Advancing Accounting



Employer Guide
Accounting Technician Apprenticeship

QQI Level 6 Advanced Certificate in Accounting

Advancing Careers

NATIONAL APPRENTICESHIP OFFICE
GENERATION APPRENTICESHIP

Dearbhú Cáilíochta agus Cáilíochtaí Éireann
Quality and Qualifications Ireland



Advancing Education
Advancing Industry
Advancing Accounting

We are the leading professional body for Accounting Technicians and Accounting Technologists on the island of Ireland.



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Advanced Approach

In the dynamic landscape of the accountancy world, where adaptability and innovation are paramount, ATI is a beacon of change and progress committed to creating courses, lifelong community support and sustainable career opportunities that prepare students not just for today's challenges, but for the complexities of tomorrow.

In this era of rapid technological advancements, globalisation, and shifting paradigms, ATI stands tall as a powerful change agent that actively engages with industry leaders, regulatory bodies, and stakeholders to shape the future of accounting.

Advancing Education

Advancing Industry

Advancing Accounting

Adaptive Accounting

43 Years
Trusted industry leader in accounting education

10,000
Students and members across the island of Ireland

Connected
First choice for employers

95%
Of our members are employed

Responsive
Providing sustainable careers in accounting

Our Purpose
We provide education and professional support that gives people the **expertise and confidence** to **thrive** in a continually changing world of work.

Through our connected membership community, we provide the **professional support** that serves everyone throughout their whole working life, no matter where they are from or what their circumstances are.

Our education and membership are equally rooted in **our vision** and the core idea of responsive education for students, life-long professional relationships for members, academic excellence in education and advanced outcomes for employers.

Our Values



Accessibility
We strive to create a culture of openness and belonging which is inclusive and representative of the diverse needs of our members, students and wider stakeholders.



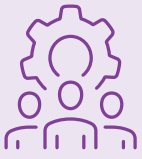
Agility
We embrace change and curiosity in our strategy, processes, and team behaviours so that we can improve, solve problems and be ready for new opportunities.



Collaboration
We exercise collaborative working, relying on the strengths of our wider community and partners to thrive and evolve together.



Courage
We welcome new ideas and question assumptions enabling us to champion success, have the freedom to take risks and to think big.



Relevance
We never stop learning and continuously look at how we can do better so that we can support the professional development of our members and students now and in the future.

Why study with ATI

We provide highly respected industry recognised qualifications. Our qualifications offer opportunities for career advancement in a variety of roles and sectors.

68%
of employers have a need for these roles in their industry

Adaptable
we offer multiple routes to up-skill, progress and qualify

No.1
Higher Level Apprenticeship in Northern Ireland

Agile
Study options and inclusive programmes

50
Members locations nationwide to stay connected

Expert
Associate member of the International Federation of Accountants

4
District Societies nationwide

Advancing
to ATI Level 8 Apprenticeship degree in Accounting Technologies.

40+
college location in Ireland



"At Roberts Nathan, our Financial Services department consider Accounting Technicians as integral members of our team. The hybrid approach to completing the apprenticeship with the ATI, comprising of both college and workplace training, proves to be very practical and effective. The apprenticeship programme offers a very valuable pathway for career progression which we fully support."

Susan Lennon,
Financial Outsourcing Manager

RN | ROBERTS NATHAN
BUSINESS ADVISORS, AUDIT & TAX

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 ATI in partnership with a range of local Further Education colleges and registered Apprenticeship employers.

Since established in 2017 there has been 1,356 job opportunities created through the Accounting Technician Apprenticeship programme through partnership with over 773 employers that have hired apprentices across a number of different sectors.

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

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

The programme 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 competencies

The alternating training of this programme generally comprises of one day off-the-job training and education with a local college and four days on-the-job training in the workplace.

Each year two intakes for this bespoke programme:

September and January.



Employers: How will your company benefit?

The range of skills, knowledge and competencies obtained by Accounting Technician Apprentices means graduates are capable of fulfilling various accounting and finance roles across all sectors of the economy.



Our talented Accounting graduates offer cost-effective staffing solutions for industry, practice and the public sector in a time of specific skills shortage within this field of the labour market.

The Accounting Technician Apprenticeship is tailor-made for organisations that need well-skilled, committed, loyal accounting and finance staff with the capacity to develop their career to a senior level.

