

# ENHANCE YOUR CAREER WITH AN IPASS QUALIFICATION



## Certificate in Payroll Techniques

QCI Level 6 Higher Education, Special Purpose Award

EMAIL [courses@ipass.ie](mailto:courses@ipass.ie)

WEB [www.ipass.ie](http://www.ipass.ie)



QCI AWARD

**IPASS**

Professional Tax Training



“I am a firm believer in IPASS. I paid for the CPT course myself and I was out on parental leave so that is how much I believed in it. During the course I realised we were due a PRSI refund.”

Brenda Murphy, JMB

# ABOUT IPASS

The Irish Payroll Association (IPASS) is Ireland's premier provider of Payroll certification. We specialise in training which covers the operation of PAYE, PRSI, Universal Social Charge (USC) and the operation of Employment Law.

We also provide training in the operation of Relevant Contracts Tax (RCT), Professional Services Withholding Tax (PSWT), UK Payroll, Pension Trustee Training, International Payroll and management training courses. Please visit our website for a full list of our 1 Day Training Courses. Consultancy services are also available in all of the areas covered by our training courses.

We operate through a series of classroom based courses, distance/online learning, in-house and 1 day courses which are run continuously throughout the year on a nationwide basis.

We represent a cross-section of payroll professionals and businesses from every sector of the economy and we are recognised by both the business community and Government Departments as the leading providers of information and education on payroll, VAT and Employment Law related matters.

At a time when payroll operations were never more complex, IPASS provides educational seminars, an annual Payroll Conference & Exhibition, a membership body, representation to Government Departments and we also offer additional services to help members and students to enhance their payroll operations, to meet new legislative requirements and to address changes in the workplace.

## **MISSION STATEMENT**

*IPASS aims to be the premier provider of training, support and development for the payroll and VAT profession in Ireland. It is committed to achieving quality and excellence in the provision of practical, relevant and accessible information for a diverse range of learners and clients.*

# CERTIFICATE IN PAYROLL TECHNIQUES



PAYE, PRSI and USC are the largest tax liabilities which most companies incur and the largest source of tax recoveries on Revenue audits. The best payroll software cannot compensate for the payroll operator's lack of expertise in the operation of PAYE, PRSI and USC.

The Certificate in Payroll Techniques (CPT) is the leading payroll qualification in Ireland. The course provides students with a comprehensive and practical knowledge of the operation of the PAYE, PRSI, USC and ASC systems and a thorough knowledge of Employment Law which has a direct bearing on the operation of the payroll function.

## WHO SHOULD ENROL ON THIS COURSE?

- › Anyone who is responsible for maintaining a company's payroll records
- › People responsible for the completion of PAYE, PRSI and USC returns
- › Accounts managers and staff
- › People working in a finance department
- › Accountants and Accounting Technicians
- › People who wish to improve their knowledge of the Irish PAYE, PRSI and USC system.

## CLASSROOM COURSES

Classroom courses run 1 night per week, 3 hours per night, for 9 weeks, for both Stage 1 and Stage 2. An optional one day revision course is held 2 weeks before the date of the relevant examination.

IPASS CPT classroom courses are provided at more than 30 different locations throughout the country, including a number of Dublin venues with additional venues being added on an ongoing basis.

## THE BENEFITS OF GRADUATING WITH A CERTIFICATE IN PAYROLL TECHNIQUES

- › Become an invaluable member of their employer's financial team
- › Greatly enhance their career development prospects
- › Enhance their payroll skills, technical expertise and confidence
- › Develop their professional skills and abilities through the application of advanced training.

## BENEFITS FOR EMPLOYERS

- › Have a highly skilled individual with a unique technical knowledge of every employer's compliance requirements in relation to payroll and Employment Law
- › Know that their largest tax liabilities are being managed by a person who holds a specialist professional qualification
- › Enhance your staff development by assisting them to obtain a valuable qualification



- › Recognise the need to have a truly professional payroll working environment
- › Reduce the potential of incurring penalties and other charges from the Revenue Commissioners, Department of Employment Affairs and Social Protection and the Workplace Relations Commission.

## WHAT IS COVERED ON THE COURSE?

### SYLLABUS – STAGE 1

Introduction to Employment Law/Terms of Employment (Information) Acts 1994 to 2014/ Payment of Wages Act 1991/ National Minimum Wage Acts 2000 and 2015/Organisation of Working time Act 1997 – Holidays/Organisation of Working Time Act 1997 – Rest and Working Time/Organisation of Working Time Act 1997 – Records/Juries Act 1976/Revenue Administration and ROS/The PAYE System/Calculation of Gross Pay/Personal Tax Credits and Reliefs/Calculation of Income Tax under the PAYE System/The PRSI System/Universal Social Charge/Calculation of Net Pay/Pay for Tax Purposes/Payroll Submission/Returns and Payments.

