IPASS

Certificate in Payroll Techniques

Irish Payroll Association ▪ www.ipass.ie

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 Premier Irish Payroll Qualification. Globally Respected.
Industry Endorsed. Essential for Career Advancement.
A Must for Employment in Top Firms.

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.

"I was already working in a payroll company however I needed to gain the required knowledge before starting processing Irish Payroll and IPASS classes really helped a lot.

I found especially helpful going through specific based scenarios exercises, the teacher guidance on both theory and computation based tasks was essential."

Elena Guiso ■ iiPay

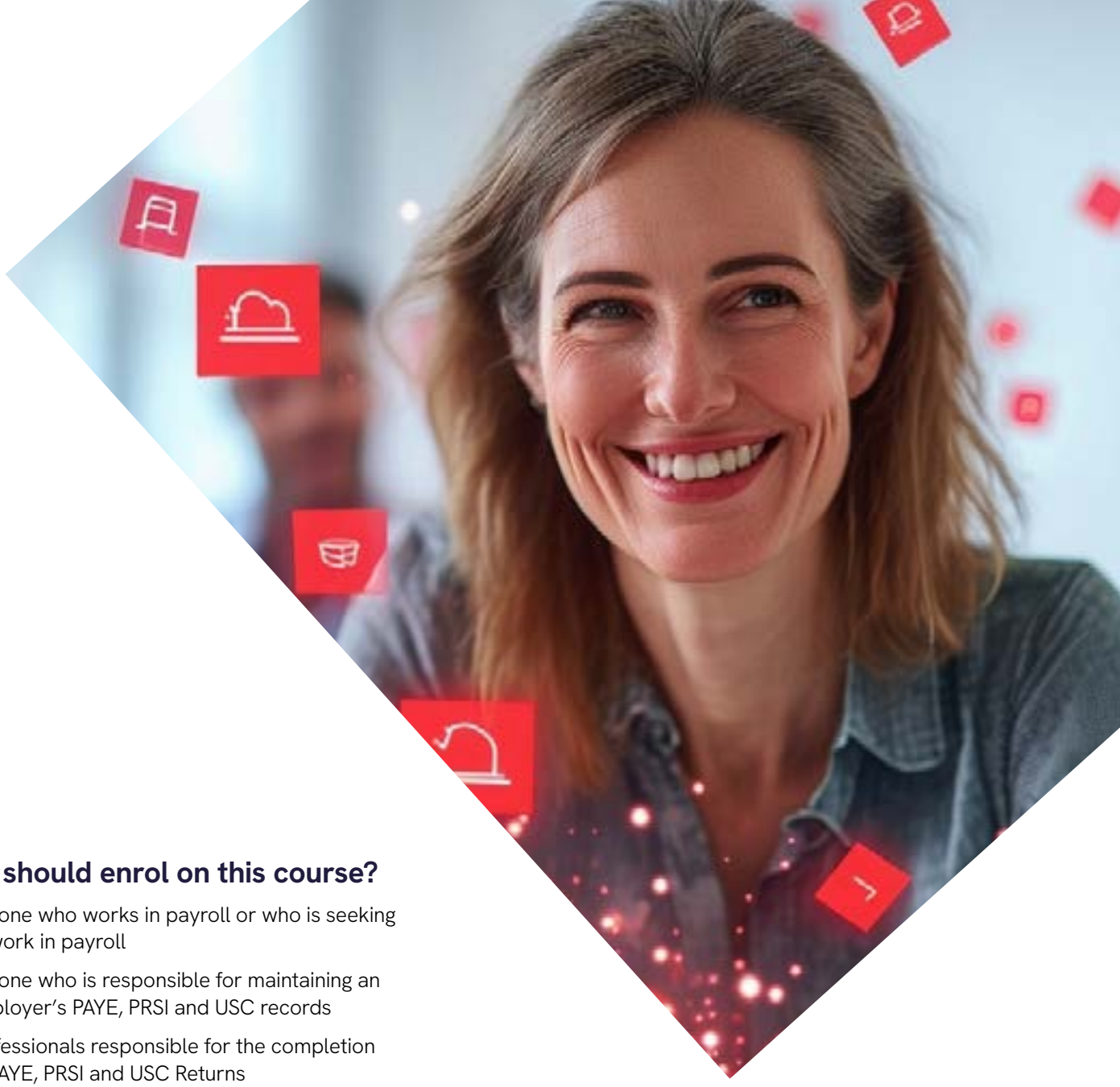
Benefits for Employers

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.

"I have been working in a payroll function for over 30 years and decided to obtain a professional qualification. The course helped me by covering all aspects of the payroll function and gives a detailed understanding of both payroll calculation and revenue. The course has given me more confidence in carrying out my duties as a Payroll Specialist. I would highly recommend IPASS to any colleague. The course isn't easy and requires time and effort, but you will reap the rewards. It's definitely worth it when you get your qualification!"

Anne Marie Sheridan ■ Jabil Healthcare



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
- Professionals 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 Irish Payroll and Employment Legislation
- Anyone who wants to obtain a recognised qualification.

