



# **Student Handbook & Regulations**

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## Welcome

Dear Student,

Thank you for choosing to study with IPASS and we trust that you will find the experience to be both rewarding and enjoyable. Since the formation of IPASS in the year 2000, thousands of students have successfully completed our courses and have found our course material to be invaluable in their day to day work. We believe that IPASS courses will provide you with the necessary range of skills required to enable you to perform your duties more efficiently.

At IPASS, we all take pride in the quality of service which we provide to our students, members and customers and we want to assure you that we will support and encourage you during your studies with IPASS. This handbook sets out and explains what you can expect from IPASS and maps out the various systems and regulations in place for the various study programmes available.

Part of our commitment to providing a quality service is to gain external recognition for our courses and we are delighted that our Certificate in Payroll Techniques (CPT) qualification course is approved by QQI (Quality and Qualifications Ireland). This means that graduates of our CPT course will have a qualification that is monitored, evaluated and accredited by a Government backed educational body which in turn, is part of the European wide qualifications system. A copy of our Quality Assurance Policies is available on our website [www.ipass.ie](http://www.ipass.ie)

I hope that your course of study with IPASS will be the start of a long association with us and after graduation you will continue to be part of the ever growing members' association, where you will find much needed regularly updated information, opportunities for networking with others and discounts on further courses.

Best wishes with your studies.



## **Introduction to IPASS**

IPASS is a representative body which provides and organises programmes of education and training, leading to professional qualifications. It was established in the year 2000 with the aim of training, supporting and developing the payroll profession. The aim of IPASS is to provide a platform for the promotion of excellence and professionalism within the payroll function through training, education, consultancy and representation.

### **Mission Statement**

*'IPASS aims to be the premier provider of training, support and development for the payroll 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.'*

### **Core Values**

IPASS undertakes to implement the following set of core values to ensure verifiably transparent, equal and fair treatment for all of its learners, staff and other stakeholders:

- Value all learners equally.
- Support all learners in maximising the personal and career-enhancing benefits to be derived from pursuing IPASS courses.
- Deliver learning opportunities that are accessible to a widely dispersed range of learners.
- Communicate and collaborate enthusiastically with learners, other interested stakeholders and employers.
- Plan and implement all relevant syllabus reviews as soon as practicable following the annual budget and the passing into law of the annual Finance Act and any other relevant legislative changes.
- Ensure the efficient use and management of resources in the pursuit of continuous improvement and enhancement of a quality service to all learners, businesses and other stakeholders.
- All activities of IPASS are subject to a periodic continuous review process to ensure the highest standards are maintained.

## **Key Objectives**

Our key objectives are:

- To develop and deliver a relevant and responsive curriculum.
- To provide the highest possible standard of service through a culture of continuous improvement.
- To promote employability.
- To adopt a collaborative approach to meeting learning needs of individuals, businesses and employers.
- To ensure diligent financial management and control to safeguard students, employers and other stakeholders and to protect and ensure the future of IPASS.

The key stakeholders involved with IPASS are our students, employees, lecturers, members, employers, the business sector, government departments and public bodies. Lectures and training courses are delivered by full-time and part-time lecturers. A number of technical writers also deliver lectures and undertake corporate training. The day-to-day business of IPASS is managed by full time administrative and support staff.



## **Data Protection**

### **1. Personal data processed by IPASS**

Personal data processed by IPASS includes:

- Names, address, email addresses and phone numbers for learners and those attending training courses, seminars and conferences
- Student ID numbers and Membership numbers
- Compliance data (Name, home address, Personal Public Service Number, date of birth, gender, country of origin) for QQI and Protection of Enrolled Learners (PEL). This information is processed by IPASS to comply with our statutory obligations under Qualifications and Quality Assurance (Education and Training) Act 2012.
- Videos/photographs related to assessment and/or award ceremonies
- Credit Card/Debit Card information is used for processing payments only and is not stored by IPASS
- IP Addresses

### **2. How Personal Data is collected by IPASS**

IPASS collects personal data directly from you when you:

- Enrol on a course
- Deal with IPASS by phone, letter, email or visit our website
- Supply a CV or other form of application
- Subscribe to email updates
- Submit any information regarding an application or enquiry
- Complete course assessment forms

On completion of the programme enrolment form, all learners are required to indicate that they agree to IPASS processing the personal data contained in the form or other data which IPASS may obtain from the individual or other people whilst the individual is a student.

Your personal data will only be collected by IPASS to provide you with current or future programmes, training or membership services and to comply with our statutory obligations.

### **Website Cookies**

In order for IPASS to collect and retain data demographics which we use to inform us of user behaviour, some parts of our website use cookies to record single user sessions. However, you the user have some choice regarding cookies and their usage. By adjusting your browser settings, you can accept, reject a cookie or be notified when a cookie is present on a website.

Cookies are small files which are kept on a user's computer. They are created to contain a small volume of data specific to a website or a client, and they can be accessed either by the client's computer or by the web server. This allows the server to provide a page tailored to the user.

The information that we automatically log is as follows:

- your IP address, which is used to gather a wide range demographic data,
- your browsers user agent and referring address that we use to assist in identifying problems within our server, to identify users and finally to administer our site.

We will not observe, alter, or release any personal information about you or your Internet usage without your permission unless we have a belief that we have good reason to do so. When an action would be necessary:

- (a) To follow legal requirements or to conform to legal process;
- (b) Acting to protect the interests of our users.
- (c) To apply the terms of use.
- (d) When protecting the rights and property of our company.

In these instances, data could be forwarded to a suitable authority i.e. companies/organisations or individuals, if required. In the case of harassment or abuse, data may be used to locate the person responsible and data forwarded to suitable authorities.

### **Security**

We at IPASS endeavour to protect our user's personal information as best as we possibly can. While data transmission over the internet is never 100% protected, security measures are in place to guard against the loss and abuse of any of the information our users submit to our website or any information that we store electronically and physically.

