

# IPASS CERTIFIED PAYROLL TECHNICIAN

## Course Objective

This course is promoted by the Irish Payroll Association (IPASS), the professional body for those working in the payroll function and is approved by HETAC (Level 6) and FÁS. The course is aimed at all those working in, or intending to work in, the payroll function. It is designed to provide the practical skills necessary for payroll personnel to operate efficiently and in compliance with Revenue regulations. This qualification is the leading payroll qualification in Ireland.

Awarding Body: HETAC and the Irish Payroll Association. Participants who successfully complete both stages will gain the Certificate in Payroll Techniques. The course fees may be eligible for FÁS funding.

## Course Content

The course is divided into two stages, each one conducted over one evening per week for ten weeks with examinations (optional) held in December and May. A brief outline of each stage content is set out below:

### STAGE 1: SEPTEMBER - DECEMBER

PAYE SYSTEM	Operation and Calculation of PAYE, Commencements, Emergency Basis, etc.
EMPLOYMENT LAW	Terms of Employment, Payment of Wages, Organisation of Working Time and Protection of Young Persons.
PRSI SYSTEM	The Classification System, Contribution Weeks, Rules and Exemptions.

### STAGE 2: FEBRUARY - MAY

PAYE SYSTEM	Expenses, Tax Free Payments, Benefits in Kind, Revenue Audits, etc.
EMPLOYMENT LAW	Minimum Wages, Employee Leave and Tax Law
PRSI SYSTEM	Taxable Social Welfare benefits, Company directors, foreign nationals, employees working abroad, etc.

## Entry Requirements

There are no specific entry requirements and all course material will be given to participants with plenty of practical examples worked through in the classes.

### FOR FURTHER INFORMATION PLEASE CONTACT

Irish Payroll Association, IPASS House, H4  
Centrepoint Business Park, Dublin 12  
Tel: 01 4089100 or  
Email: [ask@ipass.ie](mailto:ask@ipass.ie) Web: [www.ipass.ie](http://www.ipass.ie)

## Key Information

DURATION	The course is divided into two stages, each one conducted over one evening per week (Tuesday) from 7.00pm to 9.30pm for ten weeks.
COST	Stage 1 including exam fees, course manual, sample exam papers, etc. €495 Stage 2 including exam fees, course manual, sample exam papers, etc. €495 Annual student registration fee: €100 HETAC fee: €30 Total of €1,070 – discount of €50 if paid in one sum
START DATE	September 2008