

IAB Regulated qualifications Fees – Accredited Centres



Student Membership

All students intending to register for a qualification administered by the IAB are required to register as student members and pay the relevant student membership fee applicable at the time of registration or being a professional member of the IAB holding one of the IAB's professional designations, namely Associate, Member or Fellow. Student membership is valid for 12 months from the date of registration.

Qualification Registration

All students intending to study for an IAB qualification must be registered for such a qualification. The Centre is required to register the student for the qualification.

IAB requires five weeks' notice of examination bookings for paper examinations and two weeks' notice for online examinations.

Once registered for a qualification, the IAB will allow 21 days from the date of the receipt of the qualification registration for the Centre/student to withdraw from the qualification 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 Bookkeeping and Computerised Payroll qualifications within 21 days of registration will be entitled to a 30% refund of the registration fee.

Note – Online examinations are held via the IAB's online assessment platforms, and students will be advised of their log-in details for the assessment platforms. To complete their assessments, students will require a computer and take it under normal examination conditions. For distance learning students, this must be at an external examination Centre.

Results

Results of paper examinations can take up to 10 weeks to be issued. Results of online examinations can take up to three weeks to be issued.

Total Fees

Please see the table below for a detailed list of fees. The registration fees cover the registration for the qualification, access to the assessment tools, marking, moderation, and certification. The fees below are per student.

Qualification	Fees
IAB Level 1 Award in Bookkeeping	£95
IAB Level 1 Award in Computerised Bookkeeping	£90
IAB Level 1 Award in Payroll for Business	£100
IAB Level 1 Award in Computerised Payroll	£100
IAB LCCI Level 1 Certificate in Bookkeeping	£95
IAB Level 2 Certificate in Bookkeeping	£130
IAB Level 2 Certificate in Computerised Bookkeeping	£100
IAB Level 2 Award in Payroll for Business	£110
IAB Level 2 Certificate in Computerised Payroll for Business	£135
IAB LCCI Level 2 Certificate in Bookkeeping and Accounting	£110
IAB LCCI Level 2 Certificate in Cost Accounting	£110
IAB LCCI Level 2 Certificate in Business Calculations	£110
IAB LCCI Level 2 Certificate in Business Statistics	£110
IAB Level 3 Certificate in Bookkeeping and Accounting	£140
IAB Level 3 Certificate in Computerised Bookkeeping and Accounting	£115
IAB Level 3 Certificate in Computerised Payroll for Business	£170
IAB LCCI Level 3 Certificate in Accounting	£120
IAB LCCI Level 3 Certificate in Cost and Management Accounting	£120
IAB LCCI Level 3 Certificate in Advanced Business Calculations	£120
IAB LCCI Level 3 Certificate in Business Statistics	£120
IAB Level 4 Certified International Accounting Professional	£250

IAB Level 4 Certificate in International Accounting Standards and IFRS	£155
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Student Membership

Student Membership	£50
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Service

Appeal against examination results	£45
Re-sit online assessment	£50
Re-sit paper examination	£50
Cancellation of an examination	£55

Rearrangement of an examination	£55
Replacement hard copy certificate	£55
Certified soft copy statement of results	£35
Extension of registration to qualification*	£55

Centre Approval

First Year Accreditation	£400
Annual Renewal	£400

Re-sits

Should a student fail the assessment, they will be required to pay the associated resit fee applicable to that particular assessment.

Cancellation of exam

When a student/Centre cannot 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 per student.

Transfer Fee

When a student/Centre wishes to re-arrange an exam, the IAB reserves the right to charge a transfer fee per student.

Duplicate Certificate Fee

An approved Centre or students may apply to the IAB for a duplicate certificate, and such requests will need to follow the required processes and be accompanied by the relevant fee.

Entry Requirements

There are no specific entry requirements, unless indicated by red text related to the specific qualification:

- Level 1 is suitable for those who wish to enter the world of Bookkeeping and as such there are no specific entry requirements.
- For Levels 2 and above, students would benefit from working within a bookkeeping / accountancy background and hold basic knowledge within the area of Bookkeeping/ accountancy.

