



THE IAB GROUP

# Elevating the Standards of Business & Finance

Business Credentials

## The IAB Group

The IAB Group, is a progressive collaboration of four organisations driven by the belief that education should not be limited by geography, income, or any other factors and through leveraging technology and innovation, provide accessible education at scale to empower individuals across business and finance communities to unlock their full potential.

By leveraging the individual strengths and geographical dominance of the group, we are able to provide comprehensive finance and business support, education, and advisory services. The wide-ranging expertise and rich heritage across the group give us the ability to navigate the complexities of our business and evolving landscape, whilst still providing the agility to develop and collaborate on emerging opportunities in the UK and internationally.

At the forefront of the Group is the IAB, the Institute of Accountants and Bookkeepers, a distinguished brand with a rich legacy in providing regulated qualifications, unwavering support, and invaluable guidance to finance professionals at every stage of their career journey.

The IAB is complemented by the London Chamber of Commerce and Industry (LCCI), the qualification division acquired by the group in 2023, known for its focus on industry-aligned regulated qualifications. By aligning strategically with the IAB, the LCCI provides a direct route to advanced finance qualifications, empowering professionals to elevate their expertise to new levels.

A distinguishing factor in the group is the presence of two organisations that offer Ofqual regulated qualifications (IAB and LCCI). The stringent development and review processes essential for delivering qualifications at this high standard are consistently implemented throughout all group organisations. This commitment to excellence ensures that all our qualifications whether regulated or non-regulated meet a high standard, reflecting our dedication to quality in all aspects of our work.

The combined 170+ years heritage and global footprint of the IAB and LCCI brands alone ensure that our qualifications are universally recognised in 30 countries.

Further enhancing the IAB Group's portfolio is the International Association of Accounting Professionals (IAAP), an organisation rooted in finance, dedicated to accrediting high-level professionals and offering non-regulated qualifications that mirror prevailing industry trends. Its overarching objective remains to equip finance professionals with the skills needed to progress and thrive in their careers, ensuring they remain ahead of the curve in today's competitive business landscape.

PDI, The Professional Development Institute has long-standing trading operations in educating the corporate and banking sector with a range of qualifications advancing to level 7. A testament to this reputation PDI has been appointed by the Institute of Banking Studies in Jordan to provide their members with qualifications. It is also the 'Home of Continuous Professional Development (CPD)' within the Group, serving as the central hub for all affiliated brands and external entities across a variety of sectors.

## Qualification Regulation and Quality

The IAB Group offers both regulated and non-regulated qualifications to meet a variety of educational needs and market demands. A non-regulated qualification differs from a regulated qualification in that it does not adhere to the standards set by the Regulated Qualifications Framework (RQF) and lacks validation from an official industry body.

While non-regulated qualifications are valuable for personal and professional development, they are often not recognised by universities during the admissions process, unlike regulated qualifications. It is important to understand the distinction between the two within the educational landscape as it can impact individuals' opportunities for further academic pursuits and career progression.



Ofqual is a non-ministerial government department in England which has the regulatory authority for overseeing qualifications awarded by organisations such as the IAB and the LCCI. Ofqual plays a pivotal role in upholding the credibility of regulated certifications through its stringent monitoring and quality assurance procedures, and ensures that qualifications authentically mirror the knowledge, competencies, and comprehensions acquired by students.

By establishing rigorous criteria for assessments and examinations, Ofqual guarantees that these evaluations accurately highlight a student's accomplishments meaning individuals can have confidence in the certifications sanctioned by Ofqual, and in turn the awarding organisation, thereby upholding the integrity and reliability of the education and certification framework.

Having Ofqual accredited recognition provides confidence to qualification users that the awarding organisation has the capacity and competence to develop and offer high-quality qualifications. Certificates for Ofqual regulated qualifications can carry the Ofqual logo – a recognised quality mark across the world to universities and employers.

We are proud to have two organisations within the IAB Group that offer regulated qualifications, this by default naturally enhances the strength of our non-regulated offering. Our meticulous approach ensures that our development and review processes are consistently upheld, resulting in the delivery of qualifications at a high level of excellence across all group organisations. This dedication to excellence ensures that every qualification in our portfolio meets rigorous standards, reflecting our commitment to maintaining quality in all aspects of our operations.

