

Induction for New Students

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Education & Training

Department – CPA

Ireland

May 2021



Welcome to CPA Ireland

- The purpose of this presentation is to introduce you to CPA Ireland
 - Education & Training Team
 - Study support resources
 - Online Remote Learning Course
 - MyCPA Portal
 - Training requirements
 - Syllabus & Exams
 - Admission to Membership
 - CPA JobSearch



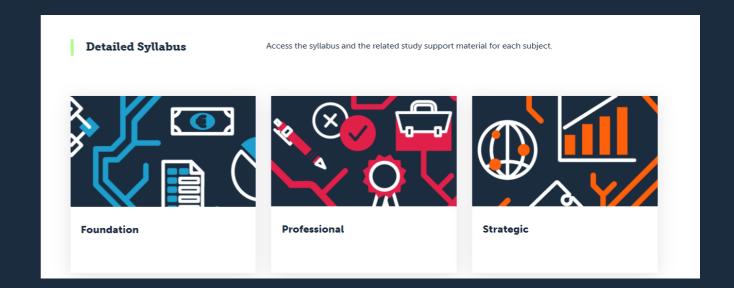
CPA Education & Training Team

- Set syllabus and examinations
- Correct exams and distribute results
- Manage examination appeals process
- Set guidelines for training
- Monitor training as submitted
- Advise re suitability of training
- Monitor approved educators QA process
- Provide additional resources for CPA students
- Open door policy



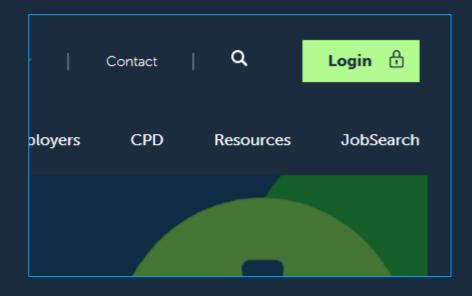
Study Support Resources

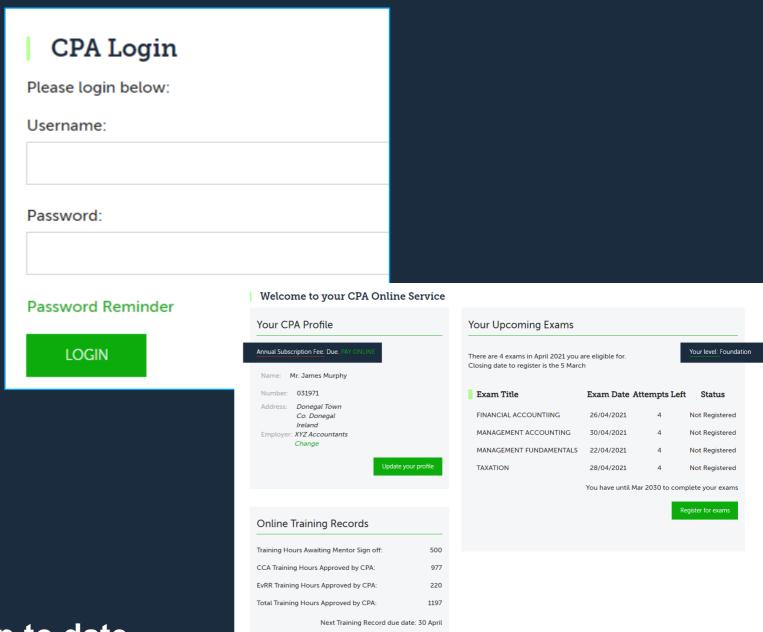
- Syllabus
- Webinars
- Subject Articles
- Past Papers & Solutions
- Educators Briefing
- Accountancy Plus Articles
- Technical Resources Links
- Monthly Student News e-Bulletin





MyCPA Portal





Use MyCPA to

- Keep your contact details up to date
- Amend your employment history if you change employer or your employment status changes
- Add or change your mentor/supervisor
- Add your training records
- Register/pay for your exams
- Get your exam results
- Pay exemption fees & annual student subscriptions



MyCPA Dashboard

Welcome to your CPA Online Service

Your CPA Profile

Annual Subscription Fee: Paid ~

Name: Mrs. Minnie Mouse

Number: 031993

Address: 54 MouseLand

MouseHouse

Dublin 2 Ireland

Employer: CPA Ireland

Change

Update your profile

Online Training Records

Training Hours Awaiting Mentor Sign off: 545

CCA Training Hours Approved by CPA: 0

EvRR Training Hours Approved by CPA: 0

Total Training Hours Approved by CPA: 0

Next Training Record due date: 31 July

View your training records

Your Upcoming Exams

There is no exam diet currently available for registration.

