



The Certificate in Payroll Techniques (CPT) course provides students with a comprehensive knowledge of PAYE, PRSI, USC, ASC and Employment legislation and practices as they relate to both employers and their employees. The topics covered have been identified as the most important issues which affect employers today. Many of these topics can lead to employers having substantial liabilities because of the incorrect manner in which they are dealt with.

The course clarifies some of the most common misconceptions in relation to the operation of PAYE, PRSI and USC. If you work in payroll, if you want to work in payroll, or if you are responsible for the payroll function, you won't find a better course for your needs and you will also find that this course is extremely interesting, practical and relevant to you.

PAYE, PRSI and USC are the largest tax liabilities which most companies incur and one of the largest sources of tax recovered 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. Yet the people responsible for the management and payment of their employer's PAYE, PRSI and USC liabilities often have to do so without the benefit of specialist training and with little or no practical support.

The Certificate in Payroll Techniques (CPT) is accredited by QQI as a Higher Education, Level 6 Special Purpose qualification on the National Framework of Qualifications.

The course is extremely interesting and practical and it provides all of the essential information required to work in a payroll function.

Certificate in Payroll Techniques

The benefits of graduating with a Certificate in Payroll Techniques

Students who graduate will:

- Hold a QQI Higher Education, Level 6 Special Purpose qualification
- Become an invaluable member of their employer's financial team, by being aware of their employer's compliance obligations in a highly technical area.
- Greatly enhance their career prospects by providing certification of their expertise in payroll and employment law.
- Enhance their payroll skills, technical expertise and confidence.
- Develop their professional skills and abilities through the application of advanced training.
- Develop a network of contacts in a range of businesses working in the same specialist field as themselves.

Benefits for Employers

Employers will:

- Have a highly skilled individual with a unique technical knowledge of every employer's compliance requirements in relation to payroll.
- Know that their largest tax liabilities are being managed by a person who holds a specialist professional payroll qualification.
- Gain an improved service which will bring real financial, organisational and practical benefits to the organisation.
- 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 Social Protection and the Workplace Relations Commission.



Who should enrol on this course?

- Anyone who works in payroll or who is seeking to work in payroll
- Anyone who is responsible for maintaining an employer's PAYE, PRSI and USC records.
- People responsible for the completion of PAYE, PRSI and USC Returns.
- People working in a finance department.
- Accountants and Accounting Technicians.
- HR Personnel.
- People who wish to improve their knowledge of the Irish Payroll and Employment Legislation.
- Anyone who wants to obtain a recognised qualification.

Certificate in Payroll Techniques

Course Material

Students will receive comprehensive course manuals, updated twice yearly which are written by some of the country's most experienced lecturers and consultants. In addition, students will be provided with:

- Sample Exam Papers and Suggested Solutions
- Telephone Access to a Tutor
- Online Lectures which can be accessed at any time via a laptop and desktop
- Online Quizzes
- Past Exam Papers

CPT Qualification Requirements

- It is a requirement that learners enrolling on this course whose first language is not English must have a minimum of B2 in English under the Common European Framework of Reference (CEFR) programme. The B2 First Qualification offered by Cambridge English Assessment satisfies this requirement.
- In order to graduate with a Certificate in Payroll Techniques, students must successfully pass both Stage 1 and Stage 2 examinations for this course.
- Prior knowledge of PAYE, PRSI and USC or employment Law is an advantage but not essential.

Classroom Learning

We will be running classes in Dublin in February 2023. Classes will run 1 night a week, 3 hours per night, for 10 weeks for both Semester 1 and Semester 2.

Classes will be held in Dublin West and will run subject to numbers and Government guidelines. Classes will be held on a specific day and will run from 6.30pm – 9.30pm.

All classroom students will also have access to a pre-recorded class through the online learning portal.

Online Learning

Online learning is also available. Studying online means you have the opportunity to attend a live online lecture or view a recorded lecture at a later time that suits you. Online classes will be held on a specific day from 6.30pm – 9.30pm.

Student Fees

Student fees must be paid before the course commences unless prior arrangements have been made with the IPASS office. Students who have outstanding fees on the first night will not receive their course manual and will not be able to attend any further classes until their fees have been paid.

Certificate in Payroll Techniques

This will not apply to students who have made alternative payment arrangements with IPASS or whose employer has agreed to pay their fees. Student fees can be paid by direct debit. To avail of this scheme or find out further information please contact IPASS on the number below.

Course Fees

Student Registration – valid for the academic year in which you enrol	€200
Course Fee (Classroom Learning) includes student registration	€1,150
Course Fee (Online Learning) includes student registration	€950
Revision Day (Optional – per stage)	€100

Payment Options

1. Pay in full on enrolment.
2. Pay by Direct Debit. An admin fee of €25 will be added to your total fees payable. You must pay €500 on enrolment and the remaining balance will be deducted via Direct Debit over 5 months.

Direct Debit Plan Available

Additional Information

Student Registration is valid for the year the student is registered to complete the course and any student who falls outside this period will be required to pay the student registration fee at a reduced rate before continuing with the course or completing examinations. This will only occur where a student defers their examination or does not successfully complete their examinations within the initial year of study.

Exam Information

Examinations are held in May & December with repeat/deferral examinations being held in February & August. Students who are unable to sit their examination at the May or December sitting may opt to sit in February or August by submitting an Examination Deferral Form accompanied by the Examination Deferral Fee in advance of any deadline specified before the examination.

From February 2023 students will be required to attend an examination centre. Exams centres will be in Dublin, Cork, Limerick and Athlone. Exam time is 9.30am - 11.30am.

