



the **international** gateway
to your finance career



Qualifications for **business**



IAB qualifications are special. Because the IAB is a professional membership body, unlike many general awarding bodies, it is particularly well placed to meet the needs of businesses and the finance professionals who serve them.

The IAB is owned entirely by its membership, which is made up of employers, employees and the self-employed who all provide financial expertise to their own or their clients' businesses. So IAB qualifications are developed by experts with a unique vision and understanding of the needs of businesses and aspiring finance professionals.

IAB qualifications are accredited in England by Ofqual *(the Office of the Qualifications and Examinations Regulator), which provides further assurance of standards, quality and recognition. The IAB also has approved supervisory body (ASB) status under the UK Money Laundering Regulations 2007.

Because the IAB is constantly adapting and extending its range of qualifications, it is able to rapidly meet the changing needs of businesses and the professionals who serve them. In addition to setting the international standards for book-keepers and other finance professionals through its growing range of qualifications, the IAB is expanding its range of business and finance-related qualifications for non-finance staff.

IAB qualifications have all been designed to support the flexible learning that is increasingly important in today's competitive businesses environment. IAB candidates and centres can mix and match from a range of short qualifications, so learners can progress at their own pace, and build their skills in bite-sized chunks, while the IAB's simple assessment methods include examinations and assignments.

* Prior to April 2008, the responsibility for the regulation of accredited qualifications in England was held by the Qualifications and Curriculum Authority (QCA).

'The IAB is now increasingly being seen as the gateway to a financial career, whether to become a qualified and Registered Book-keeper or to enter careers in accountancy.'



President's **Message**



It gives me great pleasure to accept the post of President of the IAB - it is an honour to represent and be associated with one of the leading professional bodies in the UK, offering a diverse range of qualifications for business. Established in 1973, the IAB now has many thousands of students and members worldwide.

The IAB has in recent years broadened out from its core root of book-keeping and is now adding significantly to the education and training of both young people and adults. Our range of qualifications cover the essential technical knowledge and skills relating to book-keeping, financial accounting and cost and management accounting.

The IAB is now increasingly being seen as the gateway to a financial career, whether to become a qualified and Registered Book-keeper or to enter careers in accountancy.

The IAB continues to support its membership, through their continuous development and by providing them with a wide range of benefits.

I look forward to welcoming you into membership.

Fabian Hamilton, Member of Parliament
President of the IAB

About Fabian Hamilton, **President of the IAB**

Fabian Hamilton has been Labour MP for Leeds North East since 1997. Before his election to Parliament, Fabian served for ten years as a Labour Member of Leeds City Council and chaired the Council's Education and Economic Development Committees. Fabian ran his own business for eighteen years and so understands the pressures and needs of entrepreneurs and business people.

In 2001 Fabian was appointed to the influential House of Commons Foreign Affairs Committee.

'The IAB is one of a number of important routes into the accountancy profession for those considering a career in finance and the Institute of Chartered Accountants in England & Wales is keen to encourage all those who gain valuable qualifications and experience through these routes to consider going on to study for an ACA.'

Institute of Chartered Accountants in England & Wales, March 2008



A future in **finance**

Many of the IAB examinations can lead to membership of a professional body, and the status represented by designatory titles and letters. But because the IAB works collaboratively with other professional bodies, holders of IAB qualifications can progress to become an IAB 'Registered Book-keeper' or use their IAB qualifications to gain qualifications exemptions* from the following UK professional accountancy bodies:

The Institute of Chartered Accountants in England and Wales (ICAEW)

The Institute of Financial Accountants (IFA)

Association of Chartered Certified Accountants (ACCA)

The ICAEW grants exemption from its professional level accounting paper for those who have passed both the IAB Level 3 Diploma in Accounting & Advanced Book-keeping and the new IAB Level 4 Diploma in Accounting to International Standards.

The IFA grants exemptions from its technician level modules for holders of relevant IAB qualifications as follows:

→ IFA Module	→ IAB Qualification
Financial Accounting Fundamentals	IAB Level 3 Diploma in Accounting and Advanced Book-keeping
Management Accounting Fundamentals	IAB Level 3 Diploma in Cost and Management Accounting

So, whether you want to take the first step towards a professional finance career or boost your prospects with a specialist qualification, the IAB can help you gain the skills you need to progress.

* correct at the date of publication 1 May 2008.

Roadmap for **success**

IAB qualifications provide a structured and flexible career progression, allowing you to develop the skills that you want and at your pace.

