

# RQF qualifications Fees – Self-Study Students

## Registration of Students for RQF Qualifications

### What is it?

Self-study is exactly as the name suggests. You study by yourself. There is no tutor support from an IAB accredited training provider. This method of study is great because it means that you are the boss, and a great number of people choose this method. For more information, please click [here](#)

### Registration

- Completed registration forms should be sent to [registrations@iab.org.uk](mailto:registrations@iab.org.uk) and will be processed within seven working days. IAB requires five weeks' notice of examination bookings for paper examinations and two weeks' notice for online examinations.
- Registration for a qualification includes one years' free student membership access to the restricted area of the IAB website, which includes online testing, past papers and various other student benefits.
- Once registered for a qualification the IAB will allow 21 days from the start date (as defined above) for the centre/student to withdraw from the course whereby a 50% refund of the registration fee will be arranged providing that this date does not go beyond the official closing date for the examination.\* Once the 21 day period has passed no refund will be permitted.
- Students withdrawing from Computerised Accounting for Business qualifications within 21 days of registration will be entitled to a 30% refund of the registration fee.
- Note – Online examinations are held via IABonline. They require the use of a computer and must be taken under normal examination conditions at an examination centre.

### Results

Results of paper examinations can take up to 10 weeks to issue. Results of online examinations can take up to six to eight weeks to issue.

### Packaged Qualifications (Including Materials)

Computerised Accounting for Business qualifications include Sage resources. These resources consist of a knowledge book, a skills book and a 180 day trial Sage disk.

### Total Fees

The fees below include full IAB student membership for 12 months, the registration for the qualification, access to all assessments and certification.

### Not included in the fees:

- Re-sits which generate a further fee
- Study text books (for non-packaged qualifications)
- Computerised bookkeeping or computerised payroll software packages
- External examination centre hosting fees. Details of external examination centres can be found at <https://www.iab.org.uk/qualification/external-exam-centres/>

### **Computerised Bookkeeping and Payroll**

The computerised bookkeeping and payroll qualifications both require the use of computerised software. Computerised bookkeeping requires a commercially available computerised bookkeeping software package. Payroll required the use of a commercially available computerised payroll software package. This is not something provided by the IAB and is not included within the computerised bookkeeping or payroll qualifications; this would need to be purchased separately when completing these qualifications.

### **Study Text Books**

When studying bookkeeping or payroll qualifications, study textbooks have been written by IAB examiners for these qualifications. These are available to purchase separately for the relevant qualification. IAB do not offer a study textbook for computerised bookkeeping as this qualification is non-software specific and students should find a skills book related to the software package of their choice.

### **Re-sits**

The fee for a resit is £40 per exam plus any hosting fee due to the external examination centre.

Students wishing to resit an online unit will be charged £20 per unit. Students are entitled to get their online units reset once before a fee will be charged.

Students whose IAB student membership/IAB Online access has expired will be charged £50 to extend their membership for 6 months.

**Cancellation of exam** - When a student/centre is unable to sit an exam without a valid reason and the papers have been dispatched to the centre the IAB reserves the right to charge a cancellation fee of £50 per student.

**Transfer Fee** - When a student/centre wishes to re-arrange an exam, the IAB reserves the right to charge a transfer fee of £40 per student.

**Duplicate Certificate Fee** - £20 per document (postage charges may also be incurred)

**Entry Requirements** – IAB does not have any entry requirements to qualifications. Students should begin their studies at the level where their competence lies.