## Qualification Accreditation

Organisations within the group are affiliated with a range of leading industry bodies demonstrating our knowledge and expertise in education and the scope of our offering.



Accreditation is also a core offering from the Group and a term normally used to convey a perception of quality and therefore trust in the subject, be it a product, service or person.

In the field of education professional status and competence of a person is better demonstrated via a qualification and therefore we work with partners to align our expertise and competence in qualification development to ensure that non-regulated qualifications that would aid personal and professional progression are worthy of accreditation from the applicable IAB Group organisation.

## Qualification Accreditation

The International Education Advisory Board, established under the visionary leadership of global president Janet Jack, demonstrates how the group is shaping educational innovation and delivering on its vision of ***accessible education at scale***.

Composed of a select group of esteemed industry experts and global professionals, the board plays a crucial role in informing and meeting the demands of the ever-evolving industry landscape.

Their invaluable insights, guidance, and unwavering support are not only reflective of market needs but also ensure that educational programs within the IAB Group remain pertinent and effective.

By meticulously aligning content and structure with workplace requirements, the board guarantees that education offered by the group is not just relevant but also tailored for success in the business and finance sectors.

The International Education Advisory Board is a beacon of expertise, driving educational excellence and fostering industry-relevant learning experiences.

## The History of the IAB

The IAB was formed in 1973 by the Council of the Institute of Administrative Accountants (IAA). This was done to retain links with its bookkeeping history dating back to 1916.

The objective of the IAB was to offer basic qualifications in Bookkeeping at three levels, Preliminary, Intermediate and Final, with the final level being the equivalent to GCE A Level, a far cry from the breadth of qualifications now offered by the IAB Group today.

In September 2022, the International Association of Bookkeepers (IAB) changed its name to the Institute of Accountants and Bookkeepers (IAB). This change was made to reflect the diversity of our membership and our qualification offering.

In 2023 the IAB celebrated its 50th year, the name change, specifically the word 'Institute' endorses the heritage of the organisation and acknowledges the pioneering work that continues in education, Anti-money Laundering and the lobbying of legislation in government on behalf of the industry.

The IAB is recognised by HM Treasury to regulate our members for the purposes of the Money Laundering Regulations 2017.

We represent our members at the following forums:

- ✓ HMRC Agent Support
- ✓ HMRC Guidance Strategy Forum
- ✓ Anti-money Laundering Supervisors Forum (AMLSF)
- ✓ Accountancy AML Supervisors Group (AASG)
- ✓ Accountancy Intelligence Sharing Expert Working Group (ISEWG)
- ✓ Companies House Accountancy Stakeholder
- ✓ EPG Group
- ✓ CIS Group
- ✓ Professional Enablers Sub-Group

# Forewords

## IAB Group Honorary President



### **Fabian Hamilton MP**

*Labour MP for Leeds  
Northeast, an MP  
continually since 1997*

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 finance 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 root of bookkeeping and has added significantly to the education of young people and adults. Our range of qualifications covers the essential technical knowledge and skills relating to bookkeeping, financial accounting, and cost management accounting and are evolving in line with demand.

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

### **About Fabian**

Fabian has been a Labour MP since 1997. Before his election to Parliament, Fabian served for 10 years as a Labour member of Leeds City Council and chaired the Councils Education and Economic Development Committees. Fabian ran his own business for eighteen years and so understands the pressures and needs of entrepreneurs and businesspeople.

# Forewords

## IAB Group Global President



**Janet Jack**

As Global President, I prioritise building strong international relationships within the IAB Group, strategically leveraging each organisations strengths to meet evolving business and finance demands. The IAB brand is renowned for its high-quality, regulated qualifications, bolstered by its esteemed heritage.

The IAAP holds a prominent market position, offering accredited finance qualifications tailored to professionals dedicated to advancing their careers. With the acquisition of LCCI qualifications, the IAB has expanded its reach, creating a seamless alignment between business and finance education and providing students with a clear career pathway.

PDI has excelled in corporate finance qualifications, particularly in banking and compliance, as evidenced by our expanding presence in Jordan and the MENA region, reflecting the region's growing development in these areas.

### **About Janet**

Janet has a successful track record in managing and transforming organisations. A deep enthusiasm for commerce and worldwide diversity has led to an innovative and revolutionary approach for advancing educational business growth.

