

MEMBERSHIP INFORMATION

The vision of the Institute is:

'To provide bookkeepers with the co-operative forum to be the best they can be. We're about bookkeepers: Recognition & Education'.

Level 27
Rialto South Tower
525 Collins Street
MELBOURNE 3000

The Institute aims to bring certainty to the bookkeeper industry and all involved and affected by it. By setting standards for the bookkeeping industry, we provide answers to major questions such as:

Tel: 1300 85 61 81
Fax: 1300 85 73 93
admin@icb.org.au
www.icb.org.au

- What does a bookkeeper do?
- How skilled is this bookkeeper?
- How do I prove my bookkeeping skills?
- How do I improve my own bookkeeping skills?
- How do I do bookkeeping better?
- What are the benefits of being part of a bookkeeper professional association?

Benefits of joining the Institute include:

- Bookkeeper tools and resources
- Extensive website accessed resource base for bookkeepers seeking assistance
- Newsletter for Bookkeepers: Specifically designed to guide you in your bookkeeper world.
- Urgent relevant updates emailed to all members as they happen
- Support network: bookkeepers supporting bookkeepers by phone or e-mail
- Regional Network Meetings: Operating monthly with an increasing number of locations and systemised resources and content for discussion.
- Professional Indemnity Insurance designed for the bookkeeper. Prices relevant to the bookkeeper business.
- Bookkeeper 'home page' – http://www.icb.org.au/home_page
- Professional email account for Practicing members - your.name@goodbookkeepers.com.au
- Sourcing of new clients through "Search for an ICB Bookkeeper" on the ICB website (Available to all Associate Members in Practice, Members in Practice and Fellows in Practice)
- Sourcing of new clients through "Job Vacancies" on the website: Potential clients list the work they want performed allowing you to respond.
- Bookkeeping knowledge based assessments
- Bookkeeper task based competency assessments
- Certificate IV in Financial Services (Bookkeeping): We don't provide it, but, we watch and assist the RTO's and recommend your best options.
- Special Skill Self Assessment – Online assessments, to test what you do and do not know

ICB works to provide the most effective *Pathway of Professionalism* for all bookkeepers.

ICB is the bookkeeper's voice as the world around us continues to change:

- Membership of the Australian Tax Office Bookkeepers Advisory Group (BAAG)
- Membership of the Australian Treasury SBR Business Advisory Forum (SBR BAF)
- Membership of the Bookkeepers Industry Group (BIG)
- Constant interaction with the ATO on areas effecting or impacting on Bookkeepers and business
- Submissions to government on issues effecting us and business
- Involvement in the formation, drafting and implementation of the Legislation around BAS Agents
- Small Business departments of state government
- Providing submissions, comment and support to the software companies from a bookkeepers perspective
- Ongoing increase of the exposure of the business community, government, education bodies, employers, recruitment agents to the ICB and the credibility and professionalism of our members.

ICB works to provide the most effective understanding of and consideration of all bookkeepers.

Refer to our website for the latest news on the BAS Agent Legislation (http://www.icb.org.au/BAS_Agent)

HOW DO I BECOME A MEMBER?

ICB has three pathways we use in verifying your experience and knowledge to support your application for membership with the ICB, you only need to pick one.

Membership Pathways:

1. **Entry to Membership via Qualifications** : Where membership is sought based on qualifications (awarded within the past two years) copies - not originals - of transcripts must be supplied with your application. These should clearly state the grade awarded and the name of the person receiving the award. Please also submit a copy of your resume with your application.

If you are applying for Associate Membership you will be required to provide evidence of at least 12 months 'hands on' experience. We would require two experience statements from a client, an accountant, an employer or the like to support your application as an Associate Member.

If you are applying for full Member Membership you will be required to provide evidence of at least 24 months 'hands on' experience. You can obtain a copy of the We would require two experience statements from a client, an accountant, an employer or the like to support your application as a Member.

2. **References:** Where membership is sought on the basis of relevant experience and competence, we require the names and email addresses of two accountants who are members of one of the following bodies, ICAA, CPA, TIA, ATMA, CIMA, NIA or ICB Fellow. They will be contacted by the Institute and asked to complete a competency statement on your behalf to support your application. (Please note that references from relatives are not acceptable).

3. **ICB Examination:**

ICB online assessment: Level I, Level II or Level III

For Affiliate Membership you are required to successfully complete Level I and Level II

For Associate Membership you are required to successfully complete Level I, Level II and Level III. You are also required to provide evidence of at least 12 months 'hands on' experience. You can obtain a copy of the. We would require two experience statements from a client, an accountant, an employer or the like to support your application as an Associate Member.

For full Member Membership you are required to successfully complete Level I, Level II and Level III. You are also required to provide evidence of at least 24 months 'hands on' experience. You can obtain a copy of the. We would require two experience statements from a client, an accountant, an employer or the like to support your application as a full Member.

Successful completion of the online assessments requires a pass mark of at least 70%

ICB will conduct assessments to verify your level of knowledge and competence.