### **3. How IPASS uses your Personal Data**

IPASS may use and disclose your personal data for the following reasons:

- To enrol you as a learner
- To process payments from you
- To communicate with you in relation to your course
- To process your assessments for certification by QQI
- To comply with our statutory obligation in respect of Protection of Enrolled Learners
- To contact you on occasion with information on progression opportunities and market related goods and services offered by IPASS
- To improve our customer service

### **4. Our Data Partners**

We use the following data partners with regard to the processing of your personal data:

- Microsoft Office 365 – we use Office 365 for email and document storage
- Sendmode.com – to send text messages to you in relation to classes, examinations, etc.
- Constantcontact.com – to send newsletters, information on training courses, examinations or other information related to your course. We also use Constantcontact.com on occasion as a booking system and for surveys.
- Stripe.com – is used to process payments due to IPASS
- Elavon.com – is used to process payments due to IPASS
- Sentenial.com – is used to process direct debits made by students

- Moodle.com – is used as our preferred platform for online learning
- Ennovation.com – hosting provider for Moodle
- Arachas.ie – for the purposes of Protection of Enrolled Learners in compliance with Section 65(4)(a) of the Qualifications and Quality Assurance (Education and Training) Act 2012
- QQI.ie - For learners who complete a programme validated by QQI, QQI requires a name, Personal Public Service Number (PPSN), date of birth and relevant results of each learner. QQI receives the data and retains it in the pursuit of its statutory functions detailed in the Qualifications and Quality Assurance (Education and Training) Act 2012. Once Certificates have been issued by QQI, the learner’s date of birth and PPSN are deleted from our database.
- MJFlood.com – manages our IT infrastructure and includes backup of files and security
- Twohotshoes.com – is used to make modifications/updates on our website
- An Post – online registration for parcel post
- Sage – for the processing of student accounts and payments
- Surveymonkey.com – for the purpose of carrying out student surveys
- Zoom.us – for the purpose of carrying out online classes
- Events Tickets – is used as an add-on on the IPASS website to process bookings in relation to revision days, examinations, etc.
- Google Analytics – to analyse and report on how users navigate our website.

Further information can be found in our [Privacy policy](#)

### **Protection of Enrolled Learners**

In compliance with Section 65(4)(a) of the Qualifications and Quality Assurance (Education and Training) Act 2012, Learner Protection arrangements have been put in place with Arachas, should IPASS cease to provide any of the following QQI programmes before learners have completed awards:

<b>Programme Title</b>	<b>QQI Award Code</b>	<b>Award Title</b>	<b>NFQ Title</b>
Certificate in Payroll Techniques	PG24080	Award	Level 6

IPASS confirms that:

- It has made a full disclosure of all facts and information pertinent to the Protection of Enrolled Learners (PEL) arrangements to QQI.
- It has taken appropriate steps to satisfy itself that the PEL arrangements in respect of each programme are adequate and meet the legal obligations under Part 6 of the Qualifications and Quality Assurance (Education and Training) Act 2012.
- The PEL arrangements are valid for the full period of accreditation for the programme.
- It shall notify learners and QQI in writing of any change in the arrangements IPASS has in place as soon as possible but in any case, not later than 14 days, after becoming aware of that change. Any changes to the PEL arrangement for the QQI accredited programmes set out in this document and notified to QQI will be managed by IPASS.

IPASS is required to share your enrolment details with Arachas for this purpose and each student will receive correspondence from our insurers regarding same. This insurance premium will be covered by IPASS.

## IPASS Qualifications

Currently IPASS offers two separate courses that lead to a qualification, namely:

- Certificate in Payroll Techniques (CPT)
- Professional Payroll Manager (PPM)

These qualifications are well respected across all industry sectors and are seen as the benchmark of quality in one's ability to do one's job efficiently and effectively. The Certificate in Payroll Techniques (CPT) qualification is approved as part of the National Framework of Qualifications with Quality and Qualifications Ireland (QQI). This framework is a 10 stage 'ladder' for adult education courses, and we are very pleased to state that our CPT is registered as a Higher Education Level 6 'Special Purpose Award'. This level is one below ordinary degree level and the 'special purpose' relates to the narrow focus of the field of study. IPASS is very proud of the widespread acceptance of the IPASS qualifications and the QQI approval is a government based external standard system which is part of a European wide framework of qualifications.

The Professional Payroll Manager course is accredited by IPASS as the leading providers of payroll training in Ireland. Graduates of IPASS courses will be able to promote their qualification in a manner that is understood widely by other professionals, educational establishments and employers.

The aims of the IPASS programmes are to provide the learning platform for current and prospective payroll and finance personnel to enhance their awareness, knowledge and competence levels. The objective is to ensure that all relevant matters encountered in the performance of their work may be undertaken by being statutorily compliant and in line with standards of best practice, as would be currently extant at any particular point in time.

These aims and objectives are met by providing structured and focused training programmes that address all of the practical issues encountered in the normal working environment of the office employee. Programmes also address some of the non-standard issues that are less frequently encountered. Graduates of these programmes can confidently apply for positions in the marketplace with the sure and certain knowledge that they are competent and capable in their specialised field and can address a wide range of work-based problems with confidence.

The links that IPASS have to the professional environment of the payroll function ensures that the course content and delivery methods focus primarily on students gaining practical and relevant know-how, to operate the payroll function efficiently and in compliance with current legislation and regulations. Since first offering these courses in the year 2000, the IPASS qualifications have become the widely accepted industry standards. All IPASS technical staff and writers of course material have experience of, or are currently working as professionals in, relevant areas of expertise. This 'hands on' experience guarantees a thorough understanding of the students' needs within the professional environment.

## Entry Requirements

### 1. Certificate in Payroll Techniques

Where learners apply to be admitted on this programme, the following information will be required in order to elicit each learner's proficiency in the English language:

1. Is English your first language? Yes  No   
Please tick 'Yes' or 'No' as appropriate
2. If your answer is 'No', for how long have you been living in, or working in, an English-speaking environment?  
\_\_\_\_\_years \_\_\_\_\_months
3. If English is not your first language, please provide evidence that you have attained a minimum grade of any of the following in respect of an English Language course.

Current Minimum English Language Standards	
Test Provider	Requirement
Cambridge English Language Assessments (CELA)	B2
Duolingo English Test	75
English Test for Academic and Professional Purposes (ETAPP)	B2
International English Language Competency Assessment (IELCA)	B2
International English Language Testing System (IELTS) Academic	5.0
Pearson Test of English (PTE) Academic	30
Test of English as a Foreign Language, internet base test (TOEFL iBT), and TOEFL iBT At Home Edition	61
TOEFL iBT® Paper Edition	61
TOEFL Revised Paper-Delivered Test no longer in use, however, results valid until April 2023*****	22
Oxford Test of English	100
Skills for English Four Facet Test	B2
Language Cert	B2
Trinity College London	Integrated Skills in English ISE II (B2)

Where applicable, verification of the grade should accompany your application.

### 2. Professional Payroll Manager

Entry to this course is restricted to those who have successfully completed the Certificate in Payroll Techniques.

## **Registration and Payments**

You are required to register with IPASS prior to commencement of a course of study. The appropriate enrolment forms, which are available from IPASS, or which can be downloaded from our website at [www.ipass.ie](http://www.ipass.ie), must be completed and accompanied by the payment of the appropriate fees. Fees are broken down into payment for the course and student registration fee. The course fee covers all the materials needed, the exam fees and tuition costs for the course. All fees are required to be paid in advance unless otherwise agreed with IPASS.

Enrolment forms received/submitted by email but unsigned will be accepted as a student's intention to complete a course of study with IPASS and the student is therefore bound by the rules and regulations of IPASS.