Drawing on her extensive background in finance and accounting, at her core she understands the impact finance has on the prosperity of businesses and how the fast-paced evolution of technology has pushed industries to new heights, requiring forward-thinking leadership and a comprehensive grasp of global business dynamics.

Janet has a proven track record of successfully implementing strategic initiatives, forging strong relationships with stakeholders, and enhancing organisational capabilities. Her efforts are focused on making the connected global community of tomorrow accessible to everyone, transcending barriers of background, culture, or gender.

# Forewords

## IAB Group CEO



**Sarah Palmer**

Through my experience, I've always believed that accountants, bookkeepers, and finance professionals hold a privileged position within organisations, given their expertise and influence.

As fintech software and artificial intelligence (AI) become standard, the requirements of financial careers are changing significantly. My goal is to equip professionals for this future by enhancing our offerings at the IAB Group to elevate business and finance standards.

To achieve this, we're implementing ambitious plans to enhance all aspects of our services, focusing on financial acumen, strategic thinking, and ethical decision-making. We will measure and compare these metrics internationally to ensure we are well-prepared for the evolving landscape.

The IAB Group is committed to shaping a community of global professionals ready to lead in an ever-changing world of finance and business.

### **About Sarah**

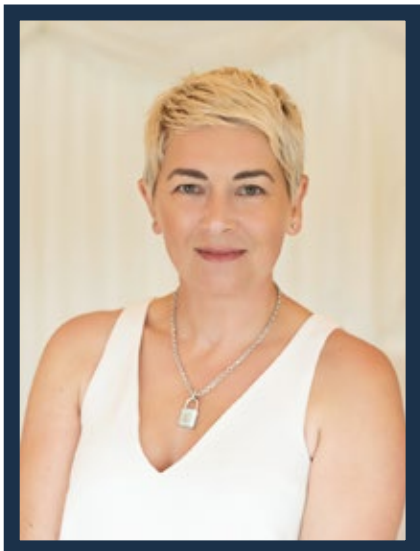
Sarah is a highly accomplished professional with a first-class business degree and extensive experience in managing businesses across sectors. In 2009 she made the bold decision to establish her own bookkeeping business, the award-winning Women Who Count (WWC).

Passionate about empowering others, she serves as CEO of the IAB Group, sharing knowledge and fostering business development among finance professionals to deliver exceptional service to business owners.

Outside of her ventures, Sarah advocates for change in the finance community, actively participating in UK government lobbying and HMRC consultations to support both the finance community and business owners.



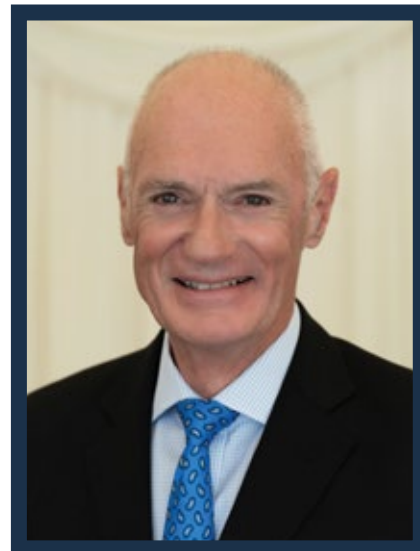
## Meet the Team



**Samantha Grant**  
Chief Strategy Officer



**Tom Saltmarsh**  
Chief International Officer



**Mike Donald**  
Chief Examiner



**Max Lee**  
Associate Director S.E.  
Asia



**Mohammad Yasin**  
Associate Director MENA  
Region



**Ranjit SriVenkatesh**  
Associate Director India



Institute of  
accountants &  
bookkeepers



IAB Group  
IAB ~ IAAP ~ LCCI ~ PDI

## Membership

A membership organisation that offers continuous support to finance professionals at all stages of their career, recognising and validating their expertise via three distinctive membership tiers that correlate with the individual's qualifications and skills, reflecting their level of proficiency within the field.

Additional support is given in a variety of ways.

- ✓ Ambassador Group
- ✓ Monthly Virtual Coffee Mornings
- ✓ Monthly Digital Newsletters
- ✓ Quarterly Magazines
- ✓ Regular industry and regulatory updates
- ✓ CPD guidance is also provided for members to gain verifiable recognition and certification through regularly updating their knowledge via webinars, additional qualifications, and IAB content.