Students should begin their studies at the level where their competence lies.

It is recommended that Centres use the links in the table below to view the course specifications in order to obtain an understanding of the learning outcomes before engaging in a course.

Level 1

Title	GLH	TQT	Assessment	Description of the qualification
Level 1 Award In Bookkeeping - Start Your Bookkeeping Journey (iab.org.uk)	32	50	1 x Online Knowledge Test 2 x Online Assignment	Suitable for students wanting an introduction to the process of keeping double-entry records, preparing reconciliations and a trial balance Assessed via IAB Education
Level 1 Award In Computerised Bookkeeping - Master Digital Bookkeeping (iab.org.uk)	35	60	1 x Online Knowledge Test 1 x Online Sage Assessment	It introduces the basics of using commercially available accounting software to set up a computerised accounting system, process business transactions, and produce reports. Assessed via IAB Education and Sage Business Cloud
Level 1 Award In Payroll For Business - Advance Your Payroll Skills (iab.org.uk)	50	115	3 x Paper Assignment	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 line with Real-Time Information requirements
Level 1 Award In Computerised Payroll - Efficient Payroll Management (iab.org.uk)	60	80	Assessed via Sage assessment platform	Suitable for learners who wish to gain an introduction to payroll processing using commercially available payroll software.
IAB LCCI Level 1 Certificate in Bookkeeping	120	150	1 x Online examination	Suitable for learners who wish to acquire the essential skills and knowledge of maintaining business records, using books of original entry and double-entry bookkeeping and who are working, or preparing to work, in areas of business that will involve the recording

				of financial transactions. The qualification is also for those <u>learners</u> who wish to understand bookkeeping in accordance with the International Accounting Standards Board (IASB)
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Level 2

Title	GLH	TQT	Assessment	Description of the qualification
Level 2 Certificate In Bookkeeping - Expand Your Skill Set (iab.org.uk)	50	120	2 x Online Knowledge Test 2 x Online Assignment 1 x Online Examination	Provides the underpinning knowledge and skills necessary to carry out a range of day-to-day bookkeeping routines and activities using a sub-divided double-entry bookkeeping system up to the trial balance stage.
Level 2 Certificate In Computerised Bookkeeping - Become A Skilled Bookkeeper (iab.org.uk)	55	130	1 x Online Knowledge Test 1 x Online Sage Assessment	Provides the knowledge and skills to set up a computerised accounting system, prepare business documents, process a wide range of transactions from source documents and produce reconciliations and reports. Assessed via IAB Education and Sage Business Cloud
Level 2 Award In Payroll For Business - Advance Your Career (iab.org.uk)	50	100	1 x Online Knowledge Test 1 x Paper Examination	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.
Level 2 Certificate In Computerised Payroll For Business - Excel In Payroll Management (iab.org.uk)	95	190	Assessed via Sage assessment platform	Learners will gain the knowledge needed to undertake advanced tasks including Statutory Maternity Pay and a basic pension scheme. The process for starters and leavers is practiced and full use is made of the Real Time Information functionality.
IAB LCCI Level 2 Certificate in Bookkeeping and Accounting	150	200	1 x Online Examination	Learners will gain a thorough foundation in bookkeeping and accounting practices, including double-entry bookkeeping. It is also for <u>learners</u> who wish to understand bookkeeping and accounting in accordance with the International Accounting Standards Board (IASB).
IAB LCCI Level 2 Certificate in Cost Accounting	140	200	1 x Online Examination	Provides the key knowledge and understanding of the role of cost accounting in business; costs relating to labour, material and overheads; marginal costing; coding systems and the role of management information systems in organisations. The qualification will also introduce <u>learners</u> to the principle of decision making for Management Accounting
IAB LCCI Level 2 Certificate in Business Calculations	150	200	1 x Online Examination	<u>Provides learners with</u> a foundation in key business calculations, including calculating interest, averages, wages, salaries and currency exchanges. Students will also learn how to complete the calculations needed to be able to produce hire purchase and leasing agreements. <u>Learners</u> will also develop the skills needed to produce key business trading documents, such as invoices and credit notes.
IAB LCCI Level 2 Certificate in Business Statistics	120	140	1 x Online Examination	<u>Learners</u> will apply statistical techniques to business data to assist in analysing the business environment and to support the planning and decision-making process. <u>Learners</u> will be able to present, understand and interpret business data graphically and diagrammatically, understand basic statistical methodology, assess the suitability of statistical methods and models and apply statistical method to real world and commercial

