

Certificate in Payroll Techniques (IPASS Certified Payroll Technician - CPT)



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. Yet the people responsible for the management and payment of their companies' 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) qualification is an excellent qualification which provides students with the skills and knowledge necessary to manage their employers' PAYE, PRSI and USC affairs. 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 and USC systems and a thorough knowledge of Employment Law which has a direct bearing on the operation of the payroll function.

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

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The Certificate in Payroll Techniques (CPT) course is run over 2 stages. Stage 1 runs from February – May and Stage 2 runs from September – December.

Each stage consists of 1 night per week for 10 weeks. Classes run Dublin, 1 night a week from 7.00pm – 9.30pm

Students should not contact the colleges directly; all queries should come through the IPASS office.

Students applying to study under the distance/online learning mode may view a demo of the power point presentations at <http://online.ipass.ie>

All students must register with IPASS before attending any of the venues. Student registration is valid for the year the student is registered to complete the IPASS course and any student who falls outside this period will be required to pay the 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 year of study.

Examinations are held nationwide in May & December with repeat/deferral examinations being held in February & August (Dublin only). Students who are unable to sit their examination at the May or December sitting may opt to sit in February or August by paying the appropriate fee of €75.00 which must be sent to the IPASS office with the relevant deferral form no later than 2 weeks before the examination.

An optional full revision day is also available and will be held approximately one week prior to the examinations. Notification of the date and venue will be forwarded to all students. The revision course is optional for all students who will be required to pay a separate fee if they wish to attend.

Direct Debit Plan Available

Students can progress from one stage to the next without having completed their examinations; however no certificate will be issued until all examinations are complete.

Student Fees: Student fees can be paid by direct debit. To avail of this scheme or find out further information please contact the IPASS office on the number below.

Student fees must be paid before the course commences. Students who have outstanding fees on the first night will not receive notes and will not be able to attend any further classes until their fees have been paid. This will not apply to students who have made alternative payment arrangements with IPASS or whose employer has agreed to pay their fees.

Any other queries please contact the IPASS office on (01) 408 9100.



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The Benefits of Becoming a Certified Payroll Technician (CPT)

Students who graduate as an IPASS Certified Payroll Technician (CPT) will:

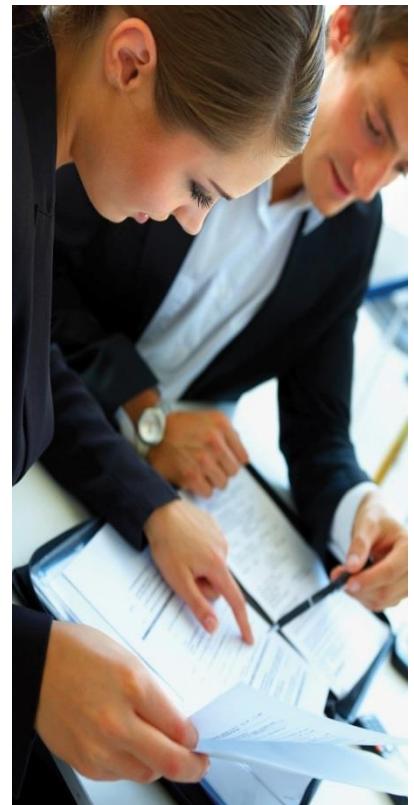
- Become an invaluable member of their employer's financial team, by being aware of their employer's compliance obligations in a highly technical area.
- Significantly enhance their career development prospects.
- Enhance their payroll skills, their technical expertise and confidence.
- Develop their 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.
- Hold a QQI accredited Level 6 qualification.



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 qualification.
- Gain an improved service which will bring real financial, organisational and practical benefits to the organisation.
- Enhance their 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, Dept. of Social Protection and the National Employment Rights Authority.



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Who should enrol on this course?

- Anyone who is responsible for maintaining a company's PAYE, PRSI and USC 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.
- Anyone who wants to obtain a valuable qualification.

Distance/Online Learning Courses

IPASS now offers the CPT course through a distance learning/online learning option. This means that students can study at their own pace and at a time and location that suits them best.

The distance learning/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
- A detailed study guide
- Practice questions and suggested solutions
- Sample papers and suggested solutions
- Telephone access to a tutor
- Online lectures which can be accessed at any time

Additional Information

A student telephone help line, including tutorial support is also available to assist all students with any queries they might have throughout their course of study. An optional full revision day is also available and will be held approximately one week prior to the examinations. Notification of the date and venue will be forwarded to all students. The revision course is optional for all students who will be required to pay a separate fee if they wish to attend.

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The Certificate in Payroll Techniques (CPT) course will provide students with a comprehensive knowledge of PAYE, PRSI and USC, 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 material includes numerous examples and self-assessment questions which students can use to develop their knowledge while they study. The course is extremely practical and is designed to allow students to progress at a realistic pace.

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.