## Qualifications

At the core of the IAB lies a commitment to education, offering a clear pathway and unwavering support to professionals embarking on their career journeys. We firmly believe that a solid financial footing serves as the key to unlocking a prosperous career. The IAB's levels 1-3 are meticulously crafted to deliver comprehensive and tailored education.

Within the expansive landscape of the IAB Group, a spectrum of both regulated and non-regulated qualifications and courses are available. Our diverse range of qualifications empowers students to establish a strong financial background, progress within the financial sector, explore opportunities in business, or enhance their skills and knowledge base.

Aligned with industry requirements, IAB qualifications offer progressive levels of development geared towards equipping individuals with the expertise essential for success in the workplace.

## Anti Money Laundering Supervision

The IAB is also a Professional Body Supervisor (PBS) registered with HMRC (His Majesty's Revenue and Customs) for the Money Laundering Act 2007 in the UK and plays a significant role in guiding financial professionals who offer services to the public through the complexities of AML regulations.

To ensure our members meet the necessary legal standards, the IAB offers a range of resources, including 8 module-based courses tailored to align with our areas of inspection and AML Complete, a tool which aids in efficiently managing AML responsibilities.

Through active engagement with these resources, our members develop a solid understanding of the risks and obligations associated with their professions, promoting a culture of compliance and heightened awareness within the financial industry.



The key point of difference between AML Complete and other software in this sector is that it developed and owned by the IAB, a Professional Body Supervisor (PBS) who are at the forefront of sectorial risk developments, this platform is dedicated to enhancing live AML risk awareness to improve AML effectiveness.

The core objective behind creating our own platform was to offer unparalleled support and guidance to our members. As an educational provider and PBS, the IAB leverages AML Complete to gain insights into members' compliance status and knowledge levels, allowing for tailored content that aligns with their specific needs. The platform is designed to simplify risk identification, enabling users to allocate resources efficiently towards understanding and addressing the most impactful risks.

Unlike many generic software solutions in the market, AML Complete emphasises value, quality, and flexibility, ensuring that members remain compliant and well-prepared.

Through collaboration with other industry bodies, we leverage a wide perspective to anticipate legislative changes and emerging risks to better support our members. Our goal is to streamline AML processes, reduce time commitments, and empower members to manage their AML responsibilities effectively, setting a strong foundation for regulatory compliance and risk mitigation.



London Chamber  
of Commerce &  
Industry

Member of the IAB Group



IAB Group  
IAB ~ IAAP ~ LCCI ~ PDI

# The London Chamber of Commerce and Industry (LCCI)



London Chamber  
of Commerce &  
Industry Member of the IAB Group

IAB acquired LCCI qualifications from Pearson in the Spring of 2023 and officially became the examining body on 1st Oct 2023. By joining forces, the LCCI and IAB are poised to meet this demand head-on, offering qualifications that hold weight not only within local markets but also globally.

In today's rapidly evolving business landscape, companies are increasingly operating on a global scale and therefore the demand for professionals who possess internationally recognised qualifications has never been greater.

Complimentary to the IAB finance focused pathway LCCI provides more business focused qualifications. LCCI qualifications allow for diversification and upskilling opportunities between the finance and business sectors, setting the stage for professionals to diversify and making them more agile in their career.

The future aim is to broaden the scope of qualifications offered across a wider range of industries, enhancing our portfolio for the business community, elevating the brand's reputation and reinforcing the link between LCCI qualifications and professional prospects.



Since the acquisition, we have introduced iabEducation, a platform providing a digital student registration process and exam access. This centralised hub, ensures efficiency for both centres and students while maintaining the rigorous standards of the traditional exams.

Despite the shift to electronic exams, maintaining the same standard of knowledge and excellence is paramount, ensuring that the exam's credibility remains unwavering. The new electronic format allows candidates to complete the exams within a maximum of 2 hours, improving efficiency without compromising the need for thorough consideration of the questions. The emphasis on a constant pace during the exam underscores the demand for critical thinking skills, solidifying the exam's reputation as a robust assessment tool.



