

**Irish Tax  
Institute**

## **Tax Technician**

*Frequently Asked Questions*



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## Tax Technician – Frequently Asked Questions

### **Is the Tax Technician qualification right for me?**

*Tell me more about the Tax Technician qualification – I need to make sure that it is the right tax qualification for me?*

The Tax Technician qualification is an entry level programme for those seeking to learn the fundamentals of tax. You need to have a Level 5 qualification (Leaving Certificate or equivalent) to register. No previous tax knowledge is required.

*I have never studied tax before – is the Tax Technician qualification right for me?*

No prior tax knowledge is required as the Tax Technician qualification is an entry level qualification.

*I am not working full time in tax. Is Tax Technician suitable for me?*

You do not need to be working in tax full time to study the Tax Technician qualification.

*Who is the Tax Technician qualification for?*

The Tax Technician qualification is ideal if part of your job involves tax compliance. It is ideal for people working in compliance roles including:

- Accounting Technicians
- Book-keepers
- Payroll administrators
- Public sector compliance personnel
- Other compliance personnel who encounter tax

*Can I study the Tax Technician qualification abroad?*

Yes, you can watch the lectures online and in addition our exams will take place online in 2021.

*What knowledge and skills will I achieve through the qualification?*

Upon completing the qualification, you will have:

- an understanding of the practical operation of the Irish tax system and tax rules
- the ability to calculate income tax, corporation tax, capital taxes, VAT and payroll tax liabilities with an emphasis on claiming relevant reliefs and exemptions
- an awareness of the tax administration requirements of individuals and companies including completion of tax returns.

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## **Timeline of the qualification**

### *How many courses are there each year?*

There are two courses each year. The Winter Course runs from October to March. The Summer Course runs from April to July.

### *How long will it take me to complete the Tax Technician qualification?*

You have up to four years to complete the qualification. As it is a modular programme, you may decide how quickly you want to complete the qualification.

### *Is the Tax Technician a modular programme?*

Yes, the Tax Technician a modular programme.

You can complete one or more examinations in any exam sitting over a 4-year period. You should complete all four exams within a 4-year period from the date that you register as a student. This means that you have eight consecutive exam sittings to complete the qualification.

## **Entry requirements and application**

### *What is the entry requirement for the Tax Technician qualification?*

You must have a Level 5 qualification (i.e. Leaving Certificate or equivalent).

### *How do I register for a place on the Tax Technician programme?*

Full details on the registration process can be found [here](#). You will need to submit a copy of your Level 5 (or equivalent) qualification with your application.

### *Is there an application deadline date?*

The application deadline depends on whether you are registering for the Winter Course or the Summer Course. You can view the application deadline dates [here](#).

### *Do I need a training contract?*

No, you do not need a training contract to enrol on or complete the Tax Technician qualification.

### *Do I have to do the course or can I just register for the exams?*

Students must complete the course and successfully pass all exams.

## **Course delivery**

### *How is the course delivered?*

The course is delivered online. Experienced lecturers work through the course materials covering examples and real-life scenarios to ensure that you grasp the fundamentals across all tax heads.

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### *When are the lectures scheduled?*

Lectures are scheduled to take place at weekends and some evenings.

### *Is viewing the lectures mandatory?*

Viewing the lectures is highly recommended. If your fees are paid by your employer, they are entitled to receive a copy of your lecture views in accordance with our data protection notice.

### *What subjects are covered on the Tax Technician programme?*

There are four modules. See these modules [here](#).

### *What materials will I receive to support me on my studies?*

You will receive a dedicated manual for each module, along with past exam papers and solutions, and a copy of "Taxation Summary".

You will also receive access to Tax Technician Student TaxFind our online tax research database, and TaxFax, our weekly information service on the latest tax news, tax cases, tax publications, Institute representation issues and Revenue and legislative updates.

## **Assessment**

### *How is the course assessed?*

The course is assessed by end of module examinations.

### *How many exam sittings are there each year?*

There are two exam sittings each year – April and August.

### *Where are the exams held?*

The exams will take place online.

### *Do I need to sit all four exams in one sitting?*

No, you may elect to sit one or more exam(s) in an exam sitting. To achieve the designation Tax Technician, you must successfully complete all four exams within a 4-year period from the date that you first register as a student.

### *What is the pass mark for each examination?*

The pass mark is 50% for all examinations.

### *How do I pass the Tax Technician programme?*

To achieve the designation Tax Technician, you must successfully complete all four exams within a 4-year period from the date that you first register as a student.

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### *What study leave would I require to prepare for the examinations?*

We don't have any set guidelines around study leave as it depends on individual circumstances, and if your employer is paying your fees, it will be at their discretion how much study leave they provide.

### **Fees**

#### *What are the fees and what do they cover?*

The fees for the Tax Technician programme are detailed [here](#).

Your fees cover registration, all relevant student manuals, lecture access, access to the online learning system, a revision course and assessment fees. You will also have to pay a student subscription fee which is also payable upon registration as outlined [here](#).

#### *How do I pay for my fees?*

You can pay for your fees by EFT, direct debit, debit or credit card. The fees are payable upon registration and are outlined [here](#).

#### *Is there a direct debit option?*

Yes, we offer a flexible direct debit option – 50% of the fee is payable upon registration and the remaining 50% is payable over the duration of the course. The full payment terms are outlined [here](#).

#### *Can I register and pay later?*

In order to be registered as a student on the Tax Technician programme, we must receive payment (either in full, or 50% if paying by direct debit) before we can complete your registration.

#### *Are the fees eligible for income tax relief?*

Currently, the fees are not eligible for income tax relief.

### **Miscellaneous**

#### *How do I become a Tax Technician member of the Irish Tax Institute?*

To become a Tax Technician member of the Institute, you must pass the Tax Technician examinations. There will be an initial registration fee of €35 upon first becoming a Tax Technician member of the Institute. An annual subscription fee of €180 is then payable upon first admission and subsequently on an annual basis.

#### *When can I use the term Tax Technician?*

You can use the term Tax Technician after you have successfully completed your examinations, paid the admission fee and been formally accepted to membership.