The student registration fee covers student membership of IPASS, QQI Registration fee (in respect of the Certificate in Payroll Techniques), telephone helpline for technical queries, regular updates through a monthly electronic newsletter and discounts on IPASS one day courses for the academic year in which the student enrolls. Students are issued with an individual student number which should be used in all correspondence with IPASS.

Students are responsible for ascertaining and fulfilling all requirements for entry to all relevant examinations, for ascertaining the dates, times and locations of examinations, and are subject to the relevant 'Examination Regulations'.

The right of a student to continue on a course of study, sit examinations, to be issued with results and/or to graduate, is dependent upon the payment of all fees and/or charges. A student may undertake only the course/subject for which they are registered and in the appropriate year. Any fees and/or charges prescribed for each academic year must be paid in advance, or IPASS must be satisfied that such a payment will be made on behalf of the student within such a period as IPASS may allow.

Where a student applies for funding for a course of study, it is the student's responsibility to ensure that they complete their course of study within the timeframe specified by the funding organisation.

## **Student Behaviour and Discipline**

You shall at all times maintain acceptable standards of behaviour and shall act in a law abiding, mature, and honest fashion. You shall refrain from conduct liable to infringe the rights of others. You are required to behave with courtesy and respect in all your dealings with fellow students, lecturers, members of IPASS staff, college or venue personnel. IPASS undertakes to deal professionally, fairly and expeditiously with all students and to handle any complaints and/or grievances in a discreet, timely, and respectful manner.

Students who fail to act in the manner prescribed above may be subject to disciplinary action, including removal from the relevant course program.

### **Students with Disabilities/Special Needs**

IPASS will deal with any request for assistance from students with a disability in a respectful and confidential manner. Each student's specific needs will be assessed on an individual basis, taking into consideration their particular requirements. Any student or prospective student with special needs should contact IPASS on commencement of their course of study. Additional charges may apply.

### **Refunds**

IPASS does not offer a refund to students who do not finish their course of study.



## **Certificate in Payroll Techniques (CPT)**

This is a course for payroll practitioners covering the relevant legislation governing the operation of payroll and provides students with the capability to perform their duties in the operation of a payroll system in compliance with best practice, Revenue rules and legislative requirements.

On completion of the course, successful learners will be able to:

- Understand the important elements of the relevant legislation as it applies to payroll.
- Demonstrate how employment law operates in practice.
- Explain the operation of payroll in Ireland.
- Understand the various tax credits and reliefs an individual may be entitled to based on his or her personal circumstances.
- Calculate the correct amount of deductions and net pay involved in operating payroll.
- Understand how tax due on notional pay is collected through payroll and how various factors such as pensions, termination payments, social welfare benefits, etc. impact on payroll.
- Ensure an employer is compliant with his statutory payroll reporting, filing and record keeping obligations.

### **Programme Structure**

The CPT course is delivered over 2 semesters. You will receive a comprehensive course manual for each semester and you will be provided with access to our Online Learning Platform where you can access additional information and material relating to your course.

The course manuals contain numerous examples which outline the principles being covered in a clear and easy to understand manner. The manuals contain self-assessment questions at the end of each chapter to enable you test your knowledge of the important principles dealt with in that chapter.

To access the IPASS Online Learning Platform, log onto [www.ipass.ie](http://www.ipass.ie) and click on the “Student Login” icon on the top of the home page.

You will be provided with/or have access to:

- Comprehensive course manual
- Classroom learning or Online learning option based on your enrolment.
- A recorded lecture for each chapter
- Sample papers and suggested solutions
- Past Exam Paper
- Quiz questions
- Telephone access to a lecturer during normal working hours to assist you with any queries you might have throughout your course of study.

An optional online Revision Day is also available and will be held prior to the examinations. A separate Revision Day fee is payable if you wish to attend the Revision Day. You must book your attendance at the Revision Day with IPASS. Alternatively, the Revision Pack can be purchased from IPASS by a student on payment of a Revision Pack fee which will be posted to you on the Friday prior to the Revision day. It is expected that students attending the Revision day will have studied the material and are familiar with the fundamental aspects of the course. The Revision day will not be used as a means of revising the manual. The Revision Day runs subject to numbers.

You can study the course using either of the following options:

### **1. Classroom Based Learning**

Classroom based learning means you have the opportunity to attend a physical classroom for each lecture. Classes are held on a specific night per week and will generally run from 6.30pm – 9.30pm. Class times maybe subject to change in any particular venue. Classroom based learning in any particular venue is subject to numbers and will be subject to any public health guidelines.

Lecturers will lead the class through explanations of many of the issues and through worked examples, to include end of chapter questions, questions from sample exam papers, etc.

You will also be assigned a tutor who will be available to assist and support you through-out your studies. Your tutor can be contacted during office hours. Any emails received outside normal working hours will be responded to as soon as possible.

### **2. Online Learning**

Studying online means you have the opportunity to attend a live online lecture from the comfort of your own home. Online classes will be delivered using a video conferencing platform on a specific night per week and will generally run from 6.30pm – 9.30pm. Class times are subject to change.

Lecturers will lead the class through explanations of many of the issues and through worked examples, to include end of chapter questions, questions from sample exam papers, etc.

You will also be assigned a tutor who will be available to assist and support you through-out your studies. Your tutor can be contacted during office hours. Any emails received outside normal working hours will be responded to as soon as possible.

### **Additional Study Requirements**

You are expected to study outside of your timetabled hours to familiarise yourself with the material and to gain practical expertise, in solving the real-life examples in the course material. There are a number of self-assessment questions at the end of each chapter in the course manual and solutions to these questions are provided at the back of your course manual. A past exam paper and sample papers will be made available online through out each semester.

It is difficult to be precise about how long you need to study outside of class, but as a rough guide, you can expect to spend a minimum of 3 hours study per week outside of class. The precise amount of work will depend on your previous knowledge of payroll and your ability to assimilate the information in a manner that allows you to successfully complete the examinations. In our experience, the students who do not spend time outside of class studying or attempting the practical examples on their own are the students who struggle with the course exams.

### **Student Registration Fee**

A student registration fee is payable on enrolment by all students. This covers a period of 1 academic year covering two consecutive terms of study (e.g. September to August or January to December).

During this period you will be entitled to a number of student benefits, including access to the IPASS telephone helpline, receipt of a monthly electronic newsletter, discount on IPASS courses, and other benefits as advised.

You must be registered with IPASS in order to sit your examinations. It is important to note that if you defer your examination to an alternative date, a reduced student registration fee will become payable if your deferred exam date falls outside the initial 12-month registration period.

Once a student has completed their course of study, their student membership will lapse. However, successful CPT students will be invited to join IPASS as an Associate Member entitling them to use the designatory letters AIPA on payment of an annual associate membership fee. All other persons are entitled to apply to join IPASS as a Corporate Member, on payment of an annual corporate membership fee. Both Associate Members and Corporate Members are entitled to membership benefits which include access to the IPASS telephone helpline, a monthly electronic newsletter, discount on IPASS courses, and other benefits.