Our partnership with AutoCount Dotcom Berhad sets a new standard in the finance sector, highlighting LCCI's dedication to staying at the forefront of industry advancements. Through this collaboration, AutoCount will launch the first-ever Cloud Accounting Certification Program in Asia on 1st January 2025. Through partnering with AutoCount, a pioneer in cloud accounting solutions, LCCI are accrediting the certification endorsing that it meets the industry's evolving needs and helps individuals succeed in a digital-first finance sector.



International  
association of  
accounting  
professionals

Member of the IAB Group



IAB Group  
IAB ~ IAAP ~ LCCI ~ PDI

# The International Association of Accounting Professionals (IAAP)



The IAAP is a global finance qualification accreditation provider and a membership organisation for experienced finance professionals. Through membership, individuals are able to elevate their professional reputation through the use of designatory letters after their name, receive regular content to enhancing their knowledge, and become a part of an international community, increasing their network and professional profile all of which contributes to improving employability.

Offering a comprehensive curriculum that covers various aspects of finance. The IAAP provides accreditation for non-regulated qualifications that is subject to a rigorous approval and analysis process. Any qualification offered or accredited serves as a testament to an individual's expertise and knowledge in their respective field ensuring they stay ahead of the curve and in line with industry demands.

An example of IAAP accreditation in action is in the domain of Ethical and Sustainable Finance, seen as a leading force in forward-thinking progress, the importance of considering environmental, social, and governance (ESG) factors in finance continues to grow.

As International Reporting Standards move towards becoming mandatory on a global scale, companies will now be required to include their ESG data in a standardised format within their financial reports. This will increase transparency, enable comparisons, and enhance accountability. Finance professionals will have a significant role in leading discussions on sustainability, incorporating these principles into their decision-making processes, and evaluating sustainability risks.

Through the collaboration of the International Education Advisory Board and the extensive network of the IAB Group, we developed a qualification that not only prepares finance professionals to excel in this shifting landscape, but also to adapt as regulations evolve. An ESG accredited qualification was introduced into the Chinese market and was a totally new concept there but well received. This strategic partnership highlights our dedication to staying current with market trends and equipping professionals to navigate the ever-changing realm of sustainable finance with competence.





Professional  
Development  
Institute

Member of the IAB Group



IAB Group  
IAB ~ IAAP ~ LCCI ~ PDI

# The Professional Development Institute (PDI)

The Professional Development Institute (PDI) is a leading organisation with extensive experience in the corporate and banking sectors, providing qualifications up to level 7.



Most recently PDI re-positioning as the 'Home of Continuous Professional Development (CPD)' within the Group, PDI serves as a central hub for all affiliated brands and external entities spanning various industries.

With the support of the Education Advisory Board, PDI collaborates with group organisations and industry contacts to design CPD courses that meet industry standards and adapt to changing market needs.

This collaborative approach enables individuals to improve their job market competitiveness and advance their career prospects. PDI's commitment to excellence and industry relevance solidifies its position as a trusted partner in professional development.





# Qualification Listing by Organisation

IAB Level 1 Award in Computerised Payroll
IAB Level 1 Award in Bookkeeping
IAB Level 1 Award in Computerised Accounting Business
IAB Level 1 Award in Payroll for Business
IAB Level 1 Award in Computerised Bookkeeping
IAB Level 2 Certificate in Computerised Bookkeeping
IAB Level 2 Certificate In Computerised Payroll for Business
IAB Level 2 Certificate in Bookkeeping
IAB Level 2 Award in Payroll for Business
IAB Level 2 Certificate in Computerised Accounting for Business
IAB Level 2 Award in Construction Industry Scheme
IAB Level 2 Certificate in Accounting and Business (Apprenticeship)
IAB Level 3 Certificate in Computerised Bookkeeping and Accounting
IAB Level 3 Certificate in Bookkeeping and Accounting
IAB Level 3 Certificate in Computerised Accounting for Business
IAB Level 3 Diploma in Accounting and Cash Management
IAB Level 3 Certificate in Computerised Payroll for Business
IAB Level 3 Diploma in Computerised Bookkeeping
IAB Level 3 Diploma in Business and Management
IAB Level 3 Diploma in Information Technology
IAB Level 3 Diploma in People and Organisations
IAB Level 3 Diploma in Employment and Workplace Skills
IAB Level 3 Foundation Diploma in Accountancy
IAB Level 4 Certificate in International Accounting Standards and IFRS
IAB Level 4 Certified International Accounting Professional
IAB Level 4 Qualified Insurance Practitioner

