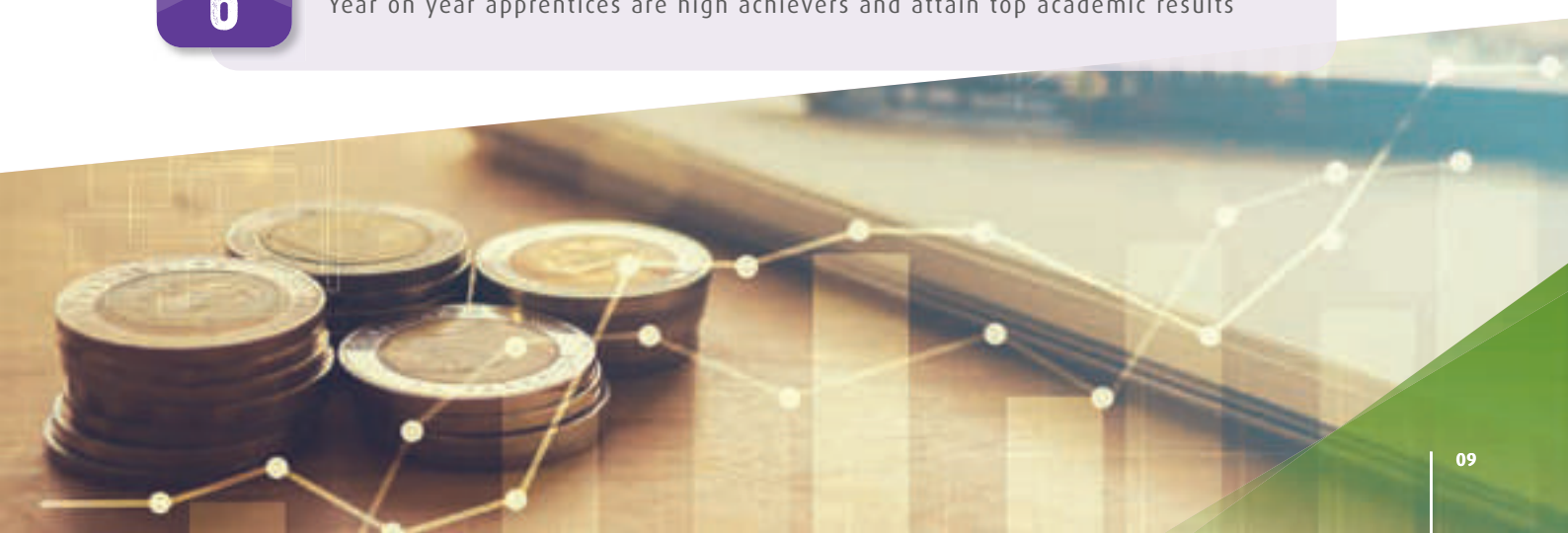
Employers can grow and nurture talented participants with the potential to become versatile accountants with wide-ranging skills, and boost their employee retention.

5

The Accounting Technician Apprenticeship leads to a Level 6 QQI Advanced Certificate in Accounting and is a National Apprenticeship funded by SOLAS. Therefore employers pay no college tuition fees.

6

Year on year apprentices are high achievers and attain top academic results



HOW IT WORKS

You register as a participating employer with ATI and must be approved by SOLAS. We source, screen and process applications on your behalf, based on our minimum programme entry criteria*

You select candidates for interview and offer successful applicants a two-year apprenticeship contract for the programme commencing in September or January**

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

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

Workplace learning is assessed throughout the programme and exams are held online in June or August each year***

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

You should be in a position to:

- Offer the apprentice a two-year contract which pays at least the minimum wage (€21,060¹)
- Meet all of the requirements on the 'Employer Suitability to Train' form, sign an agreement with ATI and agree to comply with the SOLAS Code of Practice
- Ensure that the role offers participants exposure to all elements of Accounting Technicians Ireland's two-year programme
- Appoint a suitably qualified workplace mentor that is a qualified Accountant or Accounting Technician with five years work experience

¹ Correct as of 22nd February 2021.

You can offer candidates a higher wage at your discretion.

* Eligibility and screening processes are detailed at <https://www.accountingtechniciansireland.ie/study-ati/accounting-technician-apprenticeship/apprenticeship-applications>. Employers have the discretion to enhance the entry requirements beyond the minimum academic standards.

