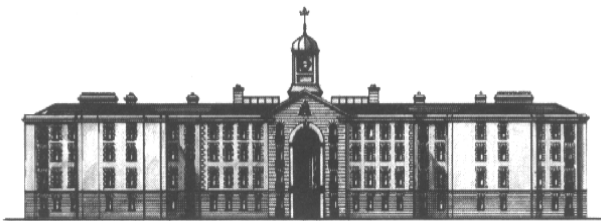


THE SCHOOL OF PROFESSIONAL ACCOUNTANCY



The Irish Payroll Association

INFORMATION GUIDE



GRIFFITH COLLEGE DUBLIN

South Circular Road

Dublin 8

www.gcd.ie/accountancy

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TABLE OF CONTENTS

Table of Contents	pg. 1
Griffith College Dublin information	pg. 2
Course Information	pg. 3
Fees	pg. 4
How to register with Griffith College	pg. 4
Contact Information	pg. 5
Where to find us	pg. 6

GRIFFITH COLLEGE DUBLIN

Griffith College Dublin has been a leading provider of professional and academic training since 1974 and has grown to a size that it now trains in excess of 4,000 students annually. Since its inception, the College has specialised in business, management, accounting, finance and law providing a range of programmes to suit different target groups.

The College has a variety of on-campus facilities available to students including:

- *Car Parking* – built on a seven-acre campus. The underground car park has nearly 200 parking spaces available to all students
- *On – campus Restaurant and Bar* – A state-of-the-art 350 fully seated restaurant part of recent College developments
- *College Shop* – providing a range of snacks and cold and hot drinks as well as photocopying/printing cards for college machines, stationery supplies and daily newspapers at student rates
- *Common Room* – The Student Union common room has pool tables, a jukebox, table-tennis tables and a foosball table
- *Fitness Room* – available to all students in the college. Adjacent to the Fitness Room there are male and female changing rooms which are equipped with hot showers and secure lockers for gym gear.



COURSE INFORMATION

The School of Professional Accountancy in Griffith College is currently providing Stage 1 of the Certified Payroll Technician (CPT) IPASS qualification. The course commences on **Friday, 16th September 2011** and comprises of 1 class per week, of 2.5 hours duration per class for 10 weeks. The lectures will run from 2.15pm – 4.45pm in Dublin Main Campus.

The qualification provides Payroll personnel with a nationally recognised qualification by which they can be evaluated. The syllabus for this IPASS qualification is prepared following consultation with Payroll professionals in industry, commerce and in the public sector and it reflects the diverse range of skills and knowledge which all payroll professionals require in order to function efficiently. Both IPASS STAGE 1 and Stage 2 have to be completed in order to receive an IPASS qualification and HETAC certificate.

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 interesting and is designed to allow students to progress at a realistic pace. Whether you already work in payroll, or not, you will find this course extremely interesting, practical and relevant to you.

The Benefit to Employers

The payroll function is probably the only function which affects every employee in every company. Employers need to ensure that payroll staff are given the necessary training to enable them to perform their duties to the highest standard. Apart from the positive effect on all staff, which an accurate and efficient payroll service will generate, employers need to ensure that inadequate or inaccurate knowledge of their payroll staff does not lead to problems with Revenue, the Dept of Social and Family Affairs, or the Dept of Enterprise, Trade and Employment. In the present era of self assessment and Revenue audits,

professionally qualified payroll staff can make a huge difference to the financial and functional performance of any business.

FEES

Fee Components	Amount
Stage 1	€495
Stage 2	€495
IPASS Registration Fee	€100
HETAC Fee	€50

HOW TO REGISTER WITH GRIFFITH COLLEGE

Complete the Griffith College IPASS registration form and return it to:

The School of Professional Accountancy,

Griffith College Dublin,

South Circular Road, Dublin 8 with the following:

- Passport size photo (if you require a student card)
- Griffith College Stage 1 fee of €495; IPASS Registration fee of €100 and HETAC fee of €50

CONTACT INFORMATION

For further information, please contact Milena in
The School of Professional Accountancy

Phone: +353 1 415 0 473

Fax: + 353 1 415 0 742

E-mail: ipass@gcd.ie

Website: www.gcd.ie/ipass

The School of Professional Accountancy
Griffith College Dublin
South Circular Road Dublin 8

Irish Payroll Association (IPASS)

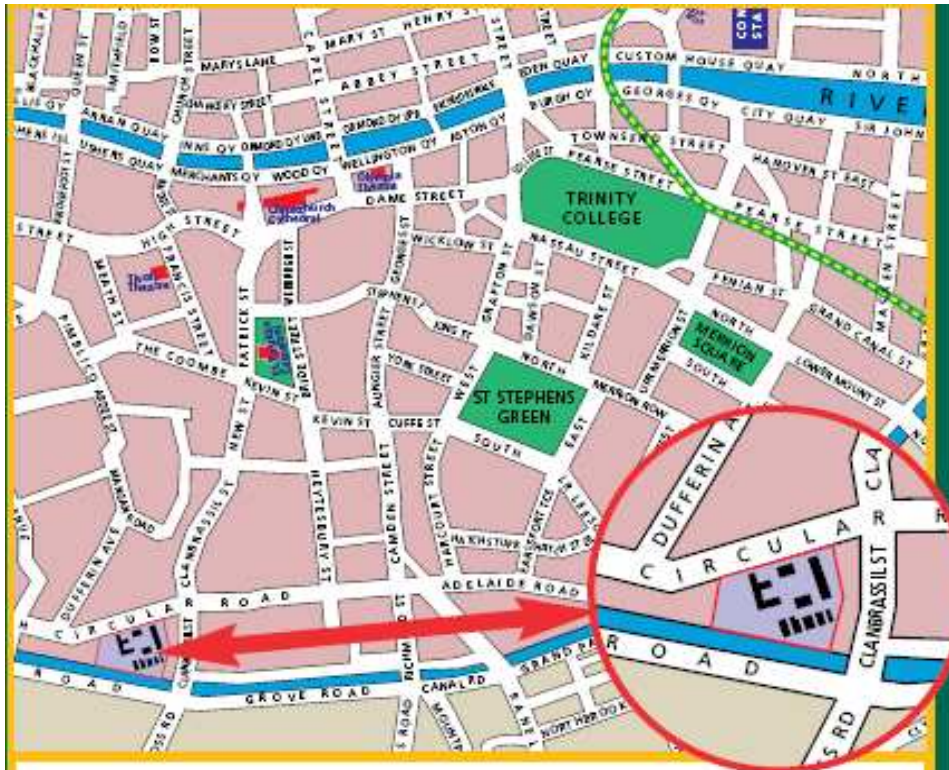
Phone: +353 1 408 9 100

Fax: + 353 1 408 9 102

Email: courses@ipass.ie

Website: www.ipass.ie

WHERE TO FIND US



Bus services to Griffith College: 16, 16A, 19, 19A, 122, 49 (Nearest stop is Leonard's Corner). The Luas' nearest stop is on Harcourt Street (10 minutes walk to the College).



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