Your level: Foundation

Exam Title	Exam Date Attempts Left	Status
TAXATION	4	Not Registered
FINANCIAL ACCOUNTING	4	Not Registered
MANAGEMENT ACCOUNTING	4	Not Registered
MANAGEMENT FUNDAMENTALS	4	Not Registered

You have until Nov 2029 to complete your exams

CPA Ireland Remote Working Course

- This programme is aimed at assisting CPA students to identify, develop, and apply the skills and competencies required to effectively operate as a Trainee Accountant within a remote work environment.
- This course has been designed specifically for an online learning environment and we hope that you enjoy engaging with it.
- Modules can be completed in any order:
 - Excel Skills
 - General Ledger/Bookkeeping
 - Communications Skills
 - IT Skills for Remote Working
 - Revenue Online Systems Training
- Contact Adam O'Reilly (aoreilly@cpaireland.ie) to gain access



Training Requirements

Trainees must reach in-depth level of competence in at least **two** of the following areas:

- 1. Financial Accounting
- 2. Auditing & Statutory Compliance
- 3. Corporate Planning, Control & Treasury Management
- 4. Information & Financial Systems
- 5. General Management
- 6. Taxation



Training Requirements

- At least 3 years relevant <u>supervised</u> training
 - Supervised by a Qualified Accountant (member of IFAC body)
 - Prior training can be counted contact the Institute
 - Final year of training must be in parallel with or after the Strategic Level of study
- Train in Practice/Industry/combination of both
- Maximum of 48 weeks per year 37.5 hr week
 - Full training year is 44-48 weeks
- Training is logged on online system (access via MyCPA)
- For any queries regarding training email training@cpaireland.ie



Training Requirements

- Training should be progressive
 - Typically starting with routine tasks carried out under close supervision,
 progressing to take on more complex tasks and more responsibility
 - Must be able to demonstrate in-depth competence in at least 2 of the 6 training areas before applying for membership
- Two Levels of Training
 - Basic Collect, Categorise and Analyse (CCA)
 - Advanced Evaluate, Report and Recommend (EvRR)
- These levels reflect the expected escalation in complexity and responsibility as the training progresses



Online Training Records System

- Mentors must be approved by CPA in advance
- Training is logged each quarter via MyCPA
- Mentors approve/reject training online at the end of each quarter
- CPA approve/reject training online
- Training/progress can be easily tracked by trainee/mentor/CPA



Examinations and Syllabus Progression Rules

- Exams are held in April and August each year
 - Exams are online and remotely invigilated using Artificial Intelligence
 - Information about the online exam system and technical requirements can be found on the CPA Ireland website
 - Register for exams via MyCPA
- Students work through the syllabus subjects at a suitable pace but must complete all exams within time allowed
- Two exam sittings per year, maximum 4 exams per sitting
 - Pass Mark is 50% for all examinations



Examinations and Syllabus Progression Rules

- Progression Rules
 - Students may not attempt a subject from a higher level if the prerequisite subject from lower level has not been completed or exempted.
 - E.g. students may not attempt Advanced Financial Reporting, unless they have passed or been exempted from Financial Reporting
 - Students may combine subjects at different levels in the same sitting, subject to completion of prerequisite subjects but cannot skip subjects in a level
 - For a full explanation of the progression rules please view this webinar
- Time to complete all exams depends on the stage of entry to the syllabus
 - Foundation Level 9 years to complete all exams
 - Professional Level 7 years to complete all exams
 - Strategic Level 3 years to complete all exams



Progression Rules Example 1

• Management Fundamentals • Financial Accounting • Management Accounting • Management Accounting • Taxation • Advanced Taxation • Performance Management • Managerial Finance • Corporate Law • Audit & Assurance • Financial Reporting • Advanced Financial Reporting* • Strategy & Leadership* • Advanced Audit & Assurance • Advanced Tax Strategy • Data Analytics for Finance • Strategic Corporate Finance	Examinations	1
Advanced Taxation Performance Management Managerial Finance Corporate Law Audit & Assurance Financial Reporting Advanced Financial Reporting* Strategy & Leadership* Advanced Audit & Assurance Advanced Tax Strategy Data Analytics for Finance	 Management Fundamentals 	vel
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Strategic Corporate Finance	Data Analytics for Finance	Sta C2 M
	Strategic Corporate Finance	

- Student exempt from the highlighted subjects
- O Has 9 years to complete all exams
- Next sitting <u>may</u> sit
 - Financial Accounting
 - Taxation
 - Plus (two of)
 - Performance Management
 - Managerial Finance
 - Corporate Law
 - Audit & Assurance