Revision Course

An optional Revision Day is also available and will be held prior to the examination. Details of the Revision Day will be communicated to all students. A separate fee is payable if you wish to attend.

Students can progress from one semester to the next without having completed their examinations; however, no certificate will be issued until all examinations have been successfully completed.

Irish Payroll Association

CERTIFICATE IN PAYROLL TECHNIQUES

Student ID

PLEASE USE BLOCK LETTERS WHEN COMPLETING

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PERSONAL DETAILS – Must be completed in full

First name:		Surname:	
Address:			
Email Address:			
Date of Birth:		Nationality:	
PPS Number:		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Phone No:	Mobile:	Home:	

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

COURSE FEES/LEARNING MODE

PAYMENT OPTIONS - Conditions Apply

I would like to study by (please select)	Distance/Online	<input type="checkbox"/>	Classroom	<input type="checkbox"/>
I would like to attend (please insert venue)				
Distance/Online Learning	€950.00	<input type="checkbox"/>	Paying in full on enrolment	<input type="checkbox"/>
Classroom	€1,200.00	<input type="checkbox"/>	**Paying by Direct Debit	<input type="checkbox"/>
Revision Day Stage 1 (optional)	€100.00	<input type="checkbox"/>	Are you applying for funding?	Yes/No
Revision Day Stage 2 (optional)	€100.00	<input type="checkbox"/>	Total Fee Due:	

**** If you are paying by direct debit an additional charge of €35 applies. Direct debit forms are available by emailing ask@ipass.ie An initial payment of €500 must accompany your enrolment with the balance payable by direct debit.**

PAYMENT DETAILS

Payment Method:	Cheque:	<input type="checkbox"/>	Credit/Debit Card	<input type="checkbox"/>	Invoice Employer	<input type="checkbox"/>
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INVOICE – enter details of where to send your invoice if Employer is to be Invoiced

Company Name:	
Address:	
Email for Invoice	

Employers Signature: (required if your employer is paying for your fees) _____

FEES ARE NON REFUNDABLE AND PAYABLE IN ADVANCE UNLESS PREVIOUSLY AGREED WITH IPASS

Credit/Debit Card Details

Expiry Date:	MM / YYYY		CVV Number:												
Cardholders Name:															
Signature of Cardholder:															

REFER A FRIEND

If you were referred by a past student, they will receive a voucher for €50 once your fees have been paid in full. Please enter their details below so we can forward their voucher to them.

Name:	Student ID Number:
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APPLICATION REQUIREMENTS / CHECKLIST

1. All sections must be completed unless marked as (Optional). Incomplete forms will be returned to you for completion and may result in delays in processing your application.
2. If your employer is paying for your course fees, then your employer must confirm this by signing the appropriate section.
3. Your application must be signed by you. Applications that are not signed will be returned.

PRIVACY POLICY – Must be completed in full

IPASS respects your privacy. The information collected on this application form is only used by IPASS in conjunction with your course of study. IPASS may be required by law to share your information with a third party in relation to accreditation and/or learner protection. IPASS will send you correspondence relevant to your field of study via email, post and mobile. Full details of our Privacy Policy can be found at www.ipass.ie.

I agree to IPASS processing personal data contained in this form or other data which IPASS may obtain from me or from other people whilst I am a student. I also agree to be bound by the rules and regulations set out in the IPASS Student Handbook.

You must sign and tick the Privacy Confirmation box to confirm your understanding of this.

Applicants Signature:

Date: Privacy Confirmation

OTHER COURSES COMPLETED - Optional

Course Completed	Year	Course Completed	Year

OTHER INFORMATION – Where did you hear about the course?

Google Advert <input type="checkbox"/>	Friend/Colleague <input type="checkbox"/>	Internet Search <input type="checkbox"/>	Facebook Advert <input type="checkbox"/>
Email from IPASS <input type="checkbox"/>	Job Advert <input type="checkbox"/>	Other <input type="checkbox"/>	

FOR OFFICE USE ONLY

PAYMENT RECORD:

Amount Paid: €	Date Paid: €
Payment Method:	If paying by Direct Debit - Form Received: <input type="checkbox"/>
Confirmation Letter/Email Sent: <input type="checkbox"/>	Invoice Number: <input type="text"/> EMF23

Return your application form to:

IPASS, 9 Western Parkway Business Centre, Ballymount Drive, D12 K259 or email to ask@ipass.ie

Tel: (01) 408 9100 Email: ask@ipass.ie



Irish Payroll Association

Direct Debit Instruction (DDI)
Instruction to your Bank to pay Direct Debits

Originators Identification No. (OIN) IE 9ZZZ309010

IPASS Reference Number:

Please complete in full to instruct your Bank to make payments directly from your account. Then return the form along with your application to: **Irish Payroll Association, 9 Western Parkway Business Centre, Dublin D12 K259**

1. Please write the name and full address of your Bank/Building Society and branch. (Block Letters)

2. Bank _____

Branch _____

Name of Account Holder _____

IBAN Number _____

Type of Payment

Recurrent Or One-Off Payment Please tick as appropriate

3. Your instructions to the Bank, and your signature.

- I instruct and authorise you to pay direct debits from my account at the request of the Irish Payroll Association (IPASS)
- I confirm that the amounts to be debited are variable and may be debited on various dates
- I shall duly notify the Bank if I wish to cancel this notification. I shall also notify the Irish Payroll Association of such cancellation.

Signature: _____

Date: _____

The Direct Debit Guarantee

- This is a guarantee provided by your own Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debit.
- Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
- Your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- You are entitled to request a refund of any Variable Direct Debit the amount of which exceeded what you could have reasonably expected subject to requesting your Bank within a period of 8 weeks from the date of debiting of such Direct Debit to your account.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.