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



“ The programme offers the apprentices 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
SCHOOL OF LEARNING & WORK

RECRUITMENT PROCESS:

- Applicants apply online, attach all relevant requested information and are screened by the ATI Apprenticeship Team.
- All applicants who meet the minimum programme entry requirements are then invited to complete a pre-recorded video interview by the ATI Apprenticeship Team.
- The progressed applications, attached documentation and video interview receive a final review by ATI's Apprenticeship Team, which signs off on all applicants progressing to employers.
- The progressed applications and video interviews are separated per region and are made visible to all registered Apprenticeship employers within that region for review.

- Employers receive access to review applications in their region from March to September.
- Employers select any applicants they wish to interview. Employers notify ATI when selecting applicants for interview.
- Employers contact selected applicants and arrange interviews directly with them.
- Employers interview selected applicants.
- Employers decide on who they wish to extend offer to and who are unsuccessful.
- Employers are encouraged to provide unsuccessful applicants with self-development feedback.
- Employers extend verbal offer to applicant(s) they wish to take on for the programme.
- Employers follow up with applicant for decision and sends letter of appointment if accepted.
- Employers update ATI on any offers accepted and on unsuccessful applicants after every round of interviews.
- Employers will provide an employment contract to successful applicant(s) after guidelines from ATI are received.

- ATI will contact applicants who have received offer from employer. They will be registered with the partner college they are allocated by ATI, with SOLAS as an Accounting Technician Apprentice and then invited to attend the ATI programme and college induction.



“ We decided to take on apprentices to provide support to our qualified accountants who produce statutory accounts for our clients. The apprentice system provides a cost effective method of providing this support. The direct education costs are not borne by the employer. We have found that the apprenticeship programme has provided candidates who are task focused, efficient and willing to learn. In our experience we found that apprentices have progressed quickly and become an integral part of the team. We would have no hesitation in recommend other employers to take on an apprentice. An apprentice will be a continuing part of our staffing model into the future.”

Eoin O’Riordan, Director
Leahy O’Riordan



ADDITIONAL GUIDANCE TIPS:

If an employer wishes to upskill a member of staff, they need to update ATI of their contact details so we can inform that staff member to apply on the ATI website under apprenticeship and select apply now to complete the online application form.

To become an approved employer on the apprenticeship programme, you must first express interest on the SOLAS website <https://www.apprenticeshipjobs.ie/#/employer/register> and then complete the registration forms that ATI provide.

Once an employer has successfully signed up for the apprenticeship programme ATI will invite employers to review the progressed applicants that have met minimum programme entry and screening requirements.

Employers will attain access to available applicants around their region which will consist of the applicant's CV, application, and video interview responses.

By reviewing applicant's video interview responses, this can give the employer a great idea of the applicant's strengths, weaknesses and a more informed decision if they would be a good fit for their company.

If an employer has limited time for reviewing they may only focus on the CV of applicants.

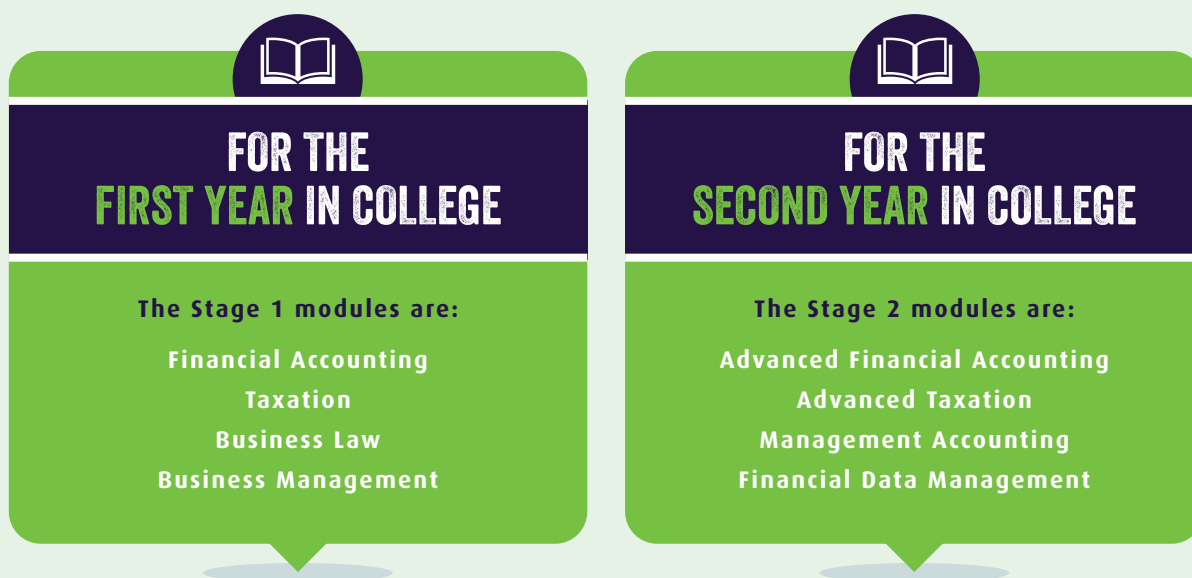
For an employer that hires an applicant before college commences in September the apprentice may work with that employer five days a week.