Progression Rules Example 2

	1
Examinations Management Fundamentals Financial Accounting Management Accounting Taxation	Foundation Level
Advanced Taxation Performance Management Managerial Finance Corporate Law Audit & Assurance Financial Reporting	Professional Level
Advanced Financial Reporting* Strategy & Leadership* Advanced Audit & Assurance Advanced Tax Strategy Data Analytics for Finance Strategic Corporate Finance	Strategic Level (2 Mandatory* & 2 Electives)

- Student exempt/passed the highlighted subjects.
- Has 7 years to complete all exams
- Next sitting may sit
 - Corporate Law
 - Audit & Assurance
 - Financial Reporting
 - Plus (one of)
 - Strategy & Leadership
 - Advanced Tax Strategy
 - Data Analytics for Finance
 - Strategic Corporate Finance



CPA Approved Educators

- Griffith College
 - Offering all subjects
 - Contact cpa@griffith.ie
- Munster Technological University (formerly CIT)
 - Offering Professional Level Courses
 - Enquiries to: opd@cit.ie
- StudyOnline
 - Courses for Professional Level and Strategic Level are available. Register through their website – www.studyonline.ie/cpa



CPA Approved Educators

				Griffith College StudyOnline.ie Cork Institute of				
			·	Griffith College	StudyOnline.ie		Technology (CIT)	
evel		Management Fundamentals	✓	E-Learning and Classroom	×	Not offered	×	Not offered
on L		Financial Accounting	✓	E-Learning and Classroom	×	Not offered	×	Not offered
Foundation Level		Management Accounting	✓	E-Learning and Classroom	×	Not offered	×	Not offered
For		Taxation	~	E-Learning and Classroom	×	Not offered	×	Not offered
		Advanced Taxation	✓	E-Learning and Classroom	✓	E-Learning	✓	Classroom and Blended Learning
Professional Level		Performance Management	✓	E-Learning and Classroom	✓	E-Learning	×	Not offered
ona		Managerial Finance	✓	E-Learning and Classroom	✓	E-Learning	✓	Classroom and Blended Learning
essi		Corporate Laws	✓	E-Learning and Classroom	✓	E-Learning	×	Not Offered
Prof		Audit & Assurance	✓	E-Learning and Classroom	✓	E-Learning	✓	Classroom and Blended Learning
		Financial Reporting	✓	E-Learning and Classroom	✓	E-Learning	✓	Classroom and Blended Learning
	5)	Advanced Financial Reporting*	✓	E-Learning and Classroom	✓	E-Learning	×	Not Offered
	& 2 Electives)	Strategy & Leadership*	✓	E-Learning and Classroom	✓	E-Learning	×	Not Offered
c Level		Advanced Audit & Assurance	✓	E-Learning and Classroom	✓	E-Learning	×	Not Offered
Strategi		Advanced Tax Strategy	✓	E-Learning and Classroom	✓	E-Learning	×	Not Offered
S.	(2 Mandato	Data Analytics for Finance	×	E-Learning offered by CPA Ireland	×	E-Learning offered by CPA Ireland	×	E-Learning offered by CPA Ireland
	(2	Strategic Corporate Finance	✓	E-Learning and Classroom	×	Not offered	×	Not offered



Admission to Membership

- When all requirements have been fulfilled you will be invited to apply for membership
 - Sit & pass all required examinations
 - Obtain <u>at least</u> 3 years relevant supervised training
 - Demonstrate an in depth level of competence in two of the technical six areas of competence (Competence Records)
 - Demonstrate all of the behavioural attributes (Behavioural Records)
 - Be of good character (Character references)
- On admission to membership you will be a qualified accountant and can use the designatory letters CPA after your name



CPA JobSearch



- This is a new online recruitment platform that will support our students, members and employers in the new world of work.
- Students who engage with the platform can:
 - Browse jobs from leading employers
 - Create job alerts
 - Upload their CV to the trainee database
 - Access 24/7 online career support



Checklist

- ✓ Log into MyCPA
 - ✓ Check your contact details are correct, amend as necessary
 - ✓ Update your employment history
 - ✓ Pay any exemption fees outstanding
 - ✓ Register your Mentor for training records if you are in relevant employment.
 - ✓ Start to log your training if you are in relevant employment
- Review your study options with the CPA Approved Educators and plan your studies
- ✓ Read your Student News monthly!



Some Useful Links on the CPA Ireland Website

- Training Requirements:
 - https://www.cpaireland.ie/Current-Students/Training/Training-Requirements
- Syllabus and Exams:
 - https://www.cpaireland.ie/Current-Students/Syllabus-Exams
- Syllabus and Study Support:
 - https://www.cpaireland.ie/Current-Students/Detailed-Syllabus-for-Each-Subject-(1)
- C Key Dates:
 - https://www.cpaireland.ie/Current-Students/Key-Dates-(1)/Key-Dates
- Student Fees:
 - https://www.cpaireland.ie/Current-Students/Student-Requirements/Fees