Course Material

Students will receive comprehensive course manuals, updated twice yearly which are written by some of the country's most experienced tax lecturers and consultants, including former Revenue auditors. To enrol please complete the enrolment form available online at www.ipass.ie

CPT Qualification Requirements

- There are no educational requirements for admission to the Certificate in Payroll Techniques (CPT) course.
- In order to qualify as a Certified Payroll Technician (CPT), students must successfully complete both Stage 1 and Stage 2 of the course.
- Prior knowledge of PAYE, PRSI and USC is an advantage but not essential.

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Syllabus

Stage 1	Stage 2
<ul style="list-style-type: none"> • Introduction to Employment Law • Terms of Employment (Information) Act 1994 to 2012 • Payment of Wages Act 1991 • National Minimum Wage Act 2000 • Organisation of Working Time Act 1997 – Holidays, Rest and Maximum Working Time and Records • Juries Act 1976 • Revenue Administration & ROS • The PAYE System • Calculation of Gross Pay • Personal Tax Credits and Reliefs • Operation and Calculation of PAYE • The PRSI System • Universal Social Charge (USC) • Calculation of Net Pay • Pay for Tax Purposes • P45 - Cessation Certificate • Employer's Duties 	<ul style="list-style-type: none"> • Maternity Protection Acts 1994 and 2004 • Adoptive Leave Acts 1995 and 2005 • Parental Leave Acts 1998 and 2006 • 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 • PAYE, PRSI & USC Summary • Benefit in Kind (BIK) • Pensions and PRSAs • Pension Related Deduction (PRD) • Taxation of Short-term Social Insurance Benefits • Termination Payments • Attachment of Earnings Orders • Expenses and Tax Free Payments

Course Fees

Student Registration	€100.00
Course Fee (Classroom)	€940.00
Course Fee (Distance/Online Learning)	€740.00
QQI Fee (including registered p&p)	€50.00
Revision Day (Optional)	€100.00
Examination Deferral Fee	€75.00
Re-Sit Examination Fee (per paper)	€50.00
Re-Check of Examination Paper (per paper)	€30.00

Payment by credit card is subject to a 2% surcharge. No surcharge applies to payment by Visa Debit or Debit Card. Additional charges apply to payments made by direct debit (please contact the IPASS office for details)

1. PERSONAL DETAILS

**Company details are optional*

Forename	Company
Surname	Address
Address	
Tel Home	Tel Work
Mobile	Email
Please state your nationality (eg Irish, French, Polish)	
Date of Birth	PPS Number
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	

2. COURSE DETAILS

Venue

Distance Learning

Certificate in Payroll Techniques (CPT)		
If you were referred by a previous student/member please enter their details below:		
Referred by:	Student/Member ID Number	

3. Fees Section (please indicate with an X as appropriate)

Course Fee (classroom based students)			Course Fee (distance learning/online students)		
Student Registration Fee:	€100.00	<input checked="" type="checkbox"/>	Student Registration Fee:	€100.00	<input checked="" type="checkbox"/>
QQI Fee:	€50.00	<input checked="" type="checkbox"/>	QQI Fee	€50.00	<input checked="" type="checkbox"/>
Course Fee - Per Stage (Payable in Sept & Feb)	€495.00	<input type="checkbox"/>	Course Fee - Per Stage (Payable in Sept & Feb)	€395.00	<input type="checkbox"/>
Reduced Course Fee: (applies only if paying in full at date of registration)	€1090.00	<input type="checkbox"/>	Reduced Course Fee: (applies only if paying in full at date of registration)	€890.00	<input type="checkbox"/>
Total Fee Due:			Total Fee Due:		

If you wish to pay by Direct Debit or Instalment Plan please contact the IPASS office prior to registration. Additional charges apply

FEES ARE NON REFUNDABLE AND PAYABLE IN ADVANCE

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 of the Irish Payroll Association.

Applicant's Signature: _____ Date: _____

4. HOW DID YOU FIND OUT ABOUT THE COURSE? (please indicate with X)

- | | | |
|---|---|--|
| <input type="checkbox"/> Direct mail | <input type="checkbox"/> Family/Friend/Colleague | <input type="checkbox"/> Radio Ad |
| <input type="checkbox"/> College Prospectus | <input type="checkbox"/> Library/Post Office (Poster) | <input type="checkbox"/> Banner Advertising (Internet) |
| <input type="checkbox"/> IPASS Website | <input type="checkbox"/> Internet Search | <input type="checkbox"/> Newspaper Advert |
| <input type="checkbox"/> Email from IPASS | <input type="checkbox"/> Refer a Friend | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Show/Exhibition | | |

5. PAYMENT DETAILS

Cheque Credit Card Laser Card Invoice Employer

Employers Signature (required if Invoice Employer is selected:) _____

Payment by credit card is subject to a 2% surcharge. No surcharge applies to payment by Laser or Debit Card

Credit Card No	<input type="text"/>
Expiry Date	Month: <input type="text"/> Year: <input type="text"/>
Signature of card holder	<input type="text"/>
Address	<input type="text"/>
	For Office Use Only Invoice Number <input type="text"/>