### **QQI Fee**

The student registration fee includes a fee payable by all students on enrolment in respect of QQI certification. This covers registration with QQI for a period of 1 academic year covering two consecutive terms of study (e.g. September to August).

### **Examinations**

Examinations for the CPT are held in December and May each year. Repeat examinations will be held in February and August each year and a repeat fee will be payable for repeat examinations.

You will be automatically entered for the examination, which is to be held immediately following the date on which you register. You may defer your examination to the sitting following the one, which you would normally be expected to sit, or to the repeat examinations.

Students who wish to defer their exam sitting must notify IPASS in writing prior to the examination date, together with the appropriate deferral fee. Email requests for a

deferral will be accepted and the deferral fee must be paid immediately. A deferral will not be granted unless the deferral fee is paid in full. No additional exam fee is payable in respect of the same exam for which a deferral has been granted, provided it is undertaken within the next 9 months.

Non-attendance at an exam sitting without a deferral being granted will be treated as a fail in the overall results for that exam sitting, and the result of any repeat exam will be restricted to a maximum of 60%. A repeat fee is payable by any student who has to repeat an exam.

You must complete your examinations within a period of 3 academic years from commencement of the course in order to achieve your qualification.

### **Exam Paper**

The exam will consist of 1 paper for each semester. Students will have 2 hours (120 minutes) to complete the exam paper. Students will be given advance notice of the dates and times of the examinations. IPASS reserve the right to change exam dates and times, subject to issuing due notice to students.

The exam paper will consist of 7 questions of which 6 will be required to be attempted as follows:

- Part A – Compulsory – 2 questions for a total of 40 marks
- Part B – Answer 4 out of 5 questions, each of which will carry 15 marks

Students will be required to answer a number of questions on the theory and application of PAYE, PRSI & USC and Employment legislation.

All paperwork must be submitted for correction at the end of the examination.

### **Examination Rules**

Any student who fails to observe any of the above exam regulations will be liable to have their exam script cancelled.

1. The exam will take the format of a hand-written exam and will be conducted in an exam centre.
2. The exam should be completed in Blue or Black pen and you should refrain from using highlighter or other coloured pens in your answer booklet.
3. You will be required to provide your own pen(s) and a non-programmable pocket calculator for the examination. You may not use a mobile phone as a calculator.
4. You will not be allowed any additional time to complete your examination paper if you arrive late for your exam.
5. No bags, folders or papers of any description may be brought by students to their desks during the course of the examinations.

6. No student may seek to provide assistance to or seek to obtain assistance from another student during the course of the exam.
7. No student may communicate or attempt to communicate with any other person in the exam centre other than the invigilator, during the course of the examinations.
8. You must obey the exam invigilators at all times.
9. Students are requested to sign an exam attendance sheet as proof of their attendance at an examination sitting.
10. You must state your Student ID (not your name) on all exam materials including the cover of your answer booklet and any additional paper submitted for correction such as Tax and USC Deduction Cards.
11. It will be your responsibility to ensure that any additional pages such as your Tax and USC Deduction Cards are submitted with your answer booklet.
12. You will not be permitted to be in contact, or collude, with any other individual during the exam. Any student who is found to have breached these provisions may be subject to penalties, including a grade of zero being awarded in respect of that exam sitting. IPASS reserves the right to conduct an oral examination up to the date the examination results are issued, where it considers necessary.
13. In the event that any query or clarification is required with regard to the exam paper during the course of the exam, you can raise your hand to seek the attention of an invigilator. Invigilators cannot assist or advise you on how to answer a question.

**You will be provided with the following information in your exam:**

- (i) A copy of the PRSI classes and subclasses for employees who fall into PRSI classes A, J, K, M, S, B, C, D and H
- (ii) A copy of the personal tax credits due to employees (students may have to calculate the appropriate tax credits due for other items such as expenses allowances, etc. which may be specified in an exam question)
- (iii) A list of the Standard Rate Cut-Off Points (students may be required to calculate adjustments to an individual's Standard Rate Cut-Off Point where appropriate)
- (iv) A copy of the income tax weekly and monthly calendar
- (v) USC Rates and Thresholds
- (vi) Emergency Tax Rates
- (vii) BIK rates for cars based on business travel (Stage 2)
- (viii) Civil Service motor travel and subsistence rates (Stage 2)
- (ix) Details of maximum % tax relief for contributions to a Pension Scheme or PRSA (Stage 2)
- (x) Formula for the Standard Capital Superannuation Benefit (Stage 2)
- (xi) Answer Booklet
- (xii) Tax Deduction Card and USC Deduction Card for completion
- (xiii) Paper for workings

## **Exam Results**

You must achieve a pass mark of 60% in both Stage 1 and Stage 2 exams in order to successfully complete the course.

If you pass a paper which you had to resit, you will be awarded a pass mark of 60% for the purpose of determining the overall grade. An overall grade is not awarded unless a student has successfully passed both Stage 1 and Stage 2 exams.

Approximately 6 weeks after each exam sitting, provisional exam results will be issued to each student who sat the exam. Exam results will not be issued to any other third party (i.e. employers), even where an employer has enrolled and paid for a student to undertake a course of study with IPASS as this would be in breach of the EU General Data Protection Regulation (GDPR). Should a third-party request exam results for a student, it is the policy of IPASS to seek written consent from the student in advance. **Exam results will be withheld if any fees due to IPASS remain outstanding.**

If you are not satisfied with your provisional result, you can request to have your exam script rechecked within 15 working days of notification of results. A request for a recheck must be made in writing accompanied by a script review fee. The recheck of your exam script will be carried out by an examiner following which a report will be made available to you. Where applicable, any variation in marks are awarded in favour of the student. Where the provisional result (as amended) does not result in a pass mark, the exam may be reattempted at a future examination sitting accompanied by a repeat exam fee.

Certificates will only be issued to students who successfully pass both the Stage 1 and Stage 2 examinations. Successful students will obtain the Certificate in Payroll Techniques which is accredited by QQI as a Higher Education Level 6 Special Purpose Award on the National Framework of Qualifications.

## **QQI Certificates**

QQI Certificates are awarded at our Graduation Ceremony or sent by registered post to those who cannot attend the Graduation Ceremony. The Certificate will be posted to the address IPASS have on file for you. If there is nobody at home at the time of delivery, you must arrange to collect the Certificate at your local post office. Failure to collect the Certificate will result in it being returned to IPASS and therefore additional charges will apply for posting the Certificate again.

A graduation ceremony will only take place where public health guidelines permit it to take place.

