



# Increase your Earning Potential

with an IAB qualification



# INTERESTED IN A CAREER IN FINANCE?

Second career

Return to work parent

Change of career

Work from home

Part time

Flexible hours to work around  
the family

Work from anywhere

## CHOOSE WHAT TO STUDY

If you are interested in starting a career or business in bookkeeping what better way to get started than by registering for an IAB bookkeeping qualification?

Our qualifications are designed to fit around your busy lifestyle or career.

With a number of study options available you can start your journey into the bookkeeping profession and **still maintain your existing commitments.**

IAB qualifications are created by **our industry experts** to give you the skills you need to establish your career or business, from learning the basics to qualifying as a fully-fledged, professional bookkeeper. Here are a few of the reasons to choose the IAB:

- IAB qualifications are regulated by Ofqual, QiW and CCEA, so you can be sure they meet specified quality standards.
- IAB qualifications are available from levels 1 to 4 offering a clear progression route as you develop professionally.
- With a range of study options and Accredited Centres, IAB qualifications give you the flexibility you need to fit your study around your existing commitments.
- Business owners trust and value IAB qualified bookkeepers.



# “Bookkeeping is an industry that thrives in a recession.”

## WHY THE IAB

**F**ounded in 1973, the IAB is both an awarding and professional body. Celebrating over 45 years of success, it not only offers a host of regulated bookkeeping and business qualifications, but it also **supports and regulates professionals on their career path**. With membership attracting students, business owners and accounting professionals alike.

**Setting world class standards;** the IAB is forefront in benchmarking and **works with the government** and standard setting bodies to promote the professional integrity of bookkeepers. It also plays a key role in developing national qualifications, offering students worldwide the chance to gain **the very best financial qualifications and lifelong skills**.

Further, under the UK Anti Money Laundering Regulations, the IAB is a statutory supervisory body ensuring members in practice comply with the law. **The IAB's sights are firmly set on the future** and is continually developing new ways of supporting members and promoting their skills and respected status.

## THE ASSESSMENT METHODOLOGY

**T**he IAB's assessment methodology comprises of tests, assignments and final examinations. Your assessment methodology will be dependent on the level and qualification chosen.

## CHOOSE YOUR STUDY STREAM

**T**he IAB's qualification streams have been designed to give you the most relevant and useful knowledge and skills to **maximise your career opportunities** along the way. You can choose between manual bookkeeping, computerised bookkeeping or payroll. Once you have commenced a particular stream, you can select to continue with your studies in another stream. There are a host of articulation opportunities for you within the IAB streams.

For example, a career in payroll requires up-to-date qualifications and industry knowledge. Our payroll qualifications can provide just that and with the commitment from the IAB, **you can be sure you will be fully supported and highly qualified so your career or business thrives**.

# STUDENT MEMBERSHIP

All learners intending to study towards an IAB qualification, are required to register with the IAB as student members. This membership is valid for a year and is renewable in the month of joining the following year. As a student member, you will be entitled to **receive a host of benefits designed specifically for you.**



“

*I cannot fault the training course or the support I have received. I am more than **happy to recommend the IAB as a very successful career pathway of support and reassurance.** ”*

Susan Jones  
[www.asjfusion.co.uk](http://www.asjfusion.co.uk)

## MEMBERSHIP

Our IAB membership provides support throughout your career with a range of services, benefits and industry updates that will **help you achieve your ambitions.**

As an IAB professional member you will have **access to technical helplines** and a member portal where you can access information that will keep you and your clients or employer up-to-date and compliant with current and incoming regulation ensuring you will have all of **the tools you need to succeed as a bookkeeping professional.**

Whether you run a bookkeeping business or want to secure a position in a bookkeeping or accountancy practice or local business, **make a wise decision – join the IAB.**

Note; if you are a self-employed bookkeeper offering bookkeeping or accountancy related services to the public, by law you need to be supervised under the Money Laundering Regulations 2017. **The IAB can support you to stay compliant so get in touch at [membership@iab.org.uk](mailto:membership@iab.org.uk) or 02087 187 8888.**

# REASONS TO CHOOSE THE IAB

- **High quality learning experience**
  - Our unique study methodology has been designed to give you the best chance of succeeding.
  - College tuition, textbooks and study support are available through approved centres.
- **Flexible study options**
  - Full-time, part-time, after hours, classroom learning and distance learning.
- **Study at your own pace**
  - Choose when you want to start and when you want to complete your assessments.
- **Registered on Ofqual**
  - All our qualifications are high quality, recognised, and valued by our graduates and their employers.

## OFQUAL REGISTERED AND REPUTABLE

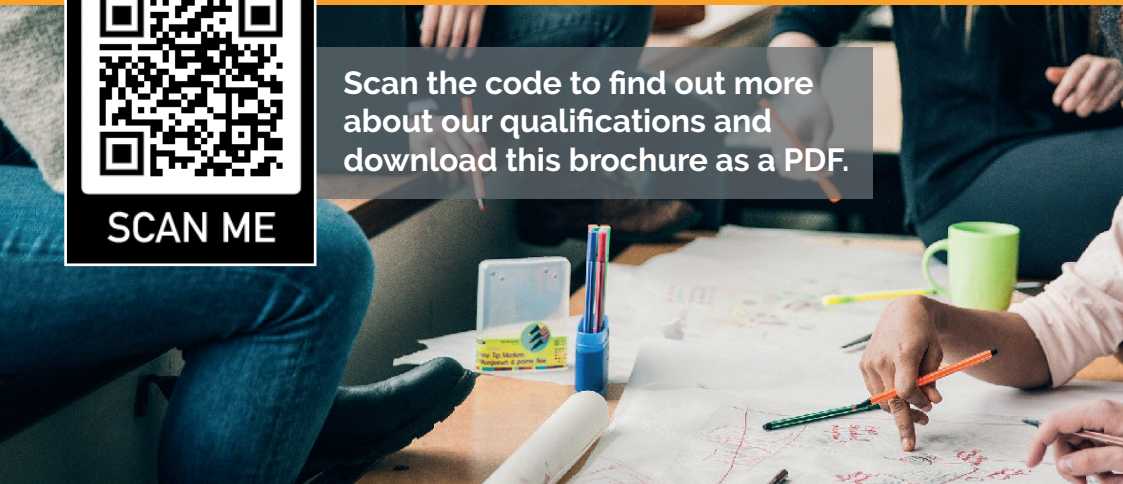
All IAB qualifications are registered with Ofqual. Our programmes are valued by employers, and our graduates are **recognised both in the UK and internationally**.

Please note; the IAB is not a tuition provider, rather a recognised awarding body and as such we conduct external assessments for our qualifications that are registered on Ofqual.



SCAN ME

Scan the code to find out more about our qualifications and download this brochure as a PDF.



# 5 THINGS YOU MUST KNOW BEFORE YOU START A BUSINESS

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**International  
association of  
bookkeepers**

Established 1973

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International Association of Bookkeepers