## Level 1

Title	units	GLH	Assessment	Fees for 2019/20	Description of the qualification
<a href="#">IAB Level 1 Award in Bookkeeping</a> 601/9065/6	3	25	1 x Online Knowledge Test 2 x Online Assignment	£115	Suitable for students wanting an introduction to the process of keeping double entry records, preparing reconciliations and a trial balance
<a href="#">IAB Level 1 Award in Computerised Bookkeeping</a> 601/9050/4	2	30	1 x Online Knowledge Test 1 x Online Assignment	£110	Acts as an introduction to the basics of using commercially available accounting software to set up a computerised accounting system, process business transactions and produce reports.
<a href="#">IAB Level 1 Award in Payroll for Business</a> 603/3022/3	3	50	1 x Online Knowledge Test 2 x Online Assignments	£110	Introduces payroll record keeping and processing using commercially available computerised software, giving the candidate the necessary underpinning knowledge and skills to record financial payroll transactions in a manual and computerised environment and in line with Real Time Information requirements
<a href="#">IAB Level 1 Award in Computerised Accounting for Business</a> 603/2736/4	3	34	2 x Online Knowledge Test 1 x Online Assignment	£208 (with Sage resources)	Suitable for learners wanting to learn the basic routines relating to the entry of bookkeeping transactions into a Sage computerised accounting system
<a href="#">IAB Level 1 Certificate in Bookkeeping and Payroll</a> 603/3022/3	6	75	2 x Online Knowledge Test 4 x Online Assignment	£175	Suitable for students wanting an introduction to the process of keeping double entry records, preparing reconciliations and a trial balance. Introduces payroll record keeping and processing using commercially available computerised software, giving the candidate the necessary underpinning knowledge and skills to record financial payroll transactions in a manual and computerised environment and in line with Real Time Information requirements

## Level 2

Title	units	GLH	Assessment	Fees for 2019/20	Description of the qualification
<a href="#">IAB Level 2 Certificate in Bookkeeping</a> 601/9061/9	5	50	2 x Online Knowledge Test 2 x Online Assignment 1 x Online Examination	£135	Provides the underpinning knowledge and skills necessary for the purpose of carrying out a range of day-to-day bookkeeping routines and activities using a sub-divided double entry bookkeeping system up to trial balance stage.
<a href="#">IAB Level 2 Certificate in Computerised Bookkeeping</a> 601/9052/8	2	50	1 x Online Knowledge Test 1 x Examination	£120	Provides the knowledge and skills to set-up a computerised accountings system, prepare business documents, process a wide range of transactions from source documents and produce reconciliations and reports.
<a href="#">IAB Level 2 Award in Payroll in Business</a> 603/3408/3	4	50	1 x Online Knowledge Test 1 x Paper Examination	£130	Learners will gain knowledge and skills to process the payroll under Real Time Information (RTI) regulations and keep accurate payroll records. As well as understanding the importance of security and confidentiality in performing all payroll tasks.
<a href="#">IAB Level 2 Certificate in Payroll for Practitioners</a> 603/3436/8	2	105	1 x Online Knowledge Test 2 x Online Assignments 1 x Paper Examination	£270	Learners will gain knowledge and skills to process the payroll under Real Time Information (RTI) regulations, be able to determine basic gross pay for different payroll periods and understand fundamental employment data protection legislation relevant to payroll.
<a href="#">IAB Level 2 Certificate in Computerised Accounting for Business</a> 603/2735/2	4	104	3 x Online Knowledge Test 1 x Online Assignment	£258 (with Sage resources)	Suitable for learners who have some experience of working with Sage but little prior experience of manual, double entry bookkeeping

### Level 3

Title	units	GLH	Assessment	Fees for 2019/20	Description of the qualification
<a href="#">IAB Level 3 Certificate in Bookkeeping and Accounting</a> 601/9058/9	4	80	1 x Online Knowledge Test 2 x Online Assignment 1 x Online Examination	£145	Introduces the student to the process of making accounting adjustments in the preparation of financial statements and the complexities of preparing financial statements from double entry and incomplete records for sole traders, partnerships and not for profit clubs and societies.
<a href="#">IAB Level 3 Certificate in Computerised Bookkeeping and Accounting</a> 601/9055/3	2	70	1 x Online Knowledge Test 1 x Examination	£130	Introduces the student to the more advanced processing skills required to make accounting adjustments and prepare financial statements and prepare management reports for a sole trader or partnership to using a computerised accounting system.
<a href="#">IAB Level 3 Certificate in Payroll for Business</a> 603/3407/1	2	55	1 x Online Knowledge Test 1 x Examination	£140	Aids the students' development of more complex skills and the related underpinning knowledge for the administration of payroll. The record keeping, preparation, processing, reconciliation and submission of payroll data are covered for both a semi-manual and computerised environment.
<a href="#">IAB Level 3 Certificate in Computerised Accounting for Business</a> 603/2737/6	4	130	2 x Online Knowledge Test 2 x Assignment	£298 (with Sage resources)	This qualification takes the learners through both the manual and computerised aspects of the preparation of management reports and financial statements.

**\*Note – all qualifications link to their relevant pages on the IAB website where all information required can be found.**