Book-keeping, Accounting & Tax	Level of the NQF or QCF in England
Diploma in Accounting to International Standards	4
Diploma in Financial Information for Management*	4
Diploma in Cost and Management Accounting	3
Diploma in Accounting and Advanced Book-keeping	3
Certificate in Book-keeping	2
Certificate in Book-keeping	1

* subject to accreditation

The 2008-09 range of **IAB** qualifications

The IAB is pleased to offer the following qualifications through its accredited centres in India:

IAB Level 1 Certificate in Book-keeping (acc no: 500/3159/4)
IAB Level 2 Certificate in Book-keeping (acc no: 500/2993/9)
IAB Level 3 Diploma in Accounting & Advanced Book-keeping (acc no: 500/3022/X)
IAB Level 4 Diploma in Accounting to International Standards (acc no: 500/3370/0)
IAB Level 3 Diploma in Cost and Management Accounting (acc no: 500/2994/0)
IAB Level 4 Diploma in Financial Information for Managers (subject to accreditation)
IAB Level 3 Certificate in Finance for Non Financial Managers (acc no: 500/3654/3)

The syllabus and assessment method for each of the qualifications listed is explained in the relevant IAB qualification specification. These and other useful documents can be downloaded from the IAB website at www.iab.org.uk.

* correct at the time of publication 1 May 2008.

ABE/IAB Financial **Management Certificate**

Around the world financial best practice is increasingly regulated and the new Financial Management (FM) Certificate developed in partnership with the Association of Business Executives, provides students with the knowledge needed to communicate and manage effectively in a business and financial context.

There will be progression opportunities to the FM Diploma and Advanced FM Diploma which are being developed by ABE in partnership with the IFA (Institute of Financial Accountants). The Diploma will be examined from June 2008 and the Advanced Diploma from December 2008.

Students completing the programme will have the opportunity to progress to the final stage of a degree as well as enhanced career prospects.

The units of the FM Certificate are:

- Introduction to Business
- Introduction to Business Communication
- Introduction to Financial Accounting
- Introduction to Cost and Management Accounting

The Certificate provides a solid base in Financial Management and is available part-time and full-time.
For more information contact ABE at www.abeuk.com.

Those students who enrol on the FM Certificate programme are also granted student membership of the IAB. Achievement of the unit 'Introduction to Financial Accounting' enables successful students to apply to upgrade to become a full Member of the IAB (MIAB).

Joining the **IAB**

The IAB has high ethical and professional standards, so being an IAB Registered Book-keeper is the ultimate confirmation of your technical finance capabilities, but this is just one of the reasons for becoming a member.

Other valued membership benefits include:

- a fortnightly e-newsletter
- on-line CPD courses at specially negotiated rates

Future benefits planned for members in India include:

- opportunities to attend specially arranged events for continuing professional development (CPD) and at preferential rates for members
- financial benefits for members and their businesses

As well as recognising prior achievement of equivalent qualifications with other bodies, many of the IAB qualifications enable those who hold them to apply for a grade of IAB membership as described below:

IAB membership grades

An Associate is entitled to use the designatory letters **AIAB**.

To apply for this grade of membership you must hold, as a minimum, one of the following IAB qualifications or equivalent qualifications from other awarding or professional bodies:

- IAB Level 2 Certificate in Book-keeping
- IAB Level 3 Diploma in Cost and Management Accounting
- IAB Level 4 Diploma in Financial Information for Management

No practical experience is required for this level of membership.

A Member is entitled to use the designatory letters **MIAB**.

To apply for this grade of membership you must hold as a minimum one of the following IAB qualifications or equivalent qualifications from other awarding or professional bodies:

- IAB Level 3 Diploma in Accounting and Advanced Book-keeping
- ABE/IAB Level 3 Certificate in Financial Management

No practical experience is required for this level of membership.



Those in practice outside the UK may apply for and hold an IAB Certificate of Compliance or an IAB Practising Certificate (dependent on their levels of experience).

A Fellow is entitled to use both the designatory letters **FIAB** and the title of **'Registered Book-keeper®'**

To apply for this grade of membership you must hold as a minimum the following IAB qualification or equivalent qualifications from other awarding or professional bodies:

IAB Level 3 Diploma in Accounting and Advanced Book-keeping and two years appropriate practical book-keeping experience, which must include at least 12 months experience of working with a commercial accounting software package (in lieu of the IAB Level 3 Diploma in Computerised Accounting).

Those in practice outside the UK may apply for and hold either an IAB Certificate of Compliance or an IAB Practising Certificate (dependent on their levels of experience).

Becoming an **IAB Accredited Centre**

Training providers that are interested in becoming an IAB Accredited Centre are required to complete an IAB accreditation application form. This is available for download from the IAB website at www.iab.org.uk and must be completed to provide detailed information about the centre, the teaching staff, the support and facilities available to students, and the Quality Assurance policy and procedures. The application form will also detail the IAB qualifications that the centre wishes to offer.

IAB Accredited Centres are required to pay an accreditation fee each year, and discounts are offered for longer accreditation periods.

Accredited centres have access to a secure section of the IAB website, containing past exam papers, sample assessment material, examination reports, and other useful resources for tutors.

Teaching and Learning **Resources**

From September 2008, students in India who register with the IAB for any of the following qualifications, will receive an IAB study text-book included in the fee paid:

IAB Level 1 Certificate in Book-keeping

IAB Level 2 Certificate in Book-keeping

IAB Level 3 Diploma in Accounting and Advanced Book-keeping

In addition, on-line learning resources are available for individuals and centres to use with their students for both the level 2 and level 3 qualifications above.

Contact PQL at www.pql-uk.com.



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