



Diploma for Accounting Technicians



PROGRAMME TITLE

Diploma for Accounting Technicians

ATI Level 4 Certificate for Accounting Technicians (Year 1)

ATI Level 5 Diploma for Accounting Technicians (Year 2)

PROGRAMME Information

Take the next step in your career with the internationally recognised two-year Diploma for Accounting Technicians. Gain increased earning power and in-demand financial skills with this island-wide qualification for Accounting Technicians.

Do you like working with numbers? Are you logical and a problem solver? If yes, then this could be the career for you. From Accounts Associate to Financial Manager, qualified Accounting Technicians fill a variety of roles and are highly sought-after by employers in the areas of accountancy, finance, and taxation, as well as in consulting and advisory.

At Plunket College of Further Education, we offer both the Year 1 Certificate and the Year 2 Diploma programmes, in partnership with Accounting Technicians Ireland.

WHO IS THIS PROGRAMME FOR?

- Career-changers moving to an accounting and finance role
- School-leavers and recent graduates looking to kick-start their career
- Accountancy professionals seeking a qualification
- Professionals wishing to upskill their knowledge of accounts and finance

CONTACT INFORMATION:

https://www.accountingtechniciansireland.ie/study-ati_enquiry@accountingtechniciansireland.ie

COURSE OUTLINE

ATI Level 4 Certificate for Accounting Technicians (Year 1)

Develop a strong foundation in business and accountancy. This initial one-year programme is the first step to qualify as an Accounting Technician and enables progression to the Diploma. It is a Level 4 Certificate Award accredited by CCEA and equates to a Level 6 on the National Framework of Qualifications in the Republic of Ireland.

What you'll learn

The programme is divided into four modules assessed via remotely invigilated online exams. Updated every year with the newest legislative and taxation changes, the Accounting Technicians Ireland syllabus equips you with employable business skills, and a strong technical knowledge of finance and accountancy practice:

- **Financial Accounting**
Gain an understanding of the principles and concepts of financial accounting, technical competency in double-entry bookkeeping, and preparation of financial statements for various types of reporting entities.
- **Taxation (ROI / NI)**
Develop both an understanding of, and technical skills, in personal and business taxation.
- **Business Law (ROI / NI)**
Gain an understanding of the key concepts and fundamental principles of law in the context of business and commercial activities.
- **Business Management**
Develop knowledge and understanding of business organisations and functions, information systems in business, modern management, leadership, corporate governance, professional ethics, and corporate social responsibility.
- **Spreadsheet Methods**
Students can also avail of a supporting excel course, Spreadsheet Methods, directly with Accounting Technicians Ireland. This course provides a comprehensive overview of Microsoft Excel to help you prepare for the modern workplace. This course is beginner's level with no prior knowledge of Excel needed. Students are required to attend the 10 core tutorial hours which is part of the Financial Accounting module. Students have the option of sitting the final Spreadsheet Method exam to achieve the ATI/IACT Excel Certification. [View the full syllabus here.](#)

Learning outcomes

- Professional foundation in accountancy and business
- Important digital skills for the workplace
- Increased skillset to advance your career
- Opportunity to progress to Diploma level

ATI Level 5 Diploma for Accounting Technicians (Year 2)

Qualify as an industry-recognised Accounting Technician and benefit from the use of the professional letters, MIATI, as a member of Accounting Technicians Ireland. The Diploma is conferred on the successful completion of two-years of study and two-years of relevant work experience.

It is a Level 5 Diploma Award accredited by CCEA and equates to a Level 6 on the National Framework of Qualifications in the Republic of Ireland.

What you'll learn

The programme builds on the learnings from the Certificate with four advanced modules assessed via remotely invigilated online exams, with two supporting work-practice modules. Updated every year with the newest legislative and taxation changes, the Accounting Technicians Ireland syllabus equips you with employable business skills, and a strong technical knowledge of finance and accountancy practice.

