

**‘To industry, a good bookkeeper is gold  
To a bookkeeper, a good education is gold’**

**A little about us**

The Institute of Certified Bookkeepers (ICB) is the largest bookkeeping institute in the world and our aim is to bring structure and certainty to the bookkeeping industry, bring recognition to bookkeepers for the work they do and how well they do it. ICB is not a training organisation but a Professional Association seeking to increase the standards, the education level and professionalism of bookkeepers. Please click on the link to view our website and gather more information regarding ICB: <http://www.icb.org.au/>

We are looking to provide the bookkeepers of tomorrow with the knowledge to succeed in today’s business world through strong relationships with training providers Australia wide. Our goal is to provide prospective bookkeepers with superior support and access to training programs which will provide them with the skills to perform exceptional bookkeeping services.

**Purpose**

We are looking to promote and maintain the standards of bookkeeping as a profession, through the establishment of a series of relevant qualifications and the award of grades of membership that recognise academic attainment, working experience and competence. It is our position that bookkeepers are integral to all parts of the business process.

We are passionate about the future of the bookkeeping industry nationally and believe that one of our most important roles, as a professional association, is to service our members. As we receive, on average, 30 enquiries per week regarding our Accredited Training Providers we would welcome the opportunity to recommend your courses to our members.

**The Institute’s objectives are**

- To promote bookkeeping as a profession
- To enable bookkeeping to gain recognition as an integral part of the financial profession
- To promote training in the principles of bookkeeping
- To develop personal study skills and improve confidence of those persons who undertake a course in bookkeeping
- To enable the achievement of a qualification, which may be used to enhance prospects for progression into higher levels of study
- To improve the career prospects of its members
- To remain responsive to members needs

We have found, through our own experiences, and the 15 years of our supporting ICB UK, that the benefits listed above help to keep the students enthusiastic and encourages completion.

## **What is the program**

Accredited Training Providers will be listed on the Institute's website on the 'Where to Study' page, see, [http://www.icb.org.au/Where to Study](http://www.icb.org.au/Where_to_Study) ; we will promote your courses to prospective students and you will also be entitled to use the Institute's crest on your course information packs and on any promotional material.

Each semester your organisation is eligible to connect to the ICB Student Award program (see details below). Following initial promotion of the award at the commencement of each course, your leading or best student (as nominated by you) is eligible to receive the Award.

We bring industry relevant information to you for your consideration in presenting and designing your courses.

Your students are able to receive either complementary or significant discount entry to the ICB Student Member program.

Your qualifying students can then upgrade their ICB membership without needing to pay the admission fee.

Accredited trainers are invited to participate in additional training promotion programs from time to time.

ICB information and resource material can be provided to you at the commencement of each intake of students.

Our specific web page dedicated to our Accredited Training Providers can be [found here](#)

## **Some of our student member benefits include**

- Student Membership Card
- Website access (Student)
- Special Student web page
- Newsletter
- Access to regional meetings
- Access to any ICB Seminars
- Access to limited technical support

Upon successful completion of appropriate courses, we would be in a position to offer your students an Affiliate Membership with the Institute (which is recognised globally!!)

Certificate III bookkeeping courses qualify a student to Affiliate membership, with relevant Certificate IV courses providing the educational component of qualifying for full membership status (2 years actual practical bookkeeping experience is also required for a full member)

## **Student Award Program**

This initiative, exclusive to ICB Accredited Training Providers, is for the awarding of the "ICB Most Outstanding Student" award. The award is launched at the commencement of the course or relevant semester with information being provided to the students.

The award comprises one years ICB Affiliate membership for one year (value \$264.00pa), ICB Award certificate and Gift.

## **Cost**

### **Program style A)**

Accredited Training Provider to pay \$250.00 per annum, students to pay 25% of ICB's student membership fee (currently \$120.00 pa, for your students \$30.00).

*Often ATP's include student membership fee in their course fees to simplify the administration process.*

You can register your initial interest and pay online using our secure payment gate by [clicking here](#), you will still be required to complete the attached application form and return it to us.

### **Program style B)**

Accredited Training Provider to pay \$1250.00 per annum, your students membership is free.

You can register your initial interest and pay online using our secure payment gate by [clicking here](#), you will still be required to complete the attached application form and return it to us.

## **Interested**

If you would like to be included in this exciting program for Accredited Training Providers, please complete the attached Application for Accredited Training Provider form and return it to us by email to [admin@icb.org.au](mailto:admin@icb.org.au); fax: 1300 85 73 93; or mail:

The Institute of Certified Bookkeepers,  
Level 27, Rialto South Tower  
525 Collins Street,  
Melbourne, 3000  
T: 1300 85 61 81

If I can provide you with any further details, please do not hesitate to contact me.

Yours sincerely,

**Julianne Van Veenendaal**  
Liaison for RTO's and ATP's