### SYLLABUS – STAGE 2

Maternity Protection Acts 1994 and 2004/Adoptive Leave Acts 1995 and 2005/Parental Leave Acts 1998 to 2019/Paternity Leave and Benefit Act 2016/Carer's Leave Act 2001/Protection of Employees (Part-Time Work? Act 2001/ Protection of Employees (Fixed -Term Work) Act 2003/Protection of Young Persons (Employment) Act 1996/Protection of Employees (Temporary Agency Work) Act 2012/PRSI & USC Summary/Income Tax Benefits in Kind/Pensions and PRSAs/Additional Superannuation Contribution/Taxation of Short Term Social Insurance Benefits/Termination Payments/Attachment of Earnings Order and Notice of Attachment/Expenses and Tax Free Payments.

Now with **COMPUTERISED MODULE** as an optional extra

# CLASS SCHEDULE

All evening classes scheduled to commence week beginning 9<sup>th</sup> September 2019  
(9 weeks 6.30pm – 9.30pm)

## DUBLIN VENUES

Ballyfermot	Ballyfermot Senior College	Monday
Castleknock	Castleknock Community School	Tuesday
City Centre	ICD Business School	Wednesday
Dundrum	St Tiernans College, Parkvale, Balally, Dublin 16	Thursday
Dun Laoghaire	College of Further Education	Tuesday
IFSC	National College of Ireland	Tuesday
Lucan	Lucan Community College	Thursday
Marino	Marino Institute of Education	Thursday
Swords	To be confirmed	Thursday
Tallaght	Tallaght Institute of Technology	Wednesday

## NATIONWIDE VENUES

Athlone	Athlone Institute of Technology	Thursday
Carlow	Carlow Institute of Technology	Thursday
Castlebar	Mayo Education Centre	Wednesday
Cork	Cork Institute of Technology	Wednesday
Cork City	St John's Central College, Sawmill Street	Thursday
Drogheda	Drogheda Institute of Further Education	Tuesday
Dundalk	Dundalk Institute of Technology	Wednesday
Galway	Galway-Mayo Institute of Technology	Wednesday
Kilkenny	Kilkenny Education Centre	Wednesday
Limerick	Limerick Institute of Technology	Tuesday
Mullingar	Mullingar Congress Centre, Cusack Park	Tuesday
Navan	Navan Education Centre	Thursday
Naas	St. Mary's College	Thursday
Sligo	Sligo Institute of Technology	Tuesday
Thurles	Presentation Secondary School	Thursday
Tralee	Tralee Institute of Technology	Tuesday
Waterford	Waterford Institute of Technology	Thursday
Wexford	National Learning Network	Wednesday

All enquiries should be directed  
to the IPASS office on (01) 408 9100

# GENERAL INFORMATION

## COURSE MATERIAL

Students will receive comprehensive course manuals for all courses, updated twice yearly which are written by some of the country's most experienced tax lecturers, consultants and employment law specialists, including former Revenue auditors.

## STUDENT HELPLINE

A student telephone helpline, including tutorial support is also available to assist all students with any queries they might have throughout their course of study.

## DISTANCE/ONLINE LEARNING COURSES

IPASS offers all of its professional training courses through a distance/online learning option. This means that students can study at their own pace and at a time and location that suits them.

The distance/online learning pack that each student receives contains everything that is required to enable them to tackle their studies with confidence to include:

- › Comprehensive Study Manual and Study Guide
- › End of chapter questions and suggested solutions

## Irish Payroll Association

H4 Centrepont Business Park  
Oak Road, Dublin 12  
TEL (01) 408 9100 FAX (01) 408 9102  
EMAIL [courses@ipass.ie](mailto:courses@ipass.ie)  
WEB [www.ipass.ie](http://www.ipass.ie)

- › Sample papers and suggested solutions
- › Telephone access to a tutor
- › Online presentations can be accessed at any time via laptop or desktop.
- › Online Quizzes
- › Past exam papers.

## REGISTRATION AND PAYMENTS

All students are required to register with IPASS prior to commencement of a course of study. The application form can be found online at [www.ipass.ie](http://www.ipass.ie) or by emailing [ask@ipass.ie](mailto:ask@ipass.ie), and must be completed and accompanied by the payment of the appropriate fee. All fees are required to be paid in advance unless otherwise agreed with IPASS.