## **Examination Board Appeal**

If you wish to appeal your provisional results, you may do so by presenting information of mitigating circumstances, which were not known to corrector, to the Examination Board. Any appeal of provisional results must be made in advance of the Exam Board meeting which approves those results. It should be noted that all provisional results go through a rigorous internal and external checking and moderation procedure in adherence with our quality assurance procedures.

## **Professional Payroll Manager**

The IPASS Professional Payroll Manager Qualification, which is accredited by IPASS, is a superb course which has been specifically designed to meet the needs of Irish payroll managers and senior staff. Students will be provided with a stimulating and intellectually challenging management development programme, together with a thorough education in the concepts and techniques of management specifically adapted for the payroll environment.

### **Programme Structure**

The Professional Payroll Manager Qualification is delivered over 3 modules. You will receive a comprehensive course manual for each module and you will be provided with access to our Online Learning Platform where you can access information and material relating to your course.

Each manual clearly outlines the principles being covered in a clear and easy to understand manner. To access the IPASS Online Learning Platform, log onto [www.ipass.ie](http://www.ipass.ie) and click on the “Student Login” icon on the top of the home page.

You will be provided with/or have access to:

- Comprehensive course manual
- A recording of the lecture which will be made available following each class
- Sample Assignments and Suggested Solutions
- Telephone access to a lecturer during normal working hours to assist you with any queries they might have throughout their course of study.

Students can enrol on this course as a classroom based learner (face to face) or as an online learning student.

Classroom learning will take place in Dublin only and will be subject to minimum and maximum numbers in the venue.

Access to a live online class will be available to those who enrol for online learning.

Classes run over of 4 full days for module 1 and over 2 full days for module 2 and module 3. The classes will take place on a Saturday and will include a discussion of the topics, exchange of ideas and experiences with other students/lecturers and sample assignments which makes it an extremely valuable learning experience. The days run from 10.00am to 4.15pm. A telephone helpline service and lecturer support are available to all students throughout the course.

Students who require assistance with the course material should contact IPASS and their details will be passed on to the course lecturer, who will contact them as soon as possible thereafter. Queries regarding the course structure, assignment submission dates, etc. will be dealt with by IPASS staff.

Where an employer has enrolled and paid for a student to undertake a course of study with IPASS, the employer will be furnished with a letter confirming the classes attended by the student should a request be made by the employer.

### **Associate Fee**

An associate fee is payable on enrolment by all students. This covers a period of 1 academic year.

You must be registered with IPASS in order to submit your assignments. It is important to note that if you defer your assignment to an alternative date, an additional associate fee will become payable if your deferred submission date falls outside the initial 12-month registration period.

During this period you will be entitled to a number of student benefits, including access to the IPASS telephone helpline, receipt of a monthly electronic newsletter, discount on IPASS courses, and other benefits as advised.

Once you have completed your course of study, your Associate Membership will lapse. However, successful students will be invited to join IPASS as a Full Member, entitling them to use the designatory letters MIPA (Member of the Irish Payroll Association) on payment of an annual membership fee. Both Associate and Full Members are entitled to membership benefits which include access to the IPASS telephone helpline, a monthly electronic newsletter, discount on IPASS courses, and other benefits.

### **Regulations**

Upon registration you will be automatically entered for the next module, due to commence immediately following the date on which you register. Once course material is posted by IPASS, it is assumed that the student is completing that module.

The modules are independent and are assessed individually so you can commence the IPASS Professional Payroll Manager Qualification at different points throughout the year, starting with whichever module is currently being delivered. Course notes are posted to students along with a study pack on how best to approach a self-directed learning programme. Each module is examined through the use of assignments based on real life scenarios that students are required to analyse.

Students are assessed on the basis of a written assignment. A detailed guide on how to complete an assignment will be provided to you. The assignment for each module is designed to test your understanding of the principles and practices outlined in the course material and your ability to apply this knowledge in a given situation. The assignments will be based on case studies and you will be required to identify a number of issues which need to be addressed, explain why you believe these issues need to be addressed and then outline any action that you propose should be adopted and the reasons for these actions.

You will receive two sample assignments for each module, accompanied by summary-style suggested solutions. These are designed to act as a guide to provide you with a structured approach regarding the required layout and format when preparing the main assignment for submission. Although the information required to complete each



assignment is contained within the course material, students who have applied themselves to the task of identifying and answering the issues in each of the sample assignments should be well prepared to confidently tackle the main assignment.

The lecturer will cover core study material for the relevant module including the sample assignments and the module assignment, identifying issues which need to be addressed and advising on how best to approach the assignment.

The assignment to be submitted for each module should be no less than 2,500 words and no more than 3,500 words, preferably presented in typed format. You are expected to submit your assignment no later than the appointed date for each module. You may request to have your assignment submission date deferred only in exceptional circumstances. IPASS will deal with each application for a deferral on a case by case basis.

**Don't be late when submitting your assignment.** Late submissions will be subject to a late submission fee and will only be accepted where the late submission has been approved by IPASS in advance of the due date. A late submission will only then be accepted within the agreed late period, which will not exceed a maximum period of 1 month after the original due date, other than in very exceptional circumstances. Any assignment submitted late without prior approval will not be marked and the student will be deemed to have requested a deferral until that module is next being attempted.

A student who fails an assignment is permitted to submit one further attempt only. Where a second attempt on an assignment is successful, a student will be awarded a maximum mark of 50%. Where a second attempt is unsuccessful, the student is not permitted to re-attempt that module until a period of at least a full year has elapsed from the commencement of that module.

### **Course Syllabus**

The course consists of three separate modules, all of which must be passed to achieve certification.

Module 1	Advanced Income Tax and Social Welfare Practice
Module 2	Employment Law Issues in the Payroll Environment
Module 3	Management Processes and Skills for the Payroll Manager

### **Course Material**

You will receive a study pack for each module in which the course material is laid out in a user-friendly format. Each module includes two sample assignments and solutions which are designed to act as a guide to provide students with a structured approach regarding the layout and format required when preparing their course assignment for submission.

### **Grades**

An assignment is required to be submitted for each of the three modules (two modules where an exemption from a module has been granted). In order to successfully complete the course, you will be required to achieve a pass mark of at least 50% in each module.

If you fail to achieve a pass mark in any module, you will be provided with a summary of the marker's comments and you will be required to resubmit that assignment for correction within a specified period (typically within 2 weeks of the date of the issue of results), accompanied by a fee for the resubmission of a failed assignment. Where a student subsequently passes a module, based on a resubmitted assignment, the maximum grade that may be achieved for that module is 50%.

### **IPASS Professional Payroll Manager Awards**

The IPASS Professional Payroll Manager course will lead to the award of an IPASS Professional Diploma in Payroll Management which will be awarded to students who have successfully passed all modules. The following grades will be awarded to students per module:

<b>Marks</b>	<b>Award</b>
50% - 64%	Pass
65% - 74%	Merit
75% or higher	Distinction

In order to achieve an overall distinction, a student must:

- (i) achieve an overall average mark of at least 75%, and
- (ii) achieve a distinction in at least 2 separate modules, and
- (iii) must not have failed any single module.

