

Guidance for IAgSA Membership

What do I need to be able to become a full member of IAgSA?

Every applicant will be required to undertake the necessary training or provide the relevant evidence of experience to enable them to gain IAgSA membership.

Applicants wishing to gain full membership of IAgSA will require a recognised bookkeeping qualification and where necessary will be required to undertake relevant training. On completion, your full application will be assessed by the training panel. For those who have accounting experience the training panel will require evidence of relevant work experience e.g. letter of recommendation from an accountant or similar. In addition a level of farming knowledge will be required. Please see below for further information on the requirements required.

Whilst working towards full membership you will be awarded the status of associate member and it is expected that you will have gained the necessary experience or qualifications for full membership status within 3 years.

Bookkeeping qualifications approved by IAgSA

- **Association of Accounting Technicians (AAT)**
Level 3 Diploma for Accounting Technicians (Intermediate)
or
Level 2 Award in Bookkeeping (QCF) plus
Level 3 Certificate in Payroll Administration
- **Institute of Certified Bookkeepers (ICB)**
Level 2 Certificate in Manual Bookkeeping
plus Diploma in Payroll Management
- **International Association of Bookkeepers (IAB)**
Level 2 in Bookkeeping
or
Level 3 in Accounting and Advanced Bookkeeping
- **HND**
Business and Accounting
- **Other accounting qualifications**
A summary of the syllabus and the level gained on the course to be supplied on the membership application form and this will be reviewed by the training panel.

In addition:

Farming Knowledge

The work undertaken by a farm administrator requires a level of understanding of issues, rules regulations and terminology that is bespoke to agriculture. Some of you will already have that knowledge and again will be able to provide the evidence to support your work experience in specific areas on the membership application form or to the training panel at a later date. For those without this experience or who would like to have their knowledge level recognised, IAgSA will be delivering a series of core courses:-

IAgSA Farm Accounting and Business Administration Training Programme:

Unit 1 - Farming Knowledge (1 day)
This course will enable the participant to gain an understanding of the farming terminology and an awareness of agricultural practices and issues.
Unit 2 - Farm Record Keeping for Livestock and Crops (1 day)
This course will enable the participant to gain knowledge of the physical and legislative record keeping requirements of a farm business, in particular the requirements for cross compliance and farm assurance.
Unit 3 - Financial Recording for the farm business (2 days)
This unit will enable learners to create, maintain and complete farm financial records as required by the accountant in order to produce the year end accounts.
Unit 4 - Farm Office Organisation & Administration (1 day)
This course will enable participants to gain the understanding of the requirements of becoming a Farm Administrator (both employed and self-employed). Along with the implementation of effective systems and procedures in the farm office and to meet the requirements of legislation, including the maintenance of employment and health and safety records.

Further Guidance:

Continuing Professional Development with IAgSA

Continuing Professional Development (CPD) is widely acknowledged to be of great importance to both professional and personal development in all industries and walks of life. For IAgSA administrators this means improvement in skills and delivery as well as potentially opening up career opportunities, therefore **all members who join IAgSA will be required to complete CPD annually.** CPD is also highly recommended to all our members who joined before September 2010.

Money Laundering Registration

Money Laundering guidelines regulated by HMRC Treasury require any individual carrying out bookkeeping duties to be registered. IAgSA can provide you with support and guidance on this matter as there are a number of bodies who you can register with for Money Laundering. For more details please contact the National Office on T: 01926 485543 or email: sally.lemonius@sky.com

Legislation and Farm Record Keeping Membership

In some instances, Farm Record Keeping membership may be granted to those who ONLY do Farm Records, and have no intention of practicing book keeping. Evidence such as references to prove experience and/or attendance of the IAgSA Farming Knowledge courses will be taken into account by the membership panel.