Apprentices get paid minimum wage of at least €27,593 per annum by the employer and college tuition is fully funded by SOLAS.

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

Existing staff looking to update and advance their knowledge for the future can also apply once their employer signs on as a registered apprenticeship employer.

Employers can opt to 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 local region to apply for this programme.

78%

Of Accounting Technician Apprentice who stay with their employers following graduation

Employers who employ a Accounting Technician Apprentice receive a grant of **€2000** for each year of the Apprenticeship

‘Undertaking an apprenticeship with ATI has been the most rewarding experience. It has been an incredible journey that has provided the foundations necessary to build my career in accounting. I have gained valuable skills that have truly given me a headstart in this industry, which continue to be relevant in my place of work. The registration and placement process was quick and simple, the course content is broad and applicable to many branches within the industry. I would recommend ATI’s apprenticeship to anyone who is interested in starting a career in accountancy.’

Tegan O’ Donnell
Yr 2 Accounting Technician Apprentice 2026
Intertrust Management Ireland Limited
Blackrock Institute



Apprenticeship Employer Grant

The Employer Grant was introduced as part of the national Action Plan for Apprenticeship 2021-2025 which is administered by the established National Apprenticeship Office.

Apprenticeship employers are eligible to receive a €2,000 grant annually for each registered apprentice, which was 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 to employers is paid in arrears in 2 payments of €1,000 per apprentice annually, in May-June and November-December which employers will need to apply for each time.

To attain this employer grant an employer will need to ensure they are first 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 if contacted will also be able to provide further information.

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

Employers who employ a Accounting Technician Apprentice receive a grant of **€2000** for each year of the Apprenticeship

6,500+

Irish employers are using apprenticeship to recruit and develop their talent pipeline



NATIONAL APPRENTICESHIP OFFICE GENERATION APPRENTICESHIP

SOLAS learning works

Rialtas na hÉireann
Government of Ireland

ATI Recruitment Process

Below is a guide to understanding the main stages in the recruitment process for to this National Professional Apprenticeship programme

Step 1: ATI Online Application

- 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 applicant profiles and video interviews are separated per region and are made visible to all registered Apprenticeship employers within that region for review.

Step 2: Employer Review and Selection

- Employers receive access to review applications in their region from April 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.

Step 3: Apprentice Registration

- 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.



"The Accounting Technician Ireland Apprenticeship programme has been an excellent way to discover talented individuals we may not otherwise have the opportunity to work with.

The combination of hands-on experience and classroom learning provides a solid foundation for those who wish to further their education. At Deloitte Ireland, we are proud to support our apprentices, who have become a fundamental part of our team."

Claire Hennessy, Assistant Manager

Deloitte.

Requirements for Employer to Sign Up:

Below is a guide to understanding the recruitment process for your application to this National Professional Apprenticeship programme



1. Offer a Two Year Apprenticeship Contract

The apprenticeship is a **full time, two year programme.** During term time:

- The apprentice attends **college onsite one day per week** (off the job training)
- Works with the employer **four days per week** (on the job training)

Outside of term time, the apprentice works full time within the organisation.



2. Pay the National Minimum Wage

Employers must pay at least the **national minimum wage**, currently **€27,593 per annum.**
Employers may choose to offer a higher rate at their discretion.

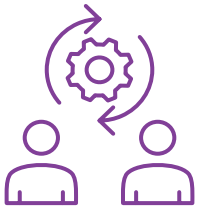


3. Provide Relevant Work Experience

Employers must offer a role that:

- Provides meaningful and relevant workplace exposure
- Supports the development of skills across **all elements of ATI's two year apprenticeship programme**

This ensures apprentices gain practical experience aligned with their academic learning.



4. Appoint a Workplace Mentor

Employers are required to appoint a qualified workplace mentor who:

- Is an **Accounting Technician or Accountant**
- Has a minimum of **five years' professional experience**

The mentor plays a key role in supporting the apprentice's learning and development throughout the programme.

Process to Sign Up as an Employer to Hire:

Step 1: Express Interest with ATI as a Partner Employer

To begin the process, visit ATI's website **www.accountingtechniciansireland.ie** and select **Employers** option.