*Continued*

IAB Level 4 Diploma in Business Management and Finance
IAB Level 5 Diploma in Business Management
IAB Level 5 Diploma in Business and Finance
IAB Level 6 Diploma in Business Management
IAB Level 6 Diploma in Business and Finance
IAB Level 7 Diploma in Business Management
IAB Level 7 Diploma in Certified Financial Forensics Analyst

## IAB Non-Regulated Qualifications



Certificate in Budgeting and Finance for Humanitarians
Certificate in Humanitarian Communications and Media Relations
Certificate in NGO Management and Leadership for Senior Humanitarian Actors
Certified Donor Relations and Partnerships Specialist
Certificate in Humanitarian Data Analysis
Certificate in Humanitarian Diplomacy
Certificate in Combating Money Laundering in Charitable and Humanitarian Work Settings
Certificate in Emotional and Social Intelligence for Diplomats
Diploma in Islamic Banking
Diploma in Accounting and Shariah Auditing
Diploma in Islamic Insurance
Certificate in Professional Retail Management

# LCCI Ofqual Regulated Qualifications



IAB LCCI Level 1 Certificate in Bookkeeping
IAB LCCI Level 1 Certificate in Business Administration
IAB LCCI Level 1 Certificate in Digital Skills
IAB LCCI Level 2 Certificate in Business Calculations
IAB LCCI Level 2 Certificate in Bookkeeping and Accounting
IAB LCCI Level 2 Certificate in Bookkeeping and Accounting (ver RG)
IAB LCCI Level 2 Certificate in Cost Accounting
IAB LCCI Level 2 Certificate in Business Statistics
IAB LCCI Level 2 Certificate in Retail Skills
IAB LCCI Level 3 Certificate in Accounting
IAB LCCI Level 3 Certificate in Advanced Business Calculations
IAB LCCI Level 3 Certificate in Business Statistics
IAB LCCI Level 3 Certificate in Cost and Management Accounting
IAB LCCI Level 3 Certificate in Financial Accounting
IAB LCCI Level 4 Certificate in Financial Accounting

# LCCI Non-Regulated Qualifications



IAB LCCI Level 2 Certificate in Cloud Accounting
IAB LCCI Level 3 Certificate in Cloud Accounting
IAB LCCI Level 4 Award Certified Customer Sales Professional
IAB LCCI Level 4 Award Certified Sales Professional
IAB LCCI Level 4 Professional Certificate in Customer Service Roles Professional
IAB LCCI Level 4 Professional Certificate in Service Skills and Customer Service Roles
IAB LCCI Level 4 Professional Certificate in Sales Skills

*Continued*

IAB LCCI Level 4 Award in Identifying Development Needs

IAB LCCI Level 4 Award in Improving Integrity in the Workplace

IAB LCCI Level 4 Award in Improving Values and Motives in the Workplace

## IAAP Non-Regulated Qualifications



IAAP Level 3 Diploma in Accounting and Advanced Bookkeeping

IAAP Certificate in International Financial Reporting

IAAP Certificate in Professional Management Accounting

IAAP Certified Cybersecurity Program

IAAP Certified Financial Forensics and Fraud Investigator

IAAP Certified Financial Manager

IAAP Certified Financial Modelling Specialist

IAAP Certified International Auditing Standards Specialist

IAAP Certified International Tax Specialist

IAAP Certified Public Accountant

## PDI Non-Regulated Qualifications



IAB PDI L4 Qualified Insurance Practitioner

IAB PDI L4 Professional Certificate in Sales Skills

IAB PDI L4 Award Certified Customer Service Professional

IAB PDI L4 Award Certified Sales Professional

IAB PDI L4 Award in Identifying Development Needs

IAB PDI L4 Award in Improving Integrity in the Workplace

IAB PDI L4 Award in Improving Values and Motives in the Workplace

IAB PDI L4 Professional Certificate in Customer Service Roles

IAB PDI L4 Professional Certificate in Sales Skills and Customer Services



## THE IAB GROUP

**Registered office:**

110 Bishopsgate London  
EC2N 4AY United Kingdom

0208 187 8888 // [www.iab.org.uk](http://www.iab.org.uk)