"IPASS Payroll Techniques being the de fact pathway and qualification for payroll professionals was what motivated me to join and obtain my qualification. Even though, I already had years of experience, I found that the syllabus was comprehensive and helped me to have a better understanding of payroll matters."

R E Romaniello ■ The Royal Hospital Donnybrook

Course Content

1. Employment Law
2. Calculation of Pay and Tax
3. Calculation of USC
4. Calculation of PRSI
5. Communication with Revenue
6. Benefit in Kind
7. Expenses
8. Interaction of Social Welfare Benefits with Payroll
9. Pensions
10. Additional Superannuation Contributions
11. Termination Payments

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. A full list of assessment providers and grades required is available by contacting IPASS.
- 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

Classes will run nationwide, with lectures starting week commencing September 2025 and February 2026, subject to numbers in each venue. A full list of current venues is available on the programme booking page. 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 on a specific day and will run from 6.30 pm - 9.30 pm. All students will also have access to pre-recorded lectures through the online learning portal.

Online Learning

Online Learning is increasingly the preferred option for students. Please be assured that our online learning platform is designed to provide the same level of care and support as in-person classes. 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. Live 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 IPASS. 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.

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 instalments. To avail of this scheme or find out further information, please contact IPASS on 01 - 408 9100.

Trusted by Ireland's leading organisations for payroll training.

Sysco · AXA · BDO · CALOR · Bank of Ireland · An Roinn Oideachais · Dublin Bus · Enterprise Ireland · Grant Thornton · HSE · KPMG · permanent tsb · ZURICH · sdworx · Vhi · mazars · RYANAIR

The Certificate in Payroll Techniques (CPT) is the premier Payroll Qualification in the Irish marketplace. With two decades of experience and thousands of graduates, the programme offers students in-depth knowledge of PAYE, PRSI, USC, ASC, and employment legislation relevant to both employers and employees.

Constantly updated learning materials

At The Irish Payroll Association, we concentrate exclusively on Payroll and Professional Tax training within Ireland. Serving Payroll Professionals and businesses from all economic sectors, we maintain strong ties with Revenue, the Department of Social Protection, and the Workplace Relations Commission. This ensures that your course materials incorporate the most up-to-date legislation and best industry practices.

Learn from the best

Our selection process for instructors is stringent, prioritising those with extensive domain expertise and years of practical industry experience. Over 20 years, we have observed that the most effective teachers are those who are seasoned practitioners, especially for professional skills like Payroll that are directly applicable in the workplace.

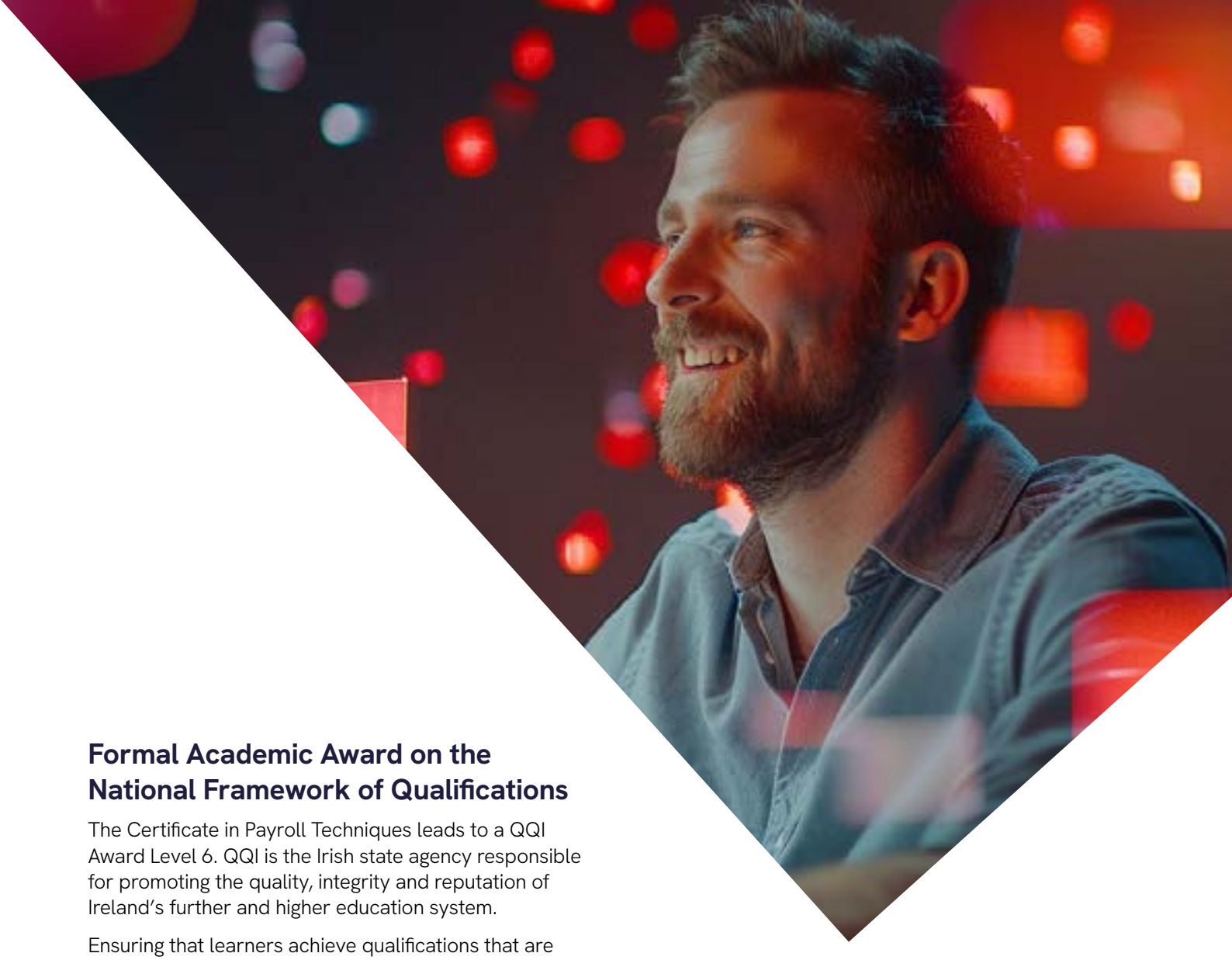
Associate Membership of Ireland's largest Payroll Community