Student registration is valid for the period the student is registered to complete the IPASS course and any student who falls outside this period will be required to pay the student registration fee again before continuing on with the course or completing examinations. This will only occur where a student defers their examination outside the initial period of study.

## ENGLISH LANGUAGE

All students for whom English is not their native language are required to have at minimum a B2 certificate in English.

Direct Debit plan available

# WHAT OUR STUDENTS SAY



"Since the inception of MyPay in October 2013, IPASS have provided quality payroll training for our staff on all aspects of payroll from PAYE to employment law.

To date approx 95% of our payroll operations team have completed or are completing the Certificate in Payroll Techniques Course. The lecturers are at all-time professional and expert in their field and our staff continues to achieve excellent results.

In addition, the availability of IPASS support by phone and/or email is an added bonus in assisting MyPay to deliver a quality national payroll service for the Local Government Sector."

**Geraldine Dunne**

**MYPAY OPERATIONS SUPPORT MANAGER**

"As a Human Resource Manager I have a great deal of interaction with our payroll section. Up to now I have had minimal knowledge of the complexities behind the payroll calculations. This course had provided me with an understanding of the most important areas of PAYE, PRSI and USC.

The classes were very interactive, simplified as much as possible and we have access to plenty of notes. The course book has become a sort of bible in my office and we regularly have reason to refer to it. Best of all I got some money back from the taxman before Christmas and without the course I wouldn't have known I was entitled to it. My only regret is that I didn't do the course earlier."

**Aoife Hayes**

**PERSONNEL SECTION, OIREACHTAS**



**This is a two page Application Form. All sections must be completed where applicable.**

COURSE CHOICE			
Certificate in Payroll Techniques	Venue		Distance Learning <input type="checkbox"/>
PERSONAL DETAILS – Must be completed in full			
First name:		Surname:	
Address:			
Email Address:			
Date of Birth:		Nationality:	
Student PPS Number:		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Phone No:	Mobile:	Home:	
EMPLOYER DETAILS -Optional			
Company Name:			
Address:			
		Phone:	
OTHER COURSES COMPLETED - Optional			
Course Completed	Year	Course Completed	Year
ENGLISH PROFICIENCY - Must be completed in full			
Is English your first language?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If English is not your first language, how long have you been living in, or working in, an English speaking environment?			Years
FEES PAYABLE		PAYMENT OPTIONS - Conditions Apply	
*Course Fee	€1,190.00 <input type="checkbox"/>	Paying in full with enrolment	<input type="checkbox"/>
**Revision Day Dec 2019	€100.00 <input type="checkbox"/>	*Paying in 2 stages (Sept & Feb)	<input type="checkbox"/>
**Revision Day May 2020	€100.00 <input type="checkbox"/>	*Paying by Direct Debit	<input type="checkbox"/>
Discounts Available		Are you applying for funding?	Yes/No
Paying course fees in full	(€50.00) <input type="checkbox"/>		
Distance/Online Learning	(€250.00) <input type="checkbox"/>	Total Fee Due:	
<i>* Includes student registration, course fee and exam fee. If you are paying over 2 stages or by direct debit additional charges apply. Please see <a href="http://www.ipass.ie">www.ipass.ie</a> or email <a href="mailto:ask@ipass.ie">ask@ipass.ie</a> for all fees/charges payable. Direct debit forms are available by emailing <a href="mailto:ask@ipass.ie">ask@ipass.ie</a></i>			
<b>**Revision day is optional and there is one revision day per semester. The Revision Pack is included free of charge for distance learning students. Please see the student handbook on <a href="http://www.ipass.ie">www.ipass.ie</a> for conditions</b>			



---

SEPA Direct Debit Mandate



Unique Mandate Reference

Creditor Identifier

IE79ZZZ309010

Irish Payroll Association

By signing this mandate form, you authorise (a) Irish Payroll Association to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction Irish Payroll Association.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields below marked\*

\*Your Name:

\_\_\_\_\_

\*Your Address:

\_\_\_\_\_

\_\_\_\_\_

\*City/Postcode:

\_\_\_\_\_

\*Country:

\_\_\_\_\_

\*Account Number (IBAN)

\_\_\_\_\_

Please return this form to:

\*Creditors Name:

Irish Payroll Association

\*Creditors Address

H4 Centrepoint Business Park

Oak Road, Dublin 12

\*Country

Ireland

\*Type of Payment

Recurrent

Or One-Off Payment

(Please tick ✓)

\*Signatures (s)

\_\_\_\_\_

Date of signing:

\_\_\_\_\_