In order to achieve an overall merit, a student must:

- (i) achieve an overall average mark of at least 65%, and
- (ii) achieve at least a merit in 2 separate modules, and
- (iii) must not have failed any single module.

You must successfully complete all 3 modules (2 modules where an exemption from a module has been granted) within a period of 3 academic years from commencement of the course in order to achieve the IPASS Professional Diploma in Payroll Management.

### **Module Results**

Approximately 6 weeks after the submission date for the assignment for each module, provisional results will issue to each student who submitted an assignment. Results will not be issued to any other third party i.e. employers, even where an employer has enrolled and paid for a student to undertake a course of study with IPASS as this would be in breach of the EU General Data Protection Regulation (GDPR). Should a third-party request results for a student, it is the policy of IPASS to seek written consent from the student in advance.

Results will be withheld if any fees due to IPASS remain outstanding.

If you are not satisfied with your provisional result awarded for an assignment, you can request to have your assignment rechecked within 15 working days of notification of results. A request for a recheck must be made in writing accompanied by an assignment

review fee. The recheck of your assignment will be carried out by an examiner following which a report will be made available to you.

### **Examination Board Appeal**

If you wish to appeal your provisional results, you may do so by presenting information of mitigating circumstances, which were not known to corrector, to the Examination Board. Any appeal of provisional results must be made in advance of the Exam Board meeting which approves those results. It should be noted that all marks provisional results go through a rigorous internal and external checking and moderation procedure in adherence with our quality assurance procedures.

### **Exemptions from Individual Modules**

You may apply for an exemption from Module 2 or Module 3 of the IPASS Professional Payroll Manager Course based on accredited prior learning. Students who may have previously completed an undergraduate, graduate or professional course, which incorporated recognised curricular equivalent programmes, may be eligible for an exemption. Students who wish to apply for an exemption should supply full details of the prior learning course including a detailed syllabus, together with verifiable confirmation of the qualification obtained. A module exemption fee is payable in respect of any exemption granted. An exemption will not be granted to any student for more than a single module.

**IPASS reserves the right to alter the date, the order or the content of any of its modules or course material, should it be deemed appropriate to do so.**

## Computerised Payroll

To apply the knowledge acquired when studying the QQI accredited Certificate in Payroll Techniques (CPT) qualification, IPASS also offers a Computerised Payroll module. While this module is optional, successful participants will be able to:

- Process payroll using payroll software.
- Understand the process involved from setting up an employer, the employee's details, payroll calendar and pay date on a payroll software system.
- Process payroll under the Cumulative, Week 1/Month 1 and Emergency Basis.
- Calculate Gross Pay, Taxable Pay, Pay for USC purposes, Pay for PRSI purposes, Statutory and non-Statutory deductions, Net Pay and Employer's PRSI in respect of an employee.
- Create and view payslips and payroll reports for each pay period.
- Register new employees, retrieve Revenue Payroll Notifications (RPNs) and make a Payroll Submission.

### Programme Structure

This course is only available online. You will be required to register with IPASS to complete the course. Once registered, you will be provided with guidelines on how to download the demo payroll software together with an instruction manual. You will also be provided with a set range of details for an employer and employees for a specific pay period. You will be required to complete an assignment by setting up the employer and employees on the payroll software, process the payroll for the required number of pay periods and create a snapshot file once complete.

You will be required to upload the snapshot file on the IPASS online learning module.

### Fee

A fee of €100 is payable for this module.

### Regulations

Only students who have completed the Certificate in Payroll Techniques are eligible to enrol on this course.

You must successfully complete the course and submit your snapshot within 30 days of enrolment in order to achieve a Certificate of Completion.

### Module Results

The following grades will be awarded to students:

Marks	Award
60% - 100%	Pass

If you fail to achieve a pass mark of 60% in this module, you can request to have your assignment reviewed within 15 working days of notification of results. A request for a review must be made in writing within the specified period, accompanied by an

assignment review fee. The review of your submission will be carried out by an examiner following which a report will be made available to you. This module may be reattempted within 30 days. A repeat assignment fee will be charged.

Results will be issued within 3 weeks of submission date and can be accessed by logging into the IPASS online learning portal using your username and password. Results will not be issued to any other third party i.e. employers, even where an employer has enrolled and paid for you to undertake a course of study with IPASS as this would be in breach of the EU General Data Protection Regulation (GDPR). Should a third-party request results for a student, it is the policy of IPASS to seek written consent from the student in advance.

Results will be withheld if any fees due to IPASS remain outstanding.

# Complaints Policy

## Introduction

IPASS is committed to providing an efficient, user focused and high-quality service to all our students and members. However, we know there is always room for improvement, so we welcome any comments or suggestions which may help us to improve our service.

If you have a problem, or you are unhappy with any aspect of our service, or you do not agree with any of our policies or regulations, we would like to know about it.

## How to make a complaint

IPASS has put in place a three-staged procedure for dealing with complaints.

### Step 1 – Informal complaint

The people who can best deal with a complaint are those who provide the service. All staff will take responsibility for dealing with a complaint. If possible, your complaint should initially be addressed to the member of staff who is most directly concerned with the issue such as the lecturer or a member of student support services. Informal complaints can be initiated orally or in writing. IPASS will attempt to mediate a satisfactory resolution through informal communication, orally or in writing, with the student. Where applicable, this may involve communication with the subject of the complaint.

Possible outcomes include:

- The complaint is resolved, the process concludes and there is no formal record retained.
- The complaint is not resolved, and the student decides not to pursue the matter further or the student decides to make a formal complaint.

### Step 2 – Formal Complaint

Having participated in the informal complaint process and finding a complaint remains unresolved, a student can submit a formal written complaint to IPASS. The complaint must be:

- Factual, specific, comprehensively documented and any allegations must be substantiated through evidence.
- Include the student's name, student number, information regarding dates, locations and details of any witnesses together with details of any previous efforts to resolve the matter.
- Made in a timely matter i.e. as soon as possible after the informal complaint process is deemed unsuccessful. Formal complaints will not be accepted if made more than 6 weeks have elapsed since the matter of the complaint occurred.

### *Investigating a formal complaint*

Formal complaints are referred to a manager for investigation. Where the formal complaint meets the relevant criteria as outlined above, the relevant manager:

- Will acknowledge receipt of a formal complaint by email within 10 working days.
- Will investigate the complaint in an independent and competent manner.
- Where applicable, will advise the subject of the complaint, provide details regarding the nature of the allegations, and invite a response.
- May invite the complainant and the subject of the complaint to discuss the complaint separately in order to establish the facts or to seek clarification.
- Will prepare a report of findings.
- Will determine whether the complaint was valid or invalid.