Successful Graduates of the Certificate in Payroll Techniques (CPT) are entitled to apply for Associate Member status of the Irish Payroll Association and use the post-nominal designatory letters AIPA after their name to highlight their status as a Payroll Professional. As an Associate Member you can avail of a wide range of relevant member services including unlimited telephone technical support with our team of payroll experts.

Demonstrate your achievement with an IPASS Digital Credential

Programme participants earn an IPASS Digital Credential, issued electronically on a secure platform, with a link that you can share to verify your credentials. Your digital credential may be added to your LinkedIn profile to demonstrate your achievement to your network as well as recruiters and potential employers searching for individuals with your skills and experience.





Formal Academic Award on the National Framework of Qualifications

The Certificate in Payroll Techniques leads to a QQI Award Level 6. QQI is the Irish state agency responsible for promoting the quality, integrity and reputation of Ireland's further and higher education system.

Ensuring that learners achieve qualifications that are valued nationally and internationally.

Your programme has been independently accredited as a Level 6, Special Purpose Award meriting 10 ECTS Credits on the Irish national Framework of Qualifications.

With rigorous external quality assurance, you can feel confident that your programme will have set rules around the amount of work, the time involved, the qualifications of the instructor, and the levels of academic oversight.

Industry Endorsed by our Expert Industry Advisory Group (IAG)

Our Expert Industry Advisory Group consists of some of the most senior and experienced Payroll Recruiters across Ireland's Payroll sector. These practitioners bring deep domain knowledge, extensive experience, and valuable insights.

The IAG's ongoing strategic advice and expert recommendations help validate your program's learning content, ensuring that your syllabus includes the latest skills, core competencies, and knowledge necessary to excel in your Payroll career.

Given their years of Payroll graduate recruitment experience the IAG are ideally placed to ensure that your programme imparts the necessary skills for future payroll professionals to thrive.

The Leading Qualification preferred by Irish Payroll recruiters

Our Payroll course is recognised as the leading qualification among Irish payroll recruiters, consistently chosen for its comprehensive curriculum and industry relevance. The most respected Payroll Qualification in Ireland, the programme is considered essential for career advancement and a must for employment in top firms.

Learner Protection

The Irish Payroll Association (IPASS) has learner protection arrangements in place with respect to enrolled learners on the Certificate in Payroll Techniques (CPT) QQI awarded course in accordance with Section 65(4)(a) of the Qualifications and Quality Assurance (Education and Training) Act 2012.

Student Registration – valid for the academic year in which you enrol | **€200**

Course Fee (Classroom Learning) includes student registration | **€1,495**

Course Fee (Blended Online Learning) includes student registration | **€1,195**

Revision Day (Optional – per stage) | **€100**

INSTALMENTS AVAILABLE

Payment Options

1. Pay in full on enrolment.
2. Pay by instalments. An admin fee of €50 will be added to your total fees payable. We will set up a direct-payment plan for you to pay your course fees over three monthly instalments.

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. Additional study (outside of classes) will be required for students to successfully complete this course. Students should aim for a minimum of 3 hours of study a week, which my increase in the weeks prior to the exam.

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.

Students will be required to attend an examination centre and complete a hand written exam under exam conditions. Details of Exam centre locations will be communicated to all students well in advance of exam sittings. Exam time is 9.30am - 11.30am.

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.

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.

IPASS

IPASS, 9 Western Parkway Business Centre, Dublin 12
(01) 408 9100 ▪ courses@ipass.ie ▪ www.ipass.ie