Apprentices are entitled to a maximum of three weeks paid study leave which includes their exam dates. We highly recommend employers to meet with their apprentice as early as possible at the start of the academic year to agree dates and to ensure appropriate work cover while the apprentice is on leave those days.



PROGRAMME OVERVIEW AND ROLE OF WORKPLACE MENTOR

The on-the-job training lasts for 104 weeks based on a two year employment contract and takes place with the employer 4 days a week in term time and 5 days a week outside term time.



Assessment is carried out 'through a combination of written examinations and graded work based tasks for each module as follows:

MODULE	EXAMINATION	WORK BASED TASKS
Financial Accounting	70%	30% (2 x 15%)
Business Management	70%	30% (2 x 15%)
Taxation	100%	
Business Law	100%	
Advanced Financial Accounting	70%	30% (2 x 15%)
Advanced Taxation	100%	
Management Accounting	100%	
Financial Data Management	50%	50% (2 x 25%)

- Exams for each module will take place online in May/June with an opportunity for repeats in August of each year.
- There will also be a requirement to complete four work based submissions per year. The apprentice will need to submit four completed and approved work based tasks by set submission deadlines each year.

Throughout the two years with an employer an apprentice will need to be assigned a dedicated workplace mentor to oversee and support them in their on the job training.

The mentor will need to be a qualified professional accountant or accounting technician.

The main **responsibilities** of the workplace mentor are as follows:

- Be responsible for the training of the apprentice;
- Make sure the apprentice settles in, is introduced to their colleagues and peers and becomes familiar with their surroundings.
- Ensure the apprentice has adequate exposure to relevant work experience for the programme.
- Agree a customised Training Plan with the apprentice at the beginning of each year.
- Ensure that their apprentice is able to adequately review their work-experience for assessment purposes.
- Review the apprentice's completed four work place assessment tasks per year.
- Provide pastoral care in the workplace on an ongoing basis and bring any support needed or concerns to ATI.
- Meet their apprentice formally every 10-12 weeks for periodic review meetings to review the apprentice's progress, provide development feedback, and modify the agreed Training Plan where necessary.
- Ensure their apprentice submits successfully the approved four workplace assessment tasks per year in line with the programme timetable and submission deadlines.
- Review the apprentice is on track with study preparation each year towards their exams and for any repeat exams.
- Meet with an ATI representative/college mentor periodically to update on their apprentice and collaborate to foster their apprentice's potential to succeed.



THE ACCOUNTING TECHNICIAN APPRENTICESHIP IS IN PARTNERSHIP WITH THE FOLLOWING COLLEGES AND AT THESE LOCATIONS:

- Blackrock Further Education Institute
- Bray Institute of Further Education
- Coláiste Íde College of Further Education
- Cork College of Commerce
- Monaghan Institute
- Rathmines College of Further Education
- Waterford College of Further Education
- Galway Technical Institute
- Limerick College of Further Education
- (Others to be confirmed)

NEXT STEP IS TO VISIT ATI'S WEBSITE AND SELECT **APPRENTICESHIP STUDY OPTION** TO REGISTER INTEREST TO HIRE AN APPRENTICE:

<https://www.accountingtechniciansireland.ie/study-ati/accounting-technician-apprenticeship/employ-an-apprentice>

CONTACT US



www.accountingtechniciansireland.ie



01 649 8191



apprenticeship@accountingtechniciansireland.ie

ACCOUNTING TECHNICIAN APPRENTICESHIP PROFESSIONAL CAREER PATHWAY



Accounting Technician Apprenticeship

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



Accounting Technicians Ireland

DUBLIN OFFICE

47-49 Pearse Street,
Dublin 2
Tel: 01 649 8100

BELFAST OFFICE

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

JOIN EMPLOYERS HIRING APPRENTICES VISIT:

 www.accountingtechniciansireland.ie

PARTICIPATE IN THE CONVERSATION

 Accounting Technicians Ireland

 @AccountingTec

 Accounting Technicians Ireland

 @accountingtechniciansire