This will enable you to formally register your interest in becoming an ATI Partner Employer.

Step 2: Register with the National Apprenticeship Office (SOLAS Approval)

The next step for your company in becoming an ATI apprenticeship employer is formally expressing your interest with the National Apprenticeship Office, the statutory body that approves employers for all apprenticeships in Ireland.

Visit Generation Apprenticeship website - www.apprenticeship.ie and select **Become an Apprentice Employer.**

Step 3: Review and Sign ATI Documentation

As part of the approval process, ATI will request completion of the following documents:

✔ Suitability To Train Form

✔ Memorandum of Understanding

✔ Mentor Credentials Form

✔ Copy of Mentor Award

✔ Data Protection Statement

These documents confirm your organisation's readiness to support an apprentice.

Step 4: ATI Recommendation to the Authorized Officer

Once ATI receive the signed documents they will review the submission and then contact the assigned Authorized Officer from the ETB in your region to recommend they proceed with your registration as an official Apprenticeship Employer.

Step 5: NAO Final Approval and Employer Visit

The Authorized Officer from the ETB in your region will then contact you to finalize your registration and will arrange a visit to your company. Following this step, you will be fully approved.

How to Hire for the Accounting Technician Apprenticeship Programme:

The recruitment process for candidates for the Accounting Technician Apprenticeship programme is as follows:

01	Candidates complete an online application via ATI website
02	Meet the minimum programme entry requirements to apply so can progress to next stage
03	Complete a pre-recorded online video interview with ATI
04	CV and on line video recordings will be reviewed by prospective employers registered with ATI
05	Shortlisted candidates by employers will be invited for an onsite interview
06	Successful candidates that attain an employer offer proceed to contract stage for the Accounting Technician Apprenticeship to commence in September 2026
07	Apprenticeship registration is then completed and college is confirmed by ATI

Following approval by ATI for your company to be registered with the National Apprenticeship Office as an apprenticeship employer ATI will contact you to discuss your hiring requirements for this programme.

The following options are available to choose from for appointing an apprentice for this programme:

1. Select an ATI Sourced Candidate

ATI provides access to a regional pool of eligible candidates. Employers are given system access to:

- Candidate profiles
- CVs
- Pre recorded video interviews specific to the programme

You can review candidates, create a shortlist, and invite selected individuals for on site interviews. Following the interview process, you may choose to extend an apprenticeship employment offer to your preferred candidate.

2. Nominate Your Own Candidate

If you already have a suitable candidate in mind, you can notify ATI directly. ATI will then:

- Contact the candidate
- Outline the next steps
- Process their place on the apprenticeship programme

This option allows you to hire with confidence while ensuring programme eligibility is met.

3. Upskill an Existing Employee

If you have current employees from any area of the business interested in this apprenticeship to attain a professional qualification in Accounting, ATI will guide you through the process of enrolling them on the programme.

This is an excellent opportunity to:

- Develop existing talent
- Improve staff retention
- Invest in your long term skills pipeline

4. Advertise Through Your Own Channels

Employers may choose to advertise the apprenticeship vacancy on their **company website** or through their own recruitment channels to attract local candidates.

ATI can then support the screening and onboarding of a preference candidate for the programme.



Main responsibilities of the workplace mentor

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 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.
- Ensure that their apprentice is able to adequately review their work-experience for assessment purposes.
- 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, and provide development feedback.
- Ensure their apprentice submits successfully the approved integrated work records 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 Support the apprentice with planning and agreeing dates for their paid study leave.
- Meet with an ATI representative/college mentor periodically to update on their apprentice and collaborate to foster their apprentice's potential to succeed.





What does this programme entail?

In advance of completing the online application for the Accounting Technician Apprenticeship it is important to understand the commitment and availability you will need to provide for this programme.

The programme runs for a two-year period from the commencement date and requires full commitment from participants. Apprentices must be able to complete all of the programme syllabus while working in full-time employment throughout this period. In addition, participants are expected to dedicate personal time outside of working hours, including evenings and/or weekends, to support their learning and ensure successful completion of the programme.

For the Accounting Technician Apprenticeship Programme an apprentice will be studying onsite with their college one day and working with an employer four days during college term time (on-the-job training) on a weekly basis.

Outside of college term an apprentice will attend work five days a week.