➤ **Advanced Financial Accounting**

Build on the competencies gained in the Year 1 Financial Accounting module and acquire an understanding of relatively advanced financial accounting transactions and events, and develop practical skills in preparing and interpreting financial statements.

➤ **Advanced Taxation (ROI / NI)**

Build on the competencies gained in the Year 1 Taxation module and develop a deeper knowledge and practical skills in more advanced taxation issues for individuals, businesses, and corporate entities.

➤ **Management Accounting**

Develop an understanding and technical competency in costing, planning, control, and decision making to support key business functions and activities.

➤ **Financial Data Management**

Gain (i) an understanding of data management and analysis, and (ii) the practical skills to apply software techniques and methods in support of analysis and resolution of financial accounting, management accounting and taxation issues on a multidisciplinary basis.

➤ **Work-Practice Module Level 4 and Level 5**

To obtain the Diploma for Accounting Technicians, in addition to successfully completing all Year 1 and Year 2 core study modules, learners must complete two work-practice modules and two years' relevant work experience. This is to apply and consolidate learning within a workplace environment. If you are actively working in an accounting or finance related role you can begin engaging with the Work-Practice Module Level 4 as soon as you commence your studies. If you're not currently in a role that would enable you to meet the work-practice requirements, this can be completed following study.

[View the full syllabus here.](#)

Learning outcomes

- In-depth accounting and finance skills
- Important digital skills for the workplace
- Applied work experience through work-based learning modules
- Employable skillset to advance your career
- Eligibility to join ATI's professional Members' network
- Opportunity to continue further studies with exemptions in professional accountancy or to degree level

ENTRY REQUIREMENTS

If you are under 21 years of age, you should possess one of the following:

- 5 Ordinary level Leaving Certificate grades (including an O6 in English, and Maths or Accounting)
- 2 Higher level and 2 Ordinary Leaving Certificate grades (including an O6 in English, and Maths or Accounting)

If you are over 21 years of age, but don't possess the minimum educational requirements, you are welcome to 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. 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.

PROFESSIONAL FEES

Once you have secured your place on the programme, you are required to register directly with Accounting Technicians Ireland via their [online registration portal](#).

At the point of registration, you will be asked to pay the Institute's €760 professional fee which covers your registration, professional exams, course materials, and additional online learning supports. A stepped payment option is available to select during registration.

ATI Professional Fees	Euro €
Registration	200
Course textbooks (€65 x 4)	260
Examinations (€75 x 4)	300
Total	760

EXEMPTIONS

Prior Learning may be recognised for exemption purposes from the programme. If you think you may be eligible for an exemption, then you can apply for one during the registration process with Accounting Technicians Ireland. The Institute will then review your exemption request and you will be notified as to whether your request was successful, and you can choose to resume your registration.

If you have completed relevant qualifications within the last six years, you may be eligible for exemptions from select Year 1 exams. To be considered for exemptions, relevant qualifications must be a minimum of QQI Level 6 in the Republic of Ireland (or higher).

ABOUT ACCOUNTING TECHNICIANS IRELAND

Accounting Technicians Ireland is the leading professional body for Accounting Technicians across the island of Ireland, with over 10,000 students and members. Responsible for the delivery of professional Accounting Technician education and for advocating on behalf of the Accounting Technician community, the Institute also oversees the provision of life-long learning to its Members.

CAREER OPPORTUNITES

Accounting Technicians fill a wide range of positions including:

- Accounts Manager
- Audit Associate
- Financial Assistant
- Credit Controller
- Payroll Manager
- Tax Advisor
- General Ledger Accountant
- Budgeting Analyst
- Financial Controller
- Assistant Accountant

While the Accounting Technician qualification is in itself a passport to a rewarding career, graduates also benefit from significant exemptions from programmes offered by all of the main professional accountancy bodies in Ireland.

You also have the opportunity to transfer to the penultimate or final year of a Bachelor's Degree in Business, Accounting or Finance from a number of higher education institutions.

For more information on further study opportunities, please visit:

accountingtechniciansireland.ie/members/further-study