

Certified Accountancy and Payroll Pathway Traineeship Information in relation to ACCA exemptions.

This information note explains how exemptions may apply **where a learner has previously completed relevant accountancy studies** before commencing ACCA studies on the Certified Accountancy and Payroll Pathway Traineeship at City of Dublin FET College Ballyfermot.

1. What are ACCA exemptions?

ACCA may award exemptions (recognition of prior learning) where a learner has already achieved learning outcomes that are equivalent to specific ACCA examinations.

For example, where exemptions are granted, a learner may be able to commence at the appropriate level without sitting all of the examination subjects, as prescribed by ACCA, on this Diploma in Accounting and Business (DipAB).

Subject	Assessment
Business and Technology ACCA BT/FBT	Examination
Financial Accounting ACCA FA/FFA	Examination
Management Accounting ACCMA/FMA	Examination
Foundations in Professionalism ACCA	Online assessment

ACCA provides detailed information in relation to exemptions through the two links below:

- ACCA Exemptions (student guidance): [ACCA Exemptions](#)
- ACCA Diploma in Accounting and Business (RQF Level 4) – Qualification Specification: [ACCA Diploma in Accounting and Business](#)

2. Important award requirement for the Diploma in Accounting and Business (DipAB)

In accordance with ACCA's policy for the Diploma in Accounting and Business (DipAB RQF Level 4), learners who are granted full exemptions from all DipAB examinations are considered to have already met the requirements of the DipAB.

However, to complete this Traineeship, students who have received full exemptions through RPL will not be awarded the ACCA DipAB qualification unless, in accordance with ACCA policy, they forfeit one exemption. This means that learners may choose which ACCA examination to study, sit, and pass to achieve the DipAB qualification alongside the iPASS and Spreadsheet Certification.

3. What do you need to do?

When you commence this traineeship, the college will submit copies of your official transcripts and certificates, if applicable, to ACCA to determine whether you are eligible for any exemptions. Any documents not in English must be translated, by you, by an official translator and you must submit these to the college along with your official transcripts and certificates.

If you would like to check your eligibility for exemptions, you can use the ACCA Exemptions Calculator (or ACCA guidance) to determine whether your prior qualifications are eligible for exemptions. [ACCA Exemptions Calculator](#)

4. Learner declaration (Learners will have to complete this declaration at interview in relation to exemptions)

I confirm that I have read and understood the information above regarding ACCA exemptions and the requirement to pass at least one DipAB examination where full exemptions are awarded.

Learner name	
Programme / intake	2026-2027
Signature	
Date	