The off-the-job training day is set by the college and will typically be on a Monday or Tuesday for the September intake, from 9:00 am to 5:00 pm. The employer will allocate appropriate work hours for the four days of on-the-job training during the academic year, as well as for the full week outside the academic term, which must be completed by the apprentice for the programme and to fulfil their employment contract.

An apprentice will be required to have access to a computer/ laptop throughout the two years of the programme and specifically for completing the ATI online exams.



For the first year in college

The Stage 1 academic modules are:

Financial Accounting

Excel

Taxation with Payroll

Management Accounting

Business Management and Business Law

For the second year in college

The Stage 2 academic modules are:

Financial Reporting

Sustainability and Environmental Reporting

Business and Personal Taxation

Information Systems and Data Management

Assessment is carried out by a combination of two strategies:

1. Exams

For each module exams will take place online.

Apprentices will be entitled to paid study leave of maximum three weeks per year which includes exam dates.

All the tuition and first exam attempts are funded for by SOLAS.

For any repeat exams appropriate fees need to be paid by the apprentice.

2. Work Based Portfolio

An integrated work record must be submitted at scheduled intervals throughout the year. These submissions are intended to capture and reflect the participant's authentic workplace learning and experience.

Apprentices will have support from their peers and both a dedicated college mentor and their workplace mentor throughout the two years.

Values of the Accounting Technician Apprenticeship:



- **ATI assesses prospective trainees** to explore their expectations, aspirations, capabilities and skills for developing a career in Accounting.
- **Employers have access to a range of high calibre applicants** with no recruitment cost to develop their skill's base.
- **Increased employee retention** as apprentices have direct progression pathway to complete the Bachelor of Science (Hons) Level 8 in Accounting Technology.
- **Simultaneous learning value** as college learning is applied to on-the-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.
- Many apprentices will **excel to work** across a number of areas for the employer.
- **The programme which is annually updated, prepares apprentices** to meet the challenge of future developments in their occupation and workplace by equipping them with relevant accounting specialist skills, knowledge and competencies.
- **Strengthens an employer's corporate and social responsibility strategies** by offering employment with training into entry level jobs and access to a profession within local communities.
- Can **contribute to the diversity and productivity of the business** and to the promotion of a corporate culture which emphasizes continuous learning



"The ATI Apprenticeship programme has been extremely beneficial for all involved. Aramark has had many apprentices and we believe they get a lot of valuable knowledge during their study but also exposure working in a company setting at the same time. These apprentices are equipped with critical skills and competencies in Accounting which makes them a valuable employee to progress within the company. We always strive for success and remarkability so being involved in this programme is an excellent pillar to us achieving it."

Milena Kostova, Finance Manager, Aramark

aramark

Additional Guidance for Employers

01.

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.

02.

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.

03.

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.

04.

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

05.

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.

06.

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

07.

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

08.

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.

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 charges.
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



Our Professional Qualification Pathway

ATI Pathway to MIATI & CIATI Professional Awards



QQI Level 6 Advanced Certificate in Accounting



Accounting Technician Professional Award MIATI



BSc Hons in Accounting Technology TUS

Certified Accounting Technologist Professional Award CIATI

Partner Colleges with ATI September intake

The Accounting Technician Apprenticeship is in partnership with the following colleges:

- Blackrock Institute of Further Education
- Carlow Institute of Further Education
- Colaiste Ide College of Further Education
- Cork College of Further Education
- Dunboyne College of Further Education
- Galway Technical Institute
- Limerick College of Further Education
- Mayo College of Further Education
- Monaghan Institute of Further Education
- Rathmines College of Further Education
- Waterford College of Further Education



Next Step - Recruit Today

Visit ATI's website **www.accountingtechniciansireland.ie** and select Employer's option to hire for this programme.

For any questions about hiring with ATI you can email **apprenticeship@accountingtechniciansireland.ie**



“I loved every minute of my apprenticeship and Black Raven Credit Union was very good to me. The college side of things was equally enjoyable. I learned so much from lecturers, who were brilliant in their jobs and helped me achieve my results. The team at ATI were so supportive. I am delighted I went straight from school into the Accounting Technicians Apprenticeship, it was the perfect stepping stone for my career”

Callum Kelly
Accounting Technician Apprentice Graduate 2023

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