

Certified Payroll Technician Qualification

Course objective

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

Awarding Body

This course is accredited by HETAC at Level 6. IPASS is a FÁS approved training organisation and participants may be entitled to FÁS training grants towards our programmes.

Who should apply?

This course is aimed at all those working in, or intending to work in, the payroll function. The course is designed to provide the skills necessary for payroll personnel to function efficiently and to provide a recognised qualification.

Course Content includes

Stage 1 – September – December	Stage 2 – February - May
PAYE system – Operation and Calculation of PAYE, Tax Credits, Cumulative basis, Commencements & Cessations, Emergency basis, Week 1etc	PAYE system – Expenses, Tax free payments, Benefits in kind, Revenue audits, Termination payments, Pensions, etc
Employment Law – Terms of Employment, Payment of Wages, Organisation of Working Time, Protection of Part-time & Fixed Term workers	Employment Law – Minimum Wages, Protection of Young Persons, Maternity/Adoptive/ Parental/ Carer’s leave, Jury Service rules
PRSI system – The classification system, Contribution weeks, Rules and Exemptions	PRSI system – Taxable Social Welfare benefits, Company directors, foreign nationals, Irish employees working abroad, etc

IPASS reserve the right to change the course content without prior notice.

How to apply?

Booking forms are available from the Irish Payroll Association at IPASS House, H4 Centrepoint Business Park, Dublin 12, by phone at (01) 4089100, fax on (01) 4089102 or can be downloaded from www.ipass.ie

Course Duration.

The course is divided into two stages, each one conducted over one evening per week for ten weeks. Those wishing to qualify must successfully complete examinations held in December and May.

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.

Course Fees;

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 €50

Starting Date;

September 2009.

Further Details;

Irish Payroll Association,

IPASS House

H4 Centrepoint Business Park

Dublin 12

Telephone (01) 4089100

Fax (01) 4089102

e-mail: ask@ipass.ie

web: www.ipass.ie