Where a complaint is deemed invalid, the process concludes and the learner is notified of the decision, the reason for the decision and the appeals mechanism available. Where a complaint is deemed valid the Manager determines a fair resolution.

### *Outcome of a valid formal complaint*

The investigating manager will formally respond in writing to all relevant parties to advise them of:

- The findings of the investigation
- Decisions made
- Reasons for those decisions
- Any subsequent actions required by IPASS
- Appeal procedures

### *Right of appeal*

Students may appeal the outcome of the investigation within 10 working days of receipt of communication, using the relevant appeal procedure. Any appeal will be adjudicated on by the Academic Board in accordance with our Appeals Policy.

## Appeals Policy

### Submission of an Appeal

Any student wishing to appeal a decision of IPASS, is required to submit their appeal to the Academic Board together with any supporting evidence within 10 working days of a decision issuing in respect of a formal complaint.

### *Appeal Process*

Once the Academic Board has established that there are reasonable grounds for an appeal, at least two members of the Academic Board will investigate an appeal. Each member will have the relevant competence and independence to contribute to a decision being made. A member who has previous involvement in the case or with the learner, cannot investigate an appeal. The process will include:

- Reviewing the grounds for an appeal
- A re-check of the arithmetical calculation of grades awarded, where the appeal relates to an examination result
- A review of any evidence provided by the appellant
- A review of the factual accuracy of the appellant's appeal

### *Possible Outcomes*

The Academic Board may:

- Reject the appeal and the original decision stands, or
- Uphold the appeal based on reasonable grounds for an appeal.

### *Decision*

The decision of the Academic Board will be unanimous and a formal record of the decision to include the rationale and evidence used to support the decision will be maintained.

Where the appeal is rejected, the decision will be communicated in writing to the appellant in a clear and timely manner outlining the grounds for the decision. Where the appeal is upheld, the decision will be communicated in writing to the appellant in a clear and timely manner outlining the grounds for upholding the appeal and the Academic Board will issue a request to place the learner in a position where they would have been if the issue had not arisen.

Once the appeal process has been carried out and a decision has been made, there is no further right of appeal and the process concludes.



## **Codes of Ethics**

### **IPASS Exams and Assessments**

IPASS promotes a learning environment of honesty and integrity. All members of the academic community, staff, students, and administrative officials share responsibility for maintaining this environment. It is essential that all members accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at IPASS.

Cheating, forgery, dishonest conduct, plagiarism and collusion in dishonest activities erode the integrity of all involved; devalue the learning experience and its legitimacy, not only for the perpetrators but for the entire academic community.

Students have responsibility for:

- Refraining from cheating and plagiarism.
- Refusing to aid or abet any form of academic dishonesty.
- Notifying appropriate staff about observed incidents of academic misconduct.

The anonymity of a student reporting an incident of academic dishonesty will be protected.

Academic dishonesty applies equally to electronic media and print, and involves text, images, and ideas. It includes, but is not limited to, the following examples:

### **Cheating**

- Copying from others during an examination.
- Communicating exam answers to other students during an examination.
- Offering another person's work as one's own.
- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination or assignment unless specifically authorised by the instructor.
- Tampering with an assessment after it has been corrected, then returning it for more credit.
- Using unauthorised materials, prepared answers, written notes or concealed information during an examination.
- Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial essay writing company).

### **Dishonest Conduct**

- Stealing or attempting to steal an examination or answer guidelines from the lecturer/invigilator.
- Changing or attempting to change academic records without proper sanction.
- Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally disrupting the educational process in any manner.
- Allowing another student to copy from one's own work during an examination.

## Plagiarism

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

- To steal or pass off as one's own the ideas or words, images, or other creative works of another.
- To use a creative production without crediting the source, even if only minimal information is available to identify it for citation. Credit must be given for every direct quotation, for paraphrasing or summarising a work (in whole, or in part, in one's own words), and for information which is not common knowledge.

Students are required to submit their assignments in both electronic or hard copy formats to allow academic staff to use software to check for suspected plagiarism.

*Summary: a checklist for avoiding plagiarism.*

- Always put direct quotes (sections of text that you are quoting word for word) in inverted commas, and always add an appropriate reference to the work cited at the end of the quote.
- If you are using someone else's idea in an assignment, and that idea is not in the common domain, always add a reference to the author of the idea. It is also often helpful to point out, in your text, that the idea is someone else's (e.g.: 'Marx believed that')
- Never copy a piece of text from a book (including your course material) or article or web-based source and hand it in as your own work. It is too easy to get caught. The writing style of the plagiarised text may give you away.
- Never allow another student to take one of your assignments and hand it in, in part or in whole as his or her own work. If this is discovered both of you will face disciplinary action.
- Students have been known to download whole sections of text from the internet, and to hand it in as their own work and where this happens it is usually blatantly obvious. Remember, lecturers also have internet access and use software to identify suspect submissions as the work of internet-based sources!
- At the end of the day, the work necessary *to get away* with plagiarism (setting aside the risks involved) adds up to the amount of work you would need to write your own non-plagiarised piece of work in the first place! In addition, you have taken on this course in order to learn. Writing your own assignment solution is part of the learning process. Plagiarism disrupts that learning process.
- Finally, if you are in doubt about whether something is plagiarism or not you can always consult your lecturer.

## Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.

## Examination Dates

<b>December 2023 Examination</b>	
<b>Revision Date</b>	<b>Saturday 25<sup>th</sup> November 2023</b>
<b>Examination Date</b>	<b>Saturday 9<sup>th</sup> December 2023</b>

<b>Repeat / Deferral Examination</b>	
<b>Revision Date</b>	<b>Saturday 27<sup>th</sup> January 2024</b>
<b>Examination Date</b>	<b>Saturday 10<sup>th</sup> February 2024</b>

<b>May 2024 Examination</b>	
<b>Revision Date</b>	<b>Saturday 11<sup>th</sup> May 2024</b>
<b>Examination Date</b>	<b>Saturday 18<sup>th</sup> May 2024</b>

<b>Repeat / Deferral Examination</b>	
<b>Revision Date</b>	<b>Saturday 27<sup>th</sup> July 2024</b>
<b>Examination Date</b>	<b>Saturday 10<sup>th</sup> August 2024</b>

*IPASS reserves the right to change the dates of revision courses and examinations should circumstances demand.*

## Calendar for an Academic Year

<b>Month</b>	<b>Activity</b>
August	Applications / Enrolments for new academic year.
September	CPT commences. Professional Payroll Manager – Module 1 commences
November	Optional revision course in advance of the upcoming exam.
December	Exams are held.
January	Provisional results of the December exam are issued. Professional Payroll Manager – Module 2 commences
February	Re-sit exams are held. CPT recommences.
March	Professional Payroll Manager – Module 3 commences
May	Optional revision course in advance of the upcoming exam. CPT exams are held.
July	Provisional results of the May exam are issued.
August	Re-sit exams are held. Applications / Enrolments for new academic year.
October	Graduation Ceremony for graduates.