Following successful completion of the ICB assessments, you will be awarded the appropriate ICB Certificate and be permitted membership at the appropriate level. A copy of the Institute's examination syllabus and indications of competence are available on our website.

What type of member are you?

Do you already provide bookkeeping services to 2+ clients (other businesses)?

- Yes:** You are an 'in Practice Member'
No: I only work on the books of my employer
You are an 'in Employment Member'
No: I am just commencing studies
You are a Student Member

How much actual bookkeeping experience do you have?

Nil as I am just starting:	Then you are an Affiliate Member
Nil as I have been an accountant:	Then you are an Affiliate Member
1 -2 years:	Then you are an Associate Member
2+ years:	Then you are a Member

The membership levels

Membership Levels of ICB

Student Member

A person who is looking to get started in the profession and commencing studies would subscribe to the student membership. Student members receive access to ICB support, resources and network meetings.

Affiliate Member

A person with no actual bookkeeping experience but has undertaken a Cert III course in bookkeeping or similar is eligible for this level. Successful completion of the Level 1 & 2 ICB Entrance assessment would also qualify for admission as an Affiliate.

Associate Member "AICB"

A person with at least one years proven experience in actual bookkeeping work together with proven competencies (by ICB assessment level 1 & 2 or references in ICB format from two qualified accountants) or Cert IV course in bookkeeping or similar would qualify for admission as an Associate Member

Member "MICB"

A person with at least two years proven experience in actual bookkeeping work together with proven competencies (by ICB assessment level 1, 2, & 3 or references in ICB format from two qualified accountants) or Cert IV course in bookkeeping or similar would qualify for admission as a Member.

The Membership Types

Member in Practice (a)

Sometimes called outsourced bookkeeping services or contract bookkeeper. You provide bookkeeping services to other businesses. You may work in your own business as a sole trader or as director of a bookkeeping business, you may work as an employee of someone else's business providing bookkeeping services to clients of that business. You may work in an Accounting firm providing bookkeeping services to clients. In all these scenarios you would seek admission as a Member in Practice of the ICB.

Members in Practice (Associate, Member or Fellow level) are granted the use of the ICB crest in relation to their personal business card and marketing. They are entitled to the use of ICB designations "MICB" or "AICB". They are permitted to use the term "Certified Bookkeeper".

Members in practice have access to all relevant sections of the ICB resources, website, support services, marketing opportunities and receive leads for work generated through ICB.

Members in practice must have Professional Indemnity Insurance that relates to the provision of bookkeeping services. This person may be covered by a PI policy that is owned by the bookkeeping business. They must personally declare their adherence and intention to comply with the ICB Code of Conduct.

Through connection to ICB, Members in Practice receive the benefit of the credibility and professionalism exhibited by being a member of "The" largest professional association for bookkeepers in Australia and linked with the ICB global network (the largest bookkeeper professional association and representative association in the world)

Member in Employment

A person working within a business, performing bookkeeping duties for that business alone (and not for clients of their own or the business). This person is also eligible for personal Membership of the ICB.

Members in employment may use the ICB designations "MICB" or "AICB" when qualified and they are permitted to use the title "Certified Bookkeeper".

They have access to all relevant sections of the ICB resources, website, support services, A member in business is not permitted to use the ICB crest in marketing or promotion of the business but may use the ICB crest on their personal business card.

Due to their work situation (as an employee) they do not have the same insurance risk profile as an outsourced bookkeeping service hence they are not required to hold professional indemnity insurance.

They must personally declare their adherence and intention to comply with the ICB Code of Conduct.

Should members in business be seeking a change to employment the ICB find a bookkeeper service becomes relevant.

Membership fees

All ICB Fees are GST inclusive

A one off application fee of \$75.00 applies to all applications excluding Student Membership (includes fees for each of the relevant admission assessments if applicable)

Member in employment

Affiliate membership	\$264.00
Associate	\$312.00
Member	\$360.00

Member in Practice

Affiliate membership	not applicable
Associate	\$432.00
Member	\$480.00

Business Member

1 – 4 Bookkeepers	\$360.00
5+ Bookkeepers	\$720.00

Student Membership

Standard fee	\$120.00
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(Alternative arrangements **may apply** if studying with an ICB Accredited Training Partner)

Mail or Fax: Complete a Membership Application form and return to us, either by fax: 1300 85 73 93, or mail: ICB, Level 27, Rialto South Tower, 525 Collins Street, Melbourne, Vic, 3000

On-Line application:

[Click here](#) to apply and pay online.

Cheque or money order: please mail together with a completed membership application form to ICB, Level 27, Rialto South Tower, 525 Collins Street, Melbourne 3000

Monthly payments by direct debit or credit card – you will need to complete a Direct Debit request form (please contact the ICB office for this – 1300 85 61 81), return this form to us when completed (Fax: 1300 85 73 93, email: admin@icb.org.au or mail: ICB, Level 27, Rialto South Tower, 525 Collins Street, Melbourne, Vic, 3000).

We hope this information is helpful to you and please contact us on 1300 85 61 81 or admin@icb.org.au if you require any further information.

Member Services

The Institute of Certified Bookkeepers

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www.icb.org.au

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