				situations.
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Level 3

Title	GLH	TQT	Assessment	Description of the qualification
Level 3 Certificate In Bookkeeping And Accounting - Reach New Heights (iab.org.uk)	80	220	1 x Online Knowledge Test 2 x Online Assignment 1 x Online Examination	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.
Level 3 Certificate In Computerised Bookkeeping And Accounting IAB	70	150	1 x Online Knowledge Test 1 x Examination	Introduces the student to the more advanced processing skills required to make accounting adjustments, prepare financial statements, and prepare management reports for a sole trader or partnership using a computerised accounting system.
Level 3 Certificate In Computerised Payroll For Business IAB	80	130	Assessed via Sage assessment platform	Designed to provide learners with a comprehensive range of knowledge and the practical skills that they will be able to use as a senior payroll processor or a payroll administrator for a variety of businesses. Learners who wish to study this qualification must have first achieved Level 2 Certificate in Computerised Payroll for Business 301/0476/4.
Level 3 Diploma In Computerised Bookkeeping IAB	302	380	Assessed via Sage assessment platform	Provides learners with the skills needed to carry out a range of day-to-day computerised accounting routines and activities using Sage accounting software – including entry of complex business transactions.
IAB LCCI Level 3 Certificate in Accounting	150	197	1 x Online Examination	<u>Provides learners</u> with an understanding of the basic principles underlying the recording of financial transactions; the ability to prepare and interpret accounts for sole traders, partnerships, limited companies and groups of companies in accordance with basic accounting conventions and current accounting practice; and the ability to apply the principles of decision making.
IAB LCCI Level 3 Certificate in Cost and Management Accounting	160	200	1 x Online Examination	<u>Provides learner</u> with the skills, knowledge and understanding of cost and management accounting which reflects the keys skills required in business for short and long-term decision making, inventory control, accounting for overheads, working capital management, standard costing and the preparation and control of budgets.
IAB LCCI Level 3 Certificate in Advanced Business Calculations	160	200	1 x Online Examination	<u>Provides learners</u> with a thorough foundation in key advanced business calculations, including calculating interest, profitability, liquidity and depreciation of business assets. <u>Students</u> will also learn how to complete the calculations necessary for investment appraisal, how to analyse a statement of financial position and will develop the skills required to apply a range of indices effectively to support their business.

IAB LCCI Level 3 Certificate in Business Statistics	135	160	1 x Online Examination	Learners will gain an understanding of the basic concepts of statistical problem solving in business situations, develop knowledge, understanding and skills of statistical methods and concepts and in probability, including an awareness of the potential and limitations of data and methods.
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Level 4

Title	GLH	TQT	Assessment	Description of the qualification
Level 4 Certificate In International Accounting Standards And IFRS IAB	110	330	1 x Online Examination	Learners who complete this qualification will demonstrate a sound knowledge of the regulatory and conceptual frameworks fundamental to preparing financial statements for limited companies.
Level 4 Certified International Accounting Professional	700	1400	E- assessment Multiple Choice Examination	This professional certificate has been designed to provide participants with a holistic overview on management accounting practice. It will provide a comprehensive understanding of the key principles techniques of management accounting. This practical and interactive certification program has been specifically designed for professionals in the financial sector with positions, such as professional accounts from different levels, management accounts, finance professionals or managers.

- Details of the above qualifications may be obtained from the IAB's website at www.iab.org.uk.
- Should you require any additional information, please email the IAB on ao@iab.org.uk
- A maximum six-month extension of registration can only be granted if applied for within six months of the original registration expiring.