## Schedule of Fees

IPASS adopts a policy of being fair and transparent in all its operations and to this end we set out below the fees pertaining to a range of services offered to students.

### Certificate in Payroll Techniques (CPT)

Details	Notes	Cost
Student Registration	Annual	€200
Student Registration	Reduced fee where exam falls outside the initial 12-month period	€150
Course Fees	Classroom	€1,000
Course Fees	Online Learning	€750
Repeat exam	Per paper	€50
Deferral of exam	Per paper	€75
Exam script review	Per paper	€30
Revision Day	Optional Revision course before exam	€100
Revision Pack	Per pack	€60
Re-enrolment on course	Repeat a course	POA

### IPASS Professional Payroll Manager

Details	Notes	Cost
Associate Fee	Annual	€140
Course Fee	Classroom - All Modules	€1,350
Course Fee	Online Learning – All Modules	€1,100
Late submission of module assignment	Per Assignment	€50
Deferral of a module	Per Module	€100
Re-sit a module	Per Module	€100
Resubmission of a failed assignment	Per Assignment	€50
Assignment Review	Per Assignment	€30
Module Exemption Fee	Module 2 or Module 3 only	€125

### Computerised Payroll Module

Details	Notes	Cost
Course Fees	Online	€100
Repeat Assignment	Per Assignment	€50
Assignment Review	Per Assignment	€30

## Student Awards

We believe that outstanding exam achievement deserves recognition. Awards for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place will be presented to learners attaining the highest aggregate marks in an academic year nationwide in each of our qualification courses:

- Certificate in Payroll Techniques (CPT) - highest aggregate marks attained in Stage 1 and Stage 2. A weighting will be applied to Stage 2 where the overall mark is the same for a number of students.
- IPASS Professional Payroll Manager (PPM) – based on an average of total marks awarded. A weighting will be applied to Module 1 where the overall mark is the same for a number of students.

Prize-winning students will be notified after the publication of exam results and prior to the Graduation Ceremony.

## Refer a Friend

If you know someone who would benefit from completing the Certificate in Payroll Techniques (CPT) or the IPASS Professional Payroll Manager (PPM) qualification, why not refer them and once they have enrolled and paid for their preferred course you will receive a voucher worth €50.

The “Refer a Friend” offer is open to anyone who has completed the CPT or the PPM with IPASS.

If you refer any of the above courses to a friend of yours, and they **state your name on their application form** as being ‘the referrer’, you will receive a €50 voucher once they have enrolled and paid their fees in full.

### Rules of the Refer a Friend offer

- You must already have completed either the CPT or PPM before you refer a friend.
- Your referred friend must be new to IPASS and must not have previously completed any of the IPASS qualification courses.
- Your referred friend **must state your name on their application form** as the referrer.
- When your referred friend enrolls on an IPASS qualification course, and pays their fees in full, we will post you a voucher for €50.
- This offer is not valid with any other offer.

## Frequently Asked Questions

### 1. If I study a qualification course with my friend, can I refer my friend to enrol on the same course?

If this is your first time to study with IPASS, then No. You must have already completed a qualification course with IPASS, before you refer a friend. If you have completed a

qualification course already, your friend must give your name as the referrer on their application form, pay their fees, and you will receive the voucher.

**2. If my friend forgets to put my name as the referrer on the course application form, can I still get the voucher?**

Sorry, but your friend **must** include your name as the referrer at the time they complete their application form.

**3. If I studied with IPASS sometime ago and recommended a friend to study a qualification course with IPASS, can I now claim the voucher although my friend forgot to add my name as the referrer?**

No, your friend must include your name as the referrer on their application form.

**4. Can I refer more than one friend?**

Yes, you can refer as many friends as you like. As long as they enrol and pay their fees in full you will receive a voucher for each friend.

## **IPASS Website**

The IPASS website is available at [www.ipass.ie](http://www.ipass.ie) where full information about our extensive range of courses, services, and products can be found. Application forms and booking facilities are also available. IPASS commits to regularly updating the website so that the information contained therein is correct and relevant. There are links to other important websites and there are advertisements of various payroll positions currently being offered by employers and recruitment agencies.

## **IPASS Membership Association**

The IPASS Membership Association has members drawn from all sectors of the Irish economy. Membership is available to individuals and corporate clients and the rates for membership are available on our website [www.ipass.ie](http://www.ipass.ie) or by contacting IPASS. Graduates of the Certificate in Payroll Techniques course are entitled to use the designatory letters A.I.P.A – Associate of the Irish Payroll Association and graduates of the IPASS Professional Payroll Manager Qualification are entitled to use the designatory letters M.I.P.A – Member of the Irish Payroll Association. Fully paid up Associate and Full members of the Association are entitled to a copy of the IPASS book, an essential reference book for all payroll professionals.

## **The Benefits of Membership**

### **1. Telephone Helpline**

A telephone helpline will be provided to offer assistance to members and students with problems they encounter during the course of their work. If we can't help you with your problem, we expect to be able to at least direct you to where you can expect to receive help. The benefit of this service will be sufficient reason in itself to become a member.

## **2. Newsletter**

If you have email, you will be able to receive our monthly electronic newsletter. We will keep you informed of the most important developments as they occur. Tax cases, court cases, changes in legislation, and changes in practice will all be advised to our members as we learn of them.

## **3. The IPASS Book**

Associate and Full Members of IPASS are entitled to a free copy of the IPASS book, which is the Ultimate guide to Payroll and Employment Law in Ireland for payroll professionals and is updated each year to keep abreast of all the latest changes in Payroll and Employment Law.

## **4. Professional Development**

The only constant in life is change and so it is with the work we do. New legislation, new practices, new developments in technology are all happening at a frightening pace. Membership of IPASS will greatly assist you in improving your skills and developing your expertise, thereby improving your career prospects.

## **5. Members Discount**

Members will be entitled to discounts on many of the courses, seminars and other services and products offered by IPASS.

## **6. Contacts and Networking**

Through your membership of IPASS you will get an opportunity to meet other payroll professionals. This will give you an opportunity to compare notes, problems, software packages, salary scales, etc., and to develop a network of contacts in the same business as yourself.

## **7. Education**

Enhance your career prospects and your confidence by obtaining a professional qualification. Whether it is the Certificate in Payroll Techniques or the IPASS Professional Payroll Manager Qualification, either of these qualifications will show your employer that you are committed and highly motivated.

## **8. Representation to Government**

One of the principal benefits of joining IPASS is that you will now have a professional body which can represent your interests at the highest level. To date, we have had detailed discussions with a number of Government Departments. Representation means that you will be made aware of what changes are on the horizon, and more importantly will ensure that you